

**PERALTA COMMUNITY COLLEGE DISTRICT CHAPTER
SERVICE EMPLOYEES INTERNATIONAL, LOCAL 1021
CHAPTER BYLAWS**

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PERALTA COMMUNITY COLLEGES DISTRICT CHAPTER

SERVICE EMPLOYEES INTERNATIONAL, LOCAL 1021

BY-LAWS

PREAMBLE:

We, as SEIU Classified professionals of the Peralta Community College District, who work in all areas of college and district operations, recognize the value of the labor movement as being instrumental in improving our status in society, and resolving social and health problems of our community. Therefore, we, the Peralta Chapter of SEIU 1021, enter into union and agree to adopt these bylaws that are consistent with the Bylaws and Constitution of Local 1021, as an instrument for concerted action and collective bargaining in the interest of our members, our students, and the community we serve.

ARTICLE I: NAMES, OBJECTIVES AND DEFINITIONS

Section 1. NAME.

The name of this organization shall be the Service Employees International Union Local 1021, Peralta Chapter (SEIU 1021 Peralta Chapter or The Chapter).

Section 2. OBJECTIVES.

The Chapter is organized to promote and protect the interests of the membership, to improve working conditions and to facilitate adoption of equitable and progressive labor practices that includes, but is not limited to workload, compensation, professional development, and creating advancement opportunities for its members.

In addition to the declared principles of Local 1021, The Chapter will support or oppose passage of legislation concerning the interests of its members.

Section 3. 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 II: MEMBERSHIP

Section 1. Any person regularly employed in an SEIU bargaining unit Classified position in the Peralta Community College District will establish membership in the Chapter upon submission of the completed and signed application, and payment of dues.

Section 2. A member shall be in good standing if they have signed up for membership and are current in their dues payment. Only a member in good standing for one (1) year or more shall be eligible to run for chapter office.

Section 3. Only members in good standing shall be eligible to vote on and participate in meetings, committees, elections, surveys, contract negotiations and other chapter activities.

ARTICLE III: ELECTIONS FOR CHAPTER OFFICERS AND SHOP STEWARDS

SECTION 1. CHAPTER EXECUTIVE BOARD.

The Executive Board of The Chapter shall consist of the following voting and non-voting officer personnel (see Article VI, Duties of Officers and Shop Stewards):

- a. President, Vice President, Secretary/Historian, Treasurer, Chief Steward, COPE Coordinator, Editor/Publicist, Past President, President Elect.

SECTION 2. ELIGIBILITY TO HOLD OFFICE.

The Officers of this Chapter shall be elected from among the members in good standing and shall continue in office unless otherwise herein provided, until completion of the term of office, but shall automatically forfeit such office if at any time during the prescribed term of office such officer is not a member in good standing (as described in Article II, Section 2).

- a. No member shall hold more than one office at any one time, and no officer shall be eligible to serve more than two consecutive terms in the same office. In the event there are no interested members who wish to serve in any one office, the current officer(s) may continue in that office if they agree to serve and are elected.
- b. Hourly members may run for any office except President, Vice President, and Chief Steward. Hourly members are Peralta employees who are covered under the SEIU CBA who are compensated at an hourly rate and do not have a permanent employment contract.

SECTION 3. TERM OF OFFICE.

The term of office shall be for three (3) years, beginning July 1 and ending June 30. All officers shall be eligible to run for up to two consecutive three-year terms for a total of six (6) years.

SECTION 4. ELECTION PROCEDURES.

- a. The Election Committee (see Article IV, Section 2.d) shall be responsible for soliciting nominations from the membership. The nomination period shall close at least 30 days before a regularly scheduled chapter election for the following positions: President, Vice President, Secretary/Historian, Treasurer, COPE Coordinator, Editor/Publicist, and Chief Steward. Notice of the chapter election shall be given to the chapter membership, and must include the method of nomination.
- b. The Election Committee shall be responsible for soliciting nominations from the membership. The nomination period shall close at least 30 days before a special election after a vacancy for the following positions: Vice President, Secretary/Historian, Treasurer, COPE Coordinator, Editor/Publicist, and Chief Steward.
- c. A vacancy in the position of President will only trigger Article III section 4.b if the seat of the Vice President is unfilled.

- d. All nominated persons must agree to be a candidate in writing within one week of being nominated and before the nomination period is closed. Individuals may only run for one position in any given election.
- e. The Election Committee shall be responsible for collecting votes during elections and counting votes after each election.
- f. Elections shall be held the Second Tuesday in the month of May via ballot box, email, or online voting. This may be altered if voted on and approved by the constituency.
- g. The election shall be carried out by secret ballot. Only members in good standing are eligible to vote. If voting takes place in person, the member will sign their name on the membership list before receiving a ballot. If voting is completed electronically, membership will be validated prior to submitting their digital ballot.
- h. The person receiving the largest number of votes will be elected. In the result of a tie, a run-off election will be conducted as above. Any person running in an uncontested race shall automatically be appointed to the position.
- i. All ballots that are received by 5:00 p.m. on the election date will be counted by whichever voting method is established by the Union.
- j. Votes will be tallied and reported out no later than 7:00 p.m. on election day.
- k. Results will be ratified by the election committee and the local and sent to all chapter membership by 12:00 noon the next day.
- l. Ballots shall be logged and retained for 60 days. The ballot log shall be available for any member's inspection with a properly numbered receipt at the local union hall.
- m. Elections of Shop Stewards shall be carried out within the site to be represented during a regular election. All members of the area, or shift if applicable, shall be afforded ample opportunity to cast a secret vote. The responsibility for these elections shall remain with the election committee and may take place during the Officer elections or on a separate election date specific to the site.
- n. **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.
- o. **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.

SECTION 5. FILLING OF 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, is on an extended leave of absence, has four (4) or more unexcused absences within an academic year, or is recalled.

- a. Vacancies for the positions of Vice President, Secretary/Historian, Treasurer, COPE Coordinator, Editor/Publisher, and convention delegate (see Article XIII), that occur within six (6) months of the expiration of the term may be filled by majority approval of the Chapter Officers; otherwise, vacancies shall be filled by special election of the General Membership as outlined in Article III Section 4.b.
- b. Vacancy in the office of President shall be filled by the Vice President.
- c. If a vacancy occurs in the office of Chief Steward, a replacement, from the current steward team, shall be elected by a vote of the General Membership.
- d. A vacancy that occurs on any Chapter committee, other than the negotiating committee, shall be filled by recommendation from the committee chairperson, with approval of the Chapter Officers.

SECTION 6. RECALL OF OFFICERS.

- a. Any officer of the Chapter may be recalled by a majority vote cast in a special election for recall.
- b. A recall may be initiated by a petition filed with the Chapter stating: "The undersigned members of the Peralta Community College District Chapter SEIU Local 1021, request a special election for the recall of _____, duly elected to the office of _____."
- c. The petition must contain the signatures of not less than 20% of those who were chapter members on the first day of the month in which the petition is filed with the Chapter.
- d. Upon verification of the validity of the signatures the Chapter Board shall appoint an Election Committee, and an election shall be set within 30 days by secret ballot to determine if the officer shall be recalled.
- e. Nominations for successor will be received as outlined in Article III Section 4.b.
- f. Any Steward may be recalled by a simple majority vote cast at their site of responsibility. Prior to the vote, a petition must be filed with the Chapter Secretary containing the signatures of no less than 20% of the membership at the site of responsibility.

- g. Upon completion and filing of said petition the election of a new Steward shall take place to fill the existing term. The election will be conducted as outlined in Article III, Section 4.m. The Chapter Secretary/Historian shall be informed of all such actions.

ARTICLE IV: COMMITTEES AND THEIR COMPOSITION

The President shall appoint such committees during the year as are necessary for the welfare of the Chapter, such committees to be approved by the Officers. The Officers shall determine the composition of such committees.

The President shall be an ex-officio member of all committees except the Election Committee.

Any appointed member of a committee failing to attend three (3) consecutive committee meetings, unless excused for cause acceptable to the Chairperson of said committee, shall automatically be dropped from said committee and a successor appointed.

Section 1. Standing Committees

The Chapter may have the following Standing Committees:

- a. Diversity, Equity, and Inclusion
- b. By-Laws
- c. Classification
- d. Election
- e. Media
- f. Negotiating
- g. Political Action
- h. Professional Development
- i. Stewards Council
- j. Support and Member Engagement

SECTION 2. DUTIES OF STANDING COMMITTEES:

- a. Diversity, Equity, and Inclusion: **TBD**
- b. By-Laws Committee: The By-Laws committee shall consist of as many members as needed to perform its duties. The By-Laws Committee shall be available for study of the by-law changes as presented in writing from any of the members. They shall draft any proposed by-law amendments in proper language and present them to the Chapter President. The Chapter President shall present them at the next General membership meeting for a first hearing.
- c. Classification Committee: The committee will work to research new and existing job descriptions and job classifications. Such research shall survey the Bay 10 College Districts and other public agencies to make recommendations that ensure job duties are limited in breadth

and responsibility and compensation is comparatively competitive. The Classification committee shall work to ensure job descriptions are relatively consistent across colleges and the district office and may meet (bi-monthly) to review and draft revisions as requested by HR and SEIU leadership. The classification committee shall be chaired by the Chapter Vice President or an appointee as approved by the chapter leadership.

- d. Election Committee: The Chapter Board shall appoint an Election Committee. This committee shall consist of no less than three (3) Chapter members and shall adopt all rules and regulations necessary to comply with these By-laws and to ensure a fair and honest election. Such rules and regulations shall include provisions for candidates, observers, challenges (ballots, invalid ballots, etc.). No candidate shall be a member of the Election Committee.
- e. Media Committee: The Media Committee shall consist of as many members as are needed to perform its duties. The Media Committee shall publish a monthly newsletter for distribution to all members, the content may include but not be limited to call for actions, new member announcements, retirements, contract highlights, reclassifications, contract negotiations, training opportunities, reminders, etc. The media committee may also be responsible for email communications to members on behalf of the chapter officers. This committee shall be chaired by the Editor/Publicist. The Media Committee will develop all brochures, bulletins, posters and other publications needed to promote Union interests and activities. The Media Committee will devise and facilitate means of communications from the membership to the Officers to enable the Officers to better respond to the will of the members.
- f. Negotiating Committee (Bargaining Team): These committee members shall be elected through each site. An Election Committee shall determine the conduct of the Election. This committee shall be made up of ten (10) employees, two from each site (including the President and the Chief Steward). The committee shall meet regularly while negotiations are in session; regularly survey members, communicate with members, and receive feedback for use at the table. Committee members shall be given reasonable released time to participate in some negotiations work.
- g. Political Action Committee: This committee shall be responsible for coordinating political activities within the Committee on Political Education (COPE), for establishing lines of communication with community and other political organizations and will entertain all efforts for the implementation of political activities as necessary to carry out the mandate of the rank and file. This committee shall be chaired by the COPE Coordinator. The Political Action committee will work with their chair to arrange board candidate endorsement interviews during a general chapter meeting. The Political Action committee will solicit volunteers for neighborhood canvassing, phone banking, and COPE contributions. Individuals on this committee may have priority in serving as chapter Alameda Labor Council (ALC), and COPE representatives.
- h. Professional Development Committee: TBD

- i. Steward Council: This committee shall consist of the trained/elected shop stewards from each site and be chaired by the Chief Steward. Stewards shall meet at least monthly to train, strategize around grievances and actions, and review best practices.
- j. Support and Member Engagement Committee: This committee will organize and coordinate such social activities as the membership deems desirable. The Support and Member Engagement Committee shall be responsible for sending cards when appropriate such as retirement, remarkable years of service, commendations, illness, death, etc. All expenditures of this committee shall be handled by a working budget set up with the Chapter Treasurer and approved by the membership. All expenditures shall be accompanied by proper receipts.

ARTICLE V: PARLIAMENTARY AUTHORITY

Section 1. In all matters of procedure not otherwise covered by the by-Laws, Robert's Rules of Order, shall govern where they are applicable.

Section 2. The President shall appoint a Parliamentarian.

ARTICLE VI: DUTIES OF OFFICERS AND SHOP STEWARDS

SECTION 1. DUTIES OF THE PRESIDENT.

- a. Represents the collective voice of the union to the public such as during Board of Trustee meetings, to the press, etc.
- b. Consistently communicates with field representatives, Local 1021, and membership to promote actions and encourage participation among chapter members.
- c. Work with Secretary to coordinate dates/times for leadership meetings and membership meetings.
- d. Work with Publicist to coordinate communications and newsletter timeline.
- e. Monitor and participate in Mediation, Arbitration, Skelly, Layoff and Reclassification hearings*
- f. Attend board meetings and report back to membership; meet with and lobby Trustees regularly on member issues.
- g. Gather and track materials for Desk Audit/Reclassification Hearings.
- h. Participate in all District management meetings at which the contractual agreement with the district may be modified, supplemented, or clarified such as DUPC, meetings with college presidents and management. When they are unable to meet this responsibility, they shall ensure another executive board member will be present.
- i. Chair leadership, chapter, worksite, and committee meetings unless otherwise delegated.
- j. Is an automatic appointee to the Bargaining Team.
- k. Receives, reviews, tracks, and corrects HR reports related to SEIU CBA Articles 4.3, SB866, AB119.

- l. Shall be one of the persons to countersign all checks, contracts, and agreements authorized by the Executive Board.
- m. Complete all Stewards trainings and encourage others to do so for self-advocacy and steward recruitment.
- n. They shall give a full report of their activities at each Executive Board and General Membership meetings.

* As release time allows.

SECTION 2. DUTIES OF THE VICE PRESIDENT.

- a. The Vice President shall perform the duties of the President in their absence including but not limited to DUPC, administrative/management, leadership, chapter, e-board meetings.
- b. Assists the President in the operation of all affairs of the Chapter.
- c. Represents the collective voice of the union to the public such as during Board of Trustee meetings, to the press, etc.
- d. Consistently communicates with field representatives, Local 1021, and membership to promote actions and encourage participation among chapter members.
- e. Ensures hiring committee appointments are made.
- f. Ensures shared governance appointments are made yearly.
- g. Co-develop membership surveys with leadership, chapter reps, and sub-committees as needed.
- h. Compile a report on the activities and achievements of the Chapter and shall forward a copy to the secretary/historian for sharing with each member annually.
- i. Shall be one of the persons authorized to countersign all checks, contracts, and agreements authorized by the Executive Board.
- j. They shall be responsible for chairing committees as designated by the Executive Board.

SECTION 3. DUTIES OF THE SECRETARY.

- a. Keep an accurate record of proceedings of all E-Board and General Membership meetings and newsletters to be archived on a secure (password protected), union website. The minutes of these meetings shall be forwarded to the President within ten (10) days. The minutes of the General Membership meeting shall be made available to the membership at the next meeting. The Chapter shall make available a copy of Chapter Minutes to the Secretary of the Local Union, upon request. 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.
- b. Keeps an accurate roll of members and officers attending the General Membership meetings; takes attendance at e-board meetings to assure quorum is met.

- c. Manage internal team communications.
- d. Work with President to coordinate dates/times for leadership meetings and membership meetings. Manage scheduling, cancelling, and notifying members of each.
- e. Assist President with agenda for e-board, chapter, and site meetings.
- f. Manage and maintain complete records of current and past union files including CBA's, MOU's, Bylaws, and other pertinent historical documentation.

SECTION 4. DUTIES OF THE TREASURER.

- a. The Treasurer shall make only disbursements authorized by the Executive Board by way of policy or specific authorizations. Checks shall require two (2) authorized signatures.
- b. Prepares and monitors the budget and maintains accurate financial records.
- c. Shall be responsible for keeping an itemized account of all receipts and disbursements.
- d. Shall be responsible for depositing all funds in the bank designated by the Executive Board in the name of the Chapter to be drawn out only by check of the Chapter.
- e. Shall be one of the persons authorized to countersign all checks, contracts, and agreements authorized by the Executive Board; they shall countersign all checks drawn whenever possible.
- f. Shall be responsible for submitting a monthly financial report of the Chapter to the Executive Board.
- g. Shall report at each meeting of the Chapter as to the financial condition of the Treasury and shall submit in writing a semi-annual financial report to the General Membership.
- h. May assist with analysis on monetary negotiation proposals.

SECTION 5. DUTIES OF THE COMMITTEE ON POLITICAL EDUCATION (COPE) COORDINATOR.

- a. The COPE Coordinator shall chair the Chapter's Political Action Committee.
- b. Solicits COPE contributions from members.
- c. They shall coordinate chapter lobbying activities with SEIU Local 1021 COPE and may coordinate with State and Local Government Agencies.
- d. They may represent the Chapter at civic, community, church groups, political events, rallies, seminars, conferences, etc.
- e. They shall coordinate the Chapter interview and endorsement recommendation processes for candidates for the Peralta Board of Trustees. *
- f. They may coordinate the Chapter endorsements of elected representative offices.
- g. Attends COPE and ALC meeting on behalf of the chapter; submits regular reports at Leadership meetings.

- h. Coordinates and solicits member engagement in Chapter political actions (phone banking, canvassing, etc.).
- i. They shall report pertinent communiqués to the General Membership.

*Interviews to be held at chapter Political Action Committee or at Chapter meeting.

SECTION 6. DUTIES OF THE EDITOR/PUBLICIST.

- a. The Editor/Publicist shall chair the Media Committee.
- b. Shall coordinate the publication of a monthly Chapter newsletter for distribution to all Chapter members (permanent and Hourly).
- c. Shall serve as editor on executive leadership communications.
- d. Shall send out Ad-Hoc Announcements.
- e. Shall report pertinent correspondence to the General Membership.
- f. Shall develop and maintain an effective distribution network (via email, inter-district mail and Union bulletin boards) for the Chapter newsletter, bulletins and SEIU Local 1021 communications as well as facilitate communication from the membership to the officers.
- g. Shall act as Web Site Steward to maintain and update the Chapter web page.

SECTION 7. DUTIES OF THE CHIEF STEWARD.

- a. The Chief Steward shall manage all activities of Chapter stewards that includes, but not limited to maintaining copies of all grievances filed, assisting with drafting, and editing grievances, tracking timelines, represent members at higher level grievance meetings, escalating/de-escalating grievances, and ensuring that grievances are resolved.
- b. Shall publicly express the union's position on issues and the CBA.
- c. Shall represent members as a steward.
- d. Shall coordinate monthly Steward Council meetings (ensure agenda and release time notifications).
- e. Shall manage/attend disciplinary Skelly hearings.
- f. Shall triage and assign member cases to stewards District wide and assign steward if campus shortage.
- g. Shall coordinate steward recruitment.
- h. Shall coordinate with HR and stewards to schedule and conduct New Employee Orientations; shall track and gather materials related to new hires.
- i. Shall periodically attend steward trainings and encourage members to enroll in steward training for self-advocacy and steward recruitment.

- j. Shall automatically be a part of the Negotiation Team.
- k. Shall co-lead contract negotiations.
- l. Shall coordinate communications with Negotiation team and Contract Action Teams (CAT), in preparation for and during bargaining.

SECTION 8. DUTIES OF THE SHOP STEWARDS

- a. Shop Stewards shall represent union members in meetings with management.
- b. Shall file grievances on behalf of members and track those grievances in accordance with our CBA.
- c. Shall represent membership perspectives and concerns during meetings with management.
- d. Shall assist in identifying hiring committee appointees at each site.
- e. May review pending job descriptions.

SECTION 9. PAST PRESIDENT (NON-VOTING)

- a. The Past President shall be an automatic appointment at the conclusion of their current presidential term in an advisory capacity for up to 90 days.
- b. May lead other initiatives as requested by the e-board or Chapter president.

ARTICLE VII: COMPENSATION AND RECOGNITION

SECTION 1. OFFICER COMPENSATION

Chapter officers will be compensated \$100 annually to be issued during the 11th month of service and prorated, if less than a complete year is served.

SECTION 2. STEWARD COMPENSATION

Chapter stewards will be compensated \$50 annually to be issued during the 11th month of service and prorated, if less than a complete year is served.

SECTION 3. COMMITTEE RECOGNITION

Committee members shall be recognized annually for their contributions to committee work.

SECTION 4. TRAVEL STIPEND

All E-Board members shall be eligible for travel reimbursement, in accordance with procedures and policies established by the Local Union. Mileage will be reimbursed at the prevailing IRS business mileage rate. The E-Board will receive board mileage logs by the 1st of each month. Travel reimbursements shall be paid monthly.

ARTICLE VIII: CHAPTER EXECUTIVE BOARD

The Executive Board of this Chapter shall be the policy-making body of the Chapter in the intervals between Chapter meetings. It shall transact necessary business of the Chapter and approve the plans of all committees prior to implementation. Duly elected officers shall constitute the membership of the

Executive Board. The Executive Board shall approve all correspondence, public relations activities, and publicity releases of the Chapter. Executive Board members are responsible for representing the membership on all matters pertaining to the general welfare of the members.

The Chapter Executive Board shall meet at least once a month or as often as deemed necessary by the Chapter Executive Board. A majority of the Chapter Executive Board members shall constitute a Chapter Board quorum.

The General Membership is the highest authority within the Chapter structure. The Chapter shall hold regularly scheduled General Membership meetings, at least once each quarter. Ten percent (10%) of the General Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Board or by petition of twenty percent (20%) of the membership.

ARTICLE IX: CHAPTER FUNDS

The Chapter shall maintain financial records. All funds, including income and expenditures, shall be recorded and proper financial records shall be maintained in accordance with procedures and policies 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.

SECTION 1. DERIVATION OF CHAPTER FUNDS

Funds of the Chapter may be derived from initiation fees, dues, fines, assessments, and by any other legal means that have been approved by a majority vote of the Chapter Board. The specific percentages or dollar amounts of the funding that funds the Chapter will be provided to the Chapter Treasurer on an annual basis or within 30 days of any changes voted upon by the Chapter Board.

SECTION 2. BANKING OF CHAPTER FUNDS

The funds of the Chapter are to be deposited in the name of the Chapter in a federally chartered bank or savings and loan.

ARTICLE X: STRIKES

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. 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.

SECTION 1. STRIKE FUND.

In the event of a strike, a portion of the General Fund may be set aside.

SECTION 2. STRIKE COMMITTEE.

The Strike Committee shall consist of the Steward's Council and the Executive Board. They will maintain close liaison with the Negotiations Team during contract negotiations and will recommend action to the general membership. They will chair the necessary ad hoc committees in event of imminent strike action.

SECTION 3. MEMBERSHIP ASSIGNMENTS, DUTIES AND RESPONSIBILITIES.

During strike action the members will be assigned specific duties by their Stewards who will keep strict records to ascertain that each member devotes a fair share of time and effort to the common cause. Each member will either perform the duties assigned to them by the respective steward or pay a fine into the strike fund. The amount is not to exceed two hundred dollars (\$200.00).

ARTICLE XI: PROCEDURE AND DEBATE

Chapter meetings shall be governed by Robert's Rules of Order. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter.

ARTICLE XII: 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 XIII: INDUSTRY, REGIONAL AND CONVENTION DELEGATES

SEIU LOCAL 1021 Schools Industry Council Delegates: The Peralta Chapter Executive Board shall appoint three (3) delegates to represent the Peralta Chapter at the SEIU Local 1021 Schools Industry Council. The names of the delegates are to be submitted in writing to the Local Chair of the Schools Industry Council.

Regional Council Delegates: The Peralta Chapter Executive Board shall appoint three (3) delegates to represent the Peralta Chapter at the SEIU Local 1021 Regional Council. The names of the delegates are to be submitted in writing to the Local Chair of the Regional Council.

SEIU Local 1021 Convention Delegates:

May not be appointed. Elected chapter officers shall serve as automatic Chapter delegates to the SEIU 1021 biennial convention. If additional delegates are required, they shall be elected from Chapter members in good standing, for a total 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 XIV: RATIFICATION AND AMENDMENTS

SECTION 1. RATIFICATION

The proposed draft of bylaws shall first be presented to the Executive Board for comment for a period of five (5) business days. The revised draft shall then be sent to the Chapter members and the Local for comment for a period of ten (10) business days. The Bylaws Committee will submit the final Bylaws proposal to Local Union headquarters for approval by the Executive Board of the Local Union.

No ratification 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 Executive Committee without submission to the General Membership.

SECTION 2. AMENDMENTS

Amendments to these bylaws may be originated by a majority vote of the Executive Committee 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 secret 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 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 Executive Committee without submission to the General Membership.