

AMADOR COUNTY CHAPTER BYLAWS

PREAMBLE:

We, the employees of Amador County, 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 Amador County Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit(s) represented by the Union.

Article 2. AFFILIATION:

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

Article 3. AIMS & OBJECTIVES:

The Aims and Objectives of the Amador County Chapter of the Service Employees International Union, Local 1021 shall be:

- a) To organize and unify the maximum number of workers within its jurisdiction;
- b) To improve the wages, hours, and working conditions of its members through organization, united action, legislative and political activity, and all other appropriate means;
- c) To foster a better understanding between its membership and the general public;
- d) To join with the rest of Organized Labor in all efforts to achieve a better life for working men and women everywhere; and
- e) To support and uphold the rights of all individuals, regardless of religion, race, creed, color, national origin, residence or citizenship status, sex or sexual orientation, age, disability, or political beliefs.

Article 4. MEMBERSHIP:

All persons, without regard to race, creed, color, religion, sex, sexual orientation, national origin, citizenship status, marital status, ancestry, age, disability, political affiliation or gender expression shall be eligible for membership.

Article 5. CHAPTER STRUCTURE:

(1) The Chapter membership shall elect a Chapter Board of the following officers:

- President
- Vice President
- Secretary
- Communications Coordinator
- Chief Steward
- COPE Coordinator
- Health Care Advisory Committee-four (4) positions

The term of office shall be two (2) years.

(2) The Chapter Board shall have power to act for the Chapter between General Membership meetings. The Chapter Board shall meet at least once a month or as often as deemed necessary by the Chapter Board. The Chapter Board must meet at least once a quarter. A majority of the Chapter Board members shall constitute a Chapter Board quorum. Chapter bylaws can specify the Chapter Board quorum as either a specific number or percentage. Six (6) members shall constitute a Chapter Board quorum.

- (3) The General Membership is the highest authority within the Chapter structure.
- (4) The Chapter shall hold regularly scheduled General Membership meetings at least once each quarter. Five percent (5%) of the General Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Board or by petition of ten percent (10%) of the membership.
- (5) The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- (6) The Chapter shall notify the Local 1021 Executive Board of any dissenting action taken on the minutes or action of the Executive Board of the Local Union.

Article 6. OFFICERS AND DUTIES:

(1) President:

- a. The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership.
- b. The President shall be an ex-officio member of all committees.

(2) Vice President:

- a. The Vice President shall act as President in the absence of the President.

(3) Secretary:

- a. The Secretary shall keep a correct record of the proceedings of all Chapter Board and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request.
- b. The Secretary shall receive all correspondence and communications on behalf of the Chapter.

(4) Chief Steward:

- a. The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite.
- b. The Chief Steward shall have access to the Chapter Grievance file and work with the Local 1021 Field Representative or associated 1021 staff on resolving grievances.
- c. The Chief Steward shall attend and complete training offered by Local 1021 in the relevant areas of Labor Relations.

(5) COPE Coordinator:

- a. The COPE Coordinator shall be responsible for providing political information and education to the members of the Chapter.
- b. The COPE Coordinator shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the Chapter and Local Union.
- c. The COPE Coordinator will also be the Chapter representative delegate to the Local 1021 County COPE Committee. Additional delegates shall be selected based on the rules of the applicable County COPE Committee. Additional members may attend County COPE Committee meetings.

(6) Communications Coordinator:

- a. The Communications Coordinator will produce newsletters and communicate strategies to keep the membership informed.

(7) Health Care Advisory Committee, four (4) members:

- a. The Health Care Advisory Committee members will research and recommend to the Board of Supervisors insurance brokers, health plans, and benefit options that provide the greatest benefit to the broadest sector of affected employees at the most affordable cost.
- b. The Health Care Advisory Committee members will maintain communication with Board of Supervisors, County Administrative Officer, and members via meetings, minutes, and other accepted means of communication.
- c. The Health Care Advisory Committee shall try to reduce costs and improve plans.

Article 7. STEWARDS:

Stewards may be chosen by petition, election or appointment, either at large or by worksite. The chapter board shall determine if stewards are appointed or elected. Stewards are the face of the union at the worksite and are critical to building a strong, engaged and active membership. Stewards' roles and responsibilities include, but are not limited to, provide ongoing training; welcome and orientation of new members; mobilize, educate, and inform members on union activities and other issues; resolve worksite issues; process grievances; provide timely and effective representation of the members.

Article 8. WEB SITE STEWARD:

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

Article 9. ATTENDANCE REQUIREMENTS:

In the event a Chapter Board Member, Steward, Web Site Steward, or Health Care Advisory Committee Member fails to attend three (3) consecutive meetings, the Chapter Board will vote at the next Chapter Board meeting whether that Chapter Board Member, Steward, Web Site Steward, or Health Care Advisory Committee Member will continue in said position.

Article 10. CONVENTION DELEGATES:

Chapter delegates to the SEIU 1021 convention shall be elected by secret ballot by Chapter members in good standing based on the following formula: two (2) delegates for each chapter and two (2) additional delegates for every additional one hundred fifty (150) members in each chapter.

Article 11. CONTRACT NEGOTIATIONS:

The General Membership shall elect a contract negotiations committee of seven (7) members, including alternates, consistent with applicable collective bargaining agreements. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

Article 12. RECALL:

Recall of officers may be originated by a petition signed by at least twenty-five percent (25%) of the membership. After the recall has been originated, the Chapter Board shall appoint an Election Committee. The Election Committee shall 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 13. VACANCIES:

An elective office shall be declared vacant when the holder of the position resigns from office, resigns from the Union, is no longer a member in good standing or has been removed for breaking attendance requirements, is on an extended leave of absence, or is recalled. Vacancies with the exception of convention delegate, that occur within six (6) months of the expiration of the term may be filled by appointment of the Chapter President; otherwise, vacancies shall be filled by election of the General Membership. Convention delegates must be elected by the general membership in a secret ballot election and will not be eligible to vote if they are appointed.

Article 14. CHAPTER ELECTIONS:

Note: *This article does not apply to elections that are solely to elect Chapter convention delegates.*

- (1) **Election Schedule:** Chapter elections shall be held biannually and must be completed by December.
- (2) **Election Committee:** The Chapter Board shall appoint three (3) members to an Election Committee. Members of the committee may not be candidates for office in the election. The

committee shall adopt all rules and regulations necessary to assure a fair and honest election and nominations procedure and shall provide each candidate with a copy of same. The committee also hears challenges to the conduct of the election. The Election Committee shall submit a written report to the Chapter Executive Board and Local 1021 President within three working (3) days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue vote totals, any challenges filed, and names and phone numbers of Election Committee members. Election results shall be provided to the membership following the election.

- (3) **Eligibility:** In order to run for and serve as a Chapter officer, candidates shall have been members in good standing for at least one (1) year and employed within a bargaining unit represented by the Chapter. If the chapter/bargaining has been in existence for less than one (1) year, the candidate must have been a member in good standing since the Chapter was recognized by Local 1021. Only members in good standing are eligible to participate in chapter elections.
- (4) **Notice:** Notice of the election shall be given to each Chapter member in good standing at least thirty (30) days prior to the date set for the election. The nomination period will commence upon notification of a pending election and will close 15 days prior to the scheduled election. The notice must include method of nomination [at a meeting or by petition], deadline for nominations, deadline for submission of candidates' statements [if appropriate and permitted], method of election [meeting, worksite, mail ballot], date, time, and place of voting, and challenge procedure. All official election materials and communications must be reviewed by the Election Committee and the assigned Field Representative prior to publication.
- (5) **Nomination for Office:** Nominations for office will be made from the floor at a general membership meeting or submitted in writing to the Election Committee. Nominees must be present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations.
- (6) **Voting:** Chapter elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting and write-in candidates are prohibited. A plurality of valid ballots cast shall determine the elected candidates. In the event of a tie vote, a run-off election shall be conducted.
- (7) **Ballot count:** The Election Committee shall count ballots at a location, date, and time announced to the membership.
- (8) **Election Materials:** All election ballots-marked, unmarked, voided, unused-must be saved for one (1) year (all ballots printed must be accounted for).
- (9) **Challenges:** Challenges to, or disputes arising from, a Chapter election must be submitted to the Chapter Election Committee within three (3) working days of the submission of the committee's election report to the Chapter Executive Board. Challenges must be submitted in writing and must cite specific violation(s) of the Chapter/ Bargaining Unit election rules and procedures, Chapter bylaws, or the Local1021 Bylaws and Constitution. Challenges to the election will be considered valid only if they cite specific violations of 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. The Chapter Election Committee shall investigate and resolve challenges within ten (10) working days of receipt of the challenge. The Election Committee may order a re-run of all or part of the election.
- (10) **Appeals:** Challenges or disputes which are denied or cannot be resolved by the Chapter/Bargaining Unit 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.

(11) Notification: Election Committee will notify candidates of results at first Chapter Board meeting in January.

Article 15. CONTRACT RATIFICATION:

Ratification or rejection of a tentative agreement shall be referred to the General Membership at a membership meeting(s) called for that purpose or through a mail ballot. The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed. At least three (3) days' notice must be given prior to a contract ratification vote.

Article 16. STRIKE:

The Chapter may not initiate a strike without a majority concurrence vote of the voting membership by secret ballot in compliance with the International Union Constitution. The strike vote may be conducted at a membership meeting or through a mail ballot. Proxy voting shall not be allowed. At least three (3) days' written notice shall be given prior to a meeting at which a strike vote is in order. If a strike vote is rendered, the Chapter/ Bargaining Unit shall obtain a sanction from the Local 1021 Executive Board. The Chapter/ Bargaining Unit 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 complied with all applicable notice requirements. This section is not relevant to chapter/bargaining units that are prohibited from striking.

Article 17. PROCEDURE AND DEBATE:

Chapter meetings shall be governed by the Manual of Common Procedure, Rules of Debate, and Order of 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.

Article 18. AMENDMENT:

Amendments to these Bylaws may be originated by a majority vote of the Chapter Board or by petition signed by at least fifteen percent (15%) of the membership. These Bylaws may be amended by majority vote of the General Membership at a membership meeting or a mail ballot. Members must be notified at least thirty (30) days prior to the consideration of any amendment and provided with the proposed amendments and the original sections of the Bylaws. Amendments to these Bylaws shall be submitted to the Local Union headquarters office (100 Oak Street, Oakland, CA 94607) to be reviewed for conformity to the Local 1021 Bylaws and Constitution and to be kept on file. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union. Amendments required to bring 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 Board without submission to the General Membership.

