



**SEIU Local 1021
Chico City Trades and Crafts Chapter of Local 1021**

PREAMBLE:

We, the employees of the Trades and Crafts Unit of the City of Chico, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, Change to Win (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 Chico City Trades and Crafts 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, CtW 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 an Executive Board of the following officers:

- President
- Vice President
- Secretary
- Chief Steward

The term of office shall be two (2) years, with the exception of the first election under the adoption of these Bylaws, during which the **President and Secretary** will hold an initial two-year term, to be re-elected in odd years, and the **Vice President and Chief Steward** will hold an initial one-year term to be re-elected in even years, for two-year terms starting at the next election.

(2) The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. Three (3) members shall constitute an Executive 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. Twenty percent (20%) of the General Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Executive 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 5. OFFICERS AND DUTIES:

(1) President: 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.

(3) Secretary: The Secretary shall keep a correct record of the proceedings of all Executive Committee and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request. The Secretary shall receive all correspondence and communications on behalf of the Chapter.

(4) Chief Steward: The Chief Steward shall serve as a resource for shop stewards in carrying out their duties at the worksite.

Article 6. STEWARDS:

Stewards may be determined by election at large, petition, or appointment to represent members under the collective bargaining agreement. Stewards selected through appointment or petition must be confirmed at the next scheduled chapter election. 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, 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 7. CONVENTION DELEGATES:

Chapter delegates to the SEIU 1021 biennial 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 8. CONTRACT NEGOTIATIONS: The General Membership shall elect a contract negotiations committee of three (3) members with one (1) alternate. **It is recommended that the alternate should have at least one year of inactive participation with the bargaining team and process.** Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

Article 9. 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 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 10. 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, or is recalled. Vacancies 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.

Article 11. CHAPTER ELECTIONS:

(This Article does NOT apply to elections that are solely to elect members as Member Convention Delegates.)

- (a) Election Schedule:** Chapter elections shall be held bi-annually and must be completed by July 1.
- (b) Election Committee:** The Executive 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.
- (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) year and employed within a bargaining unit represented by the Chapter. If the chapter 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.
- (d) 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 by written notice and/or Chapter newsletter (notice must be at least 30 days in advance of the deadline for nominations). The notice must include method of nomination at a meeting, deadline for nominations, deadline for submission of candidates' statements, method of election [*meeting, worksite, mail ballot*], date, time, and place of voting, procedures for obtaining duplicate ballots, 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 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. [*Nominations may also be made by petition.*]
- (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 Chapter must provide a method for members to obtain duplicate ballots. [*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 three (3) years (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 Executive 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 12. 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 13. STRIKE:

The Chapter may not initiate a strike without a two thirds (2/3) concurrence vote of the total 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 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 14. 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 15. AMENDMENT:

Amendments to these Bylaws may be originated by a majority vote of the Executive 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 Executive Board without submission to the General Membership.

The President shall convene the Bylaws Committee every three (3) years or as needed in order to review, update and keep current the Chapter's Bylaws.

Updated 10/22/15