

**SEIU LOCAL 1021**  
Del Norte County Employees Association  
CHAPTER BYLAWS

**PREAMBLE:**

We, the employees of the County of Del Norte Chapter, working as free and responsible individuals, recognize that the labor movement in general, and SEIU Local 1021, 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 Del Norte County Employees Association (**DNCEA**) 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. MEMBERSHIP:**

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

**ARTICLE 4. CHAPTER STRUCTURE:**

- (1) The Chapter membership shall elect, in odd-numbered years, a Chapter Board of the following officers:

President  
Vice President  
Secretary-Treasurer  
COPE Coordinator

## Membership Coordinator

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

- (2) The Chapter Board shall have the 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. A majority of the Chapter Board members shall constitute a Chapter Board quorum, being fifty percent (50%) plus one.
- (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. For chapters with less than 200 members, quorum shall be ten percent (10%) of the general membership. For chapters between 200 and 400 members, quorum shall be six percent (6%) of the general membership. For chapters between 500 – 950 members, quorum shall be five percent (5%) of the general membership. For chapters between 1,000 – 1,799 members, quorum shall be 55 members. For chapters of more than 1,800 members, quorum shall be 55 members, plus 2 for each additional 100 members. Quorum is needed for official chapter business including the expenditure of chapter funds, the approval of appointments, the creation of committees and the calling of strike votes.
- (5) Special membership meetings may be called by the Chapter Board or by petition of ten percent
- (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.
- (7) The Chapter shall maintain financial records. All expenditures (contracts, detailed orders, and itemized receipts) 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. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. Two (2) signatures (of Chapter officers) shall be required to expend Chapter funds. A majority vote by the Executive Board shall be required to request funds from the Local for the chapter's use.

## ARTICLE 5. OFFICERS AND DUTIES:

- (1) **President:** The President is the Chief Spokesperson of the Chapter. The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership. The President shall be an ex-officio member of all committees.
- (2) **Vice President:** The Vice President shall act as President in the absence of the President. The Vice President shall be one of three (3) officers authorized to access and expend funds from the Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership. The Vice President is officer in charge of the Chapter Action Team in signing up new members and existing non-members.
- (3) **Secretary-Treasurer:** The Secretary-Treasurer 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. The Secretary-Treasurer shall receive all correspondence and communications on behalf of the Chapter. The Secretary-Treasurer shall be one of three (3) officers authorized to access and expend funds from the Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership. The Secretary-Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.
- (4) **COPE Coordinator:** The COPE Coordinator 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. The coordinator will also be one of the chapter delegates to the Local 1021 County COPE Committee.
- (5) **Membership Growth Coordinator:** The Membership Coordinator shall be responsible for recruiting members. The Membership Coordinators' duties include, but are not limited to: presenting at new hire orientations and following up to engage new members in the chapter and local.

## ARTICLE 6. AT LARGE REPRESENTATIVES:

The At Large Representatives duties shall include: mobilize, educate, and inform members on union activities and other issues; and resolve worksite issues. Their roles and responsibilities include, but are not limited to: provide ongoing training; welcome and orient new members; process grievances; provide timely and effective representation of the members.

At Large Representatives may be determined by election or appointment to represent members under the collective bargaining agreement. At Large Representatives are the face of the union and are critical to building a strong, engaged, and active membership.

#### **ARTICLE 7. 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. Delegates to the Local 1021 convention must be elected by the general membership in a secret ballot election (they may not be appointed). Convention delegates who are appointed will not be eligible to vote.

#### **ARTICLE 8. CONTRACT NEGOTIATIONS:**

The General Membership shall elect a contract negotiations committee consistent with applicable collective bargaining agreements. The negotiation team shall remain in place until a successor contract is ratified by Union members and the County of Del Norte. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

#### **ARTICLE 9. SPECIAL COMMITTEES:**

At any time, the Chapter's Executive Board shall form special committees for specific purposes that fall outside the scope of Labor-Management and Negotiations. Committee members shall be appointed to represent members under the collective bargaining agreement.

- (1) Health: Represent the Chapter in reviewing and making changes, if necessary, to the Del Norte County's Health Benefits Package. Any changes to the Del Norte County's Health Plan that affects the collective bargaining agreement shall be presented to the Chapter Executive Board and Negotiation for finalization and to the membership for ratification.
- (2) Contract Action Team/Chapter Action Team (CAT): The CAT shall work with the contract negotiation committee and the Vice President in galvanizing and activating members in contract campaigns, schedule and organize worksite actions and activities, spread contract messages and news from the bargaining table, promote union membership and true unionism.
  - a. After completion of a contract campaign, team members shall continue working with the Vice President in promoting union membership, unionism, community advocacy, educating and informing bargaining unit employees on union activities

and other issues.

#### **ARTICLE 10. 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 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 (fifty percent plus one) cast shall determine the recall.

#### **ARTICLE 11. VACANCIES:**

- (1) 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, 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.
- (2) Attendance and Absenteeism: Members of the Chapter Executive Board shall be allowed to miss four (4) unexcused scheduled meetings during their term of office. It will be the responsibility of the board members to contact the President or the Vice President to be excused. Any member of the Executive Board not attending meetings shall immediately forfeit his/her position on the Chapter Executive Board and shall be removed by majority vote of the Chapter Executive Board.

#### **ARTICLE 12. CHAPTER ELECTIONS:**

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

- (a) **Election Schedule:** Chapter elections shall be held biennially in odd numbered years and must be completed by the November General Membership meeting.
- (b) **Election Committee:** The President 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 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.

- (c) **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) continuous year immediately preceding the nomination and be employed within a bargaining unit represented by the Chapter. Only members in good standing are eligible to participate in chapter elections.
- (d) **Notice:** Notice of the election shall be given to each Chapter member in good standing at least forty (40) days prior to the date set for the election by written notice. 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, 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.
- (e) **Nomination for Office:** Nominations for office will be submitted in writing to the Election Committee. Nominees must confirm or reject a nomination for office within five (5) working days of the deadline set for nominations.
- (f) **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. The Election Committee shall determine if voting is conducted by mail, at the worksites, at a General Membership meeting, or a combination of these methods. 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.
- (g) **Ballot count:** The Election Committee shall count ballots at a location, date, and time announced to the membership.
- (h) **Election Materials:** All election ballots and duplicate ballots—marked, unmarked, voided, unused—must be saved for one (1) year (all ballots printed must be accounted for).
- (i) **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 Board. Challenges must be submitted in writing and must cite specific violation(s) of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 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.

- (j) **Appeals:** 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 13. CONTRACT RATIFICATION:**

Ratification or rejection of a tentative agreement shall be conducted by the election committee. Prior to voting, meetings will be held in-person and virtually for members to review and discuss the tentative agreement with the negotiation team. At least three (3) calendar days' notice must be given prior to a contract ratification vote. Voting will be conducted at voting stations over a specified time period and via electronically. Electronic voting shall be made available as long as the member(s) request it ahead of the actual voting period. Proxy voting shall not be allowed.

### **ARTICLE 14. 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 and Local 1021 Bylaws and 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 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 15. 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 16. 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 St., 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.