

Updated January 2024

THE ASIAN ART MUSEUM FOUNDATION CHAPTER
OF SEIU LOCAL 1021
BYLAWS

TABLE OF CONTENTS

PREAMBLE	Page 3
AIMS & OBJECTIVES	Page 3
ARTICLE 1 – NAME, JURISDICTION & AFFILIATION	Page 4
ARTICLE 2 – AFFILIATION	Page 4
ARTICLE 3 - REPRESENTATION & MEMBERSHIP	Page 4
ARTICLE 4 - CHAPTER STRUCTURE	Page 4
ARTICLE 5 - OFFICERS & DUTIES	Page 5
ARTICLE 6 - STEWARDS	Page 6
ARTICLE 7 - WEBSITE & SOCIAL MEDIA MANAGER	Page 7
ARTICLE 8 - CONVENTION DELEGATES	Page 7
ARTICLE 9 - COMMITTEES	Page 7
ARTICLE 10 - CHAPTER MEETINGS	Page 7
ARTICLE 11 - CHAPTER ELECTIONS	Page 8
ARTICLE 12 - CONTRACT NEGOTIATION	Page 10
ARTICLE 13 - RECALL	Page 10
ARTICLE 14 - CONTRACT RATIFICATION	Page 10
ARTICLE 15 - STRIKE	Page 10
ARTICLE 16 - PROCEDURE & DEBATE	Page 11
ARTICLE 17 - INDUSTRY COUNCIL REPRESENTATIVES	Page 11
ARTICLE 18 - AMENDMENTS	Page 11

PREAMBLE

We, the Members of the Asian Art Museum Foundation Chapter of SEIU Local 1021, dedicate ourselves to creating a progressive workplace where equality among and inclusion of all people are understood to be coequal with the pursuit of economic justice and fair, safe working conditions for our Members. Solidarity, concerted action, and collective bargaining has been instrumental in improving the lives of the global community of working people. We therefore agree to adopt these bylaws, consistent with the Bylaws and Constitution of SEIU Local 1021.

AIMS & OBJECTIVES

The Aims and Objectives of the Asian Art Museum Foundation Chapter of Service Employees International Union Local 1021 shall be:

1. To improve the wages and working conditions of its Members.
2. To uphold the principles of the labor movement, act in solidarity with the efforts of all people to achieve better working conditions, and to stand alongside the community of museum workers in the Bay Area and beyond.
3. For all Members to participate in the democratic process of Union governance.
4. To support and uphold the rights of all individuals, regardless of gender, gender expression, sexual orientation, disability status, national origin, race, creed, citizenship status, physical attribute, color, religion, marital status, ancestry, age, political affiliation and economic status.

ARTICLE 1. NAME AND JURISDICTION

This Chapter shall be known as the Asian Art Museum Foundation Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit 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. REPRESENTATION AND MEMBERSHIP

A. All persons who are employed at the Asian Art Museum within the jurisdiction of the Union shall be eligible for membership in the Union, without regard to gender, gender expression, sexual orientation, disability status, national origin, race, creed, citizenship status, physical attribute, color, religion, marital status, ancestry, ages, political affiliation or economic status.

B. Only those who have joined SEIU Local 1021 shall be considered members. A member in good standing is defined as a member whose membership dues are current and paid on time.

ARTICLE 4. CHAPTER STRUCTURE

A. The structure of the Chapter shall consist of the General Membership, Officers, and Committees. The affairs of the Union Chapter shall be conducted through the authority vested in the General Membership, Officers, and Committees, with the General Membership as the highest authority within the Chapter structure.

B. The Officers of this Chapter shall be elected through the established election procedures and shall include:

- Chapter President
- Vice President
- Secretary
- Treasurer
- Chief Steward
- COPE Coordinator/Delegate

C. The Chapter Board shall have power to act for the Chapter between General Membership meetings, and shall meet at least once a month or as often as deemed necessary. A simple majority of the Chapter Officers shall constitute a quorum.

1. The Chapter Board may make special invitations to Chapter Meetings as needed.

2. The Chapter Board 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.

D. An elective office shall be declared vacant when the Officer resigns from office, resigns from the Union, is no longer a member in good standing, is on an extended leave of absence, or is

recalled. Vacancies of longer than six (6) months shall be filled through the established election procedures. Vacancies of six (6) months or less for this or any other reason may be filled by appointment of the Chapter President (with the exception of delegates to the Local 1021 Convention).

ARTICLE 5. OFFICERS AND DUTIES

A. President

1. The President shall officiate at all Chapter Meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership.
2. The President shall be an ex-officio member of all committees or may assign another Chapter Board member or Steward to do so.
3. The President shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership.
4. The President may lead chapter actions: petitions, pickets, events and solidarity actions.

B. Vice President

1. The Vice President shall act as President in the absence of the President.
2. The Vice President shall notify Members of the location, date, and time of all Chapter Meetings and Chapter actions.
3. The Vice President shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership.

C. Secretary:

1. The Secretary shall receive communication from officers, stewards, and committee chairs and keep an accurate record of the proceedings including, but not limited to, Chapter Officer and General Membership meeting minutes, Chapter actions, events, grievance filings, member representation, and Chapter initiatives. They shall provide a copy thereof to the secretary of the local union upon request.
2. The Secretary shall receive a copy of all correspondence and communications on behalf of the Chapter for entry into the Chapter record.
3. The Secretary shall notify Members of the location, date, and time of meetings or actions in the absence of the Vice President.
4. The Secretary shall produce the minutes of each Chapter meeting. If the Secretary is absent from a Chapter meeting, another Officer may take notes.

D. Treasurer

1. The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described below, Subsection (3).
2. The Treasurer shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or

General Membership.

3. The Chapter shall maintain financial records. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. Chapter financial records shall be regularly audited by a Chapter officer or member of the Chapter Board who is not a signer on the Chapter account. The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative. All funds, including income and expenditures, shall be recorded and proper financial records shall be maintained in accordance with procedures established by the Local Union. These records shall be transmitted to the Executive Board of the Local Union upon request. Two (2) signatures (of Chapter officers) shall be required to expend Chapter funds.

E. Chief Steward

1. The Chief Steward shall lead and serve as a resource for stewards in carrying out their duties at the worksite.

2. The Chief Steward shall give a full report of steward activities at each Chapter Meeting.

F. COPE Coordinator/Delegate:

1. The COPE Coordinator/Delegate shall be responsible for providing political information and education to the members of the chapter. They shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the chapter and Local Union.

2. The coordinator will also be one of the chapter representatives/delegates 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.

ARTICLE 6. STEWARDS

A. Stewards are selected by election to represent members under the collective bargaining agreement.

B. Stewards shall act as a representative of a grievant at meetings with supervisors in attempts to informally resolve problems before they become formal grievances, and at the specified steps of the grievance procedure once a formal grievance is filed.

C. In accordance with their WEINGARTEN rights, Stewards shall provide representation for employees during investigatory interviews and disciplinary meetings conducted by the Employer, where the employee reasonably believes that such investigation may result in disciplinary action.

D. Stewards shall welcome new members and hold new member orientations. They may recruit Members in good standing to participate and assist in new member orientations.

E. Stewards shall mobilize, educate, and inform Members on union activities and other issues.

ARTICLE 7. WEBSITE & SOCIAL MEDIA MANAGER

A website and social media manager may be appointed by the Chapter Board to maintain and update the Chapter web page and social media accounts.

ARTICLE 8. CONVENTION DELEGATES:

A. 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 our chapter and two (2) additional delegates for every additional one hundred fifty (150) members in the chapter.

B. In the event that a chapter delegate position is vacant, elected Chapter Officers may serve as automatic delegates to the convention.

ARTICLE 9. COMMITTEES

A. Chapter committees are a crucial element of our democratic process. Committees will report back to the Members of the Union at monthly Chapter meetings, or in writing, as appropriate. Committees may be created as needed by a quorum of Members at a chapter meeting.

B. Committee Membership:

1. Committees shall be filled by nomination or self nomination. If there are more nominees than required in a committee, the general membership shall vote. If there are fewer nominees than required in the committee, the officers shall seek to appoint. All appointments are subject to approval by the officer board.

2. Committee Membership is a two year commitment unless otherwise stated. If a Member is faced with increased time demands due to unusual work or personal circumstances, the officer board may select an alternate.

3. Committees may adopt new members at any time, subject to nomination, volunteer, or applicable election rules.

ARTICLE 10. CHAPTER MEETINGS

A. The Chapter shall hold regularly scheduled general Chapter meetings at least monthly. Only Members in good standing may attend Chapter Meetings. The Chapter Officers, or a twenty percent (20%) quorum of Members in good standing, may call a Special Chapter Meeting.

B. Twenty percent (20%) of the General Membership shall constitute a quorum. If a meeting does not consist of a quorum, it will be considered an informational meeting. Decisions will be forwarded to the agenda of the next Chapter Meeting.

C. The Chapter Board shall prepare the agenda. Agenda items may be submitted to the Secretary by any Member in good standing.

D. The Secretary shall record in the minutes any dissenting action, or dissent to an action of the Executive Board of the Local Union, which will be reported to the Local 1021 Executive Board.

ARTICLE 11. CHAPTER ELECTIONS

A. Elections shall be held biennially with the exception of the Contract Bargaining Committee, which shall be elected no less than six (6) months before the expiration of our contract.

B. Officers and Stewards decided by election shall be: President, Vice President, Treasurer, Chief Steward, Secretary, COPE Representative, two (2) Stewards, two (2) Convention Delegates, and the Bargaining Committee.

C. For all offices except Bargaining Committee Members, term of office shall be for a two (2) year period and ending upon the installation of their successors two years later.

D. For all Offices, the candidate receiving the plurality of eligible votes cast for each Office shall be declared elected. In case of a tie, there shall be a run-off election.

E. To be eligible to vote in any election, an employee must be a Member in good standing. To be an eligible candidate for Chapter Officers, the nominee must have been a Member in good standing for at least one (1) year prior to election day. No member shall be a candidate for more than one (1) Chapter Board office or seat at a time.

F. Notice of the election shall be given by the Election committee to each Chapter member in good standing at least thirty (30) days prior to the date set for the election by written notice and/or email (notice must be at least 30 days in advance of the deadline for nominations). The notice must include method of nomination, deadline for nominations, deadline for submission of candidates' statements, method of election [meeting, worksite, mail or electronic 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.

G. Nominations for Chapter Offices shall be made by means of a petition signed by two (2) Members in good standing submitted in writing to the Election Committee. Nominations may also be submitted from the floor of a Chapter meeting by a Member in good standing as long as such nomination is seconded by at least one (1) other Member in good standing. Nominees must be present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations.

H. Chapter elections must be conducted by secret ballot. Proxy voting and write-in candidates are prohibited. The Chapter must provide a method for members to obtain duplicate ballots.

I. An Election Committee consisting of three (3) members in good standing who are not candidates for Office shall be appointed by the Officer Board.

1. The Election 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 the same. The committee also hears challenges to the conduct of the election.
 2. They shall determine if voting is conducted by mail, electronically, at the worksites, at a General Membership meeting, or a combination of these methods.
 3. The Election Committee shall count ballots at a location, date, and time announced to the membership and shall submit a written report of the results of the election to the Chapter Officers and Local 1021 President within three (3) business days following the ballot count, including the election rules, procedures, schedule, candidate/issue vote totals, any challenges filed, and names and phone numbers of Election Committee members. The Election Committee shall also notify in writing the Membership within the next three (3) business days following the ballot count.
- J. 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 Officers. Challenges must be submitted in writing and will be considered valid only if they cite specific violation(s) of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution that 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 rerun of all or part of the election.
- K. 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.
- L. Election Materials: All election ballots and duplicate ballots (marked, unmarked, voided, unused) or results of digital voting must be saved for one (1) year.

ARTICLE 12. CONTRACT NEGOTIATIONS

The General Membership shall elect a contract negotiations committee of 5 members 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. Bargaining Committee Members' term shall be for the period necessary to negotiate the bargaining agreement.

ARTICLE 13. RECALL

Thirty percent (30%) of the Members in good standing shall be required by petition for recall of an Officer or Steward. After the recall has been initiated, the Chapter 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 14. CONTRACT RATIFICATION

- A. 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 or electronic ballot. The ratification vote shall be by written secret ballot. Proxy voting shall not be allowed. At least five (5) business days' notice must be given prior to a contract ratification vote.
- B. A copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

ARTICLE 15. STRIKE

- A. 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 or electronic ballot. Proxy voting shall not be allowed.
- B. At least three (3) days' written or emailed notice shall be given prior to a meeting at which a strike vote is in order.
- C. 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 complied with all applicable notice requirements. Strike sanction shall also be received from the local central labor council prior to a strike.

ARTICLE 16. PROCEDURE & DEBATE

Chapter meetings shall be guided 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 17. INDUSTRY COUNCIL REPRESENTATIVES

The chapter may elect or appoint representatives to attend meetings of Local 1021 industry councils (method of selection is subject to industry determination).

ARTICLE 18. AMENDMENTS

- A. 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.

B. The proposed amendment will be posted for thirty (30) calendar days. At a Chapter meeting following the thirty day period, the proposed amendment may be amended by majority vote of the General Membership at a membership meeting or a mail ballot.

C. Amendments to these bylaws shall be submitted to the Local Union headquarters office (100 Oak St., Oakland, CA 94607) or by email 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.