



**Service Employees International Union Local 1021
Contra Costa County Rank and File
CHAPTER BYLAWS**

PREAMBLE:

We, the employees of Contra Costa County Rank and File Chapter working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, Change to Win, 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 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 Contra Costa County Rank and File Chapter of Service Employees International Union Local 1021, hereafter referred to in these bylaws as Contra Costa Chapter/Chapter. The jurisdiction of this Chapter shall be all employees in the bargaining units represented by the Union.

Article 2. AFFILIATION:

This Contra Costa Chapter is part of SEIU Local 1021, Change to Win and shall be subject to the 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:

- A.** The Chapter membership shall elect, every two years, the following Chapter wide officers:

- President
- First Vice President
- Vice President of Eligibility Services
- Vice President of Human/Health Services
- Secretary
- Treasurer
- Chief Steward
- COPE Coordinator

- B. The term of office shall be two (2) years.
- C. The Chapter Executive Board shall consist of: President, First Vice President, Vice President of Eligibility Services, Vice President of Human/Health Services, Secretary, Treasurer, Chief Steward, COPE Coordinator, Office Representatives, and, ex-officio, Stewards.
- D. The Executive Board shall have power to act for the Chapter between General Membership meetings. The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. Fifty percent (50%) plus one of the Executive Board members present shall constitute an Executive Board quorum.
- E. The General Membership is the highest authority within the Chapter structure.
- F. 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 Executive Board or by petition of ten percent (10%) of the membership.
- G. The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.
- H. 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.
- I. 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 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. Chapter financial records shall be regularly audited by a Chapter officer or member of the Chapter Executive Board who is not a signer on the Chapter account.

Article 5. OFFICERS AND DUTIES:

A. President:

1. 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. 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 Executive Board and/or General Membership.

3. The President shall serve as a convention delegate.

B. Vice Presidents:

1. First Vice-President

- a. In the absence of the President or in the event of the President's inability to serve, the First Vice-President shall assume the duties of the President.
- b. The First 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 Executive Board and/or General Membership.
- c. The First Vice-President shall serve as a convention delegate.
- d. The First Vice President shall be responsible for the Office Representatives, designating work locations for the purpose of electing Office Representatives, and ensuring all work locations desiring representation shall have access to an Office Representative. Decisions of the First Vice President may be appealed to the Executive Board by petition of 10% of the membership in the affected work location.
- e. The First Vice President shall be responsible for maintaining a current, county membership list. Copies of said list shall be sent to the President, Chief Steward, Field Representative, Stewards and Office Representatives.
- f. The First Vice President shall be responsible for preparing informational packages for all Office Representatives to assist them in recruiting members and keeping members informed.

2. Vice- President of Eligibility Services

- a. Schedule meetings such as Work site meetings and other meetings as agreed upon.
- b. Assist with delivering information to members, including but not limited to political updates, budget updates and negotiation updates.
- c. Attend SEIU Local 1021 meetings including but not limited to COPE, and County Industry meetings.

3. Vice-President of Human/Health Services

- a. Schedule meetings such as Work site meetings and other meetings as agreed upon.

- b. Assist with delivering information to members, including but not limited to political updates, budget updates and negotiation updates.
- c. Attend SEIU Local 1021 meetings including but not limited to COPE, and County Industry meetings.

C. 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.

D. Treasurer:

1. The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4.I.
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 Executive Board and/or General Membership. All expenditures from the general funds up to \$400.00 shall be approved by the chapter executive board. All expenditures from the general funds over \$400.00 shall be approved by the entire membership. Chapter executive board members shall request mileage reimbursement up to \$200.00 at a Chapter Executive Board or General membership meeting.
3. The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

E. Chief Steward:

1. The Chief Steward shall serve as a resource for Stewards in carrying out their duties at the worksite
2. The Chief Steward shall assure that each work location has an elected Steward.
3. The Chief Steward shall coordinate the activities of the Stewards acting as grievance officers.
4. The Chief Steward shall be responsible for providing training to Stewards.
5. The Chief Steward shall construct informational packets consisting of materials to assist the Stewards in their duties.
6. The Chief Steward shall organize and chair the Chapter Steward Council quarterly meetings.

F. Office Representative:

1. The Office Representative shall be elected for each work location or combination of work locations that desire representation designated by the First Vice-President.
2. Each work location with fifteen members is entitled to one Representative and an additional Representative for each additional twenty-five members. The fifteen member minimum may be waived by the Executive board under special circumstances.
3. Office Representatives shall recruit new members, attend Executive Board meetings and report the proceedings to their work locations, conduct office meetings, and handle any other local business not designated as a duty of the Shop Steward.
4. Office Representatives may be recalled by a majority vote of the total membership in the work location represented. Recall may be initiated by a petition signed by the least 10% of the work location membership.

G. COPE Coordinator and County COPE Committee:

1. The COPE Coordinator shall be recommended by the President and confirmed by the Chapter Executive Board.

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

2. The COPE coordinator will also be the chapter representative to the Local 1021 County COPE Committee. Additional members may attend County COPE Committee meetings.

Article 6. STEWARDS:

- A.** Stewards may be determined by election at each worksite to represent members under the collective bargaining agreement. Stewards selected through petition must be confirmed at the next scheduled Chapter Executive Board meeting.
- B.** Stewards shall be ex-officio members of the Executive Board and as such shall have voting rights, but shall not be counted when computing the quorum.
- C.** 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.

- D. Stewards will attend and participate in the Chapter Steward Council meetings on a quarterly basis.
- E. At least one steward shall attend SEIU Local 1021 meetings including, but not limited to, COPE, County Industry meetings, and Central Labor Council meetings, and to report back to the Executive Board &/or Steward Council meeting.

Article 7. WEB SITE STEWARD:

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

Article 8. INDUSTRY COUNCIL REPRESENTATIVES:

- A. The chapter shall appoint representatives to attend meetings of Local 1021 industry councils.
- B. Should the position not be filled by appointment, a member of the Executive Board shall attend.

Article 9. CONVENTION DELEGATES:

- A. 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.
- B. The election notice—and the election ballot—must include the number of convention delegates the Chapter is eligible to elect and list the Chapter officers, President and First Vice-President, who serve as convention delegates by virtue of their office. The notice and ballot must include the method for election of convention alternates (i.e., by election, by status as runner-up to delegate, etc.).
- C. Convention delegates who are appointed will not be eligible to vote at the convention.

Article 10. CONTRACT NEGOTIATIONS:

- A. The contract negotiations committee shall consist of the President, First Vice-President, Vice-President of Eligibility Services, Vice-President of Human/Health Services and Chief Shop Steward.
- B. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

Article 11. RECALL:

- A. Recall of officers may be originated by a petition signed by at least twenty-five percent (25%) of the membership.
- B. 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.
- C. A majority of votes cast shall determine the recall.

Article 12. VACANCIES:

- A. An elective office shall be declared vacant when the holder of the position resigns from office, resigns from the Chapter or is recalled.
- B. Any office may be declared vacant by the Chapter Executive Board when the holder of the position is absent without good cause from three consecutive required meetings or six meetings during their term of office.
- C. When a member of the Chapter Executive Board is unable to attend a required meeting, the member shall notify the President or alternate Chairperson prior to the meeting.
- D. Vacancies shall be filled by recommendation of Chapter President and confirmed by Chapter Executive Board. Vacancies that occur within less than six (6) months of the expiration of term shall remain vacant until the next General Election except when there are more than three chapter wide vacancies.

Article 13. CHAPTER ELECTIONS:

A. Election Schedule:

Chapter elections shall be held biennially and must be completed by March.

B. Election Committee:

1. The Executive Board shall appoint three (3) members to an Election Committee. Members of the committee may not be candidates for Chapter-wide office in the election.
2. 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.
3. The committee also hears challenges to the conduct of the election.
4. 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. Only members in good standing are eligible to participate in chapter elections.

D. Notice:

1. 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).
2. 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, procedures for obtaining duplicate ballots, and challenge procedure.
3. 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:

1. Nominations for office will be made from the floor at a general membership meeting or submitted in writing to the Election Committee.
2. Nominees must be present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations.

F. Voting:

1. 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.
2. 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.
3. 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 and all ballots printed must be accounted for.

I. Challenges:

1. 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.
2. 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 Constitution.
3. Challenges to the election will be considered valid only if they cite specific violations of election rules and procedures or the Local 1021 Constitution and if the alleged violation may have affected the outcome of the election.
4. 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:

1. 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.
2. The Local 1021 Executive Board shall investigate and respond within fifteen (15) working days of receipt of the challenge.
3. 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 Constitution and if the alleged violation may have affected the outcome of the election.

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 ballot.
- B.** The ratification vote shall be by written, secret ballot. Proxy voting shall not be allowed.

- C. At least three (3) days' notice must be given prior to a contract ratification vote.

Article 15. STRIKE:

- A. The Chapter may not initiate a strike without a majority concurrence vote of the total membership by secret ballot in compliance with the International Union Constitution.
- B. The strike vote may be conducted at a membership meeting or through a mail ballot. Proxy voting shall not be allowed.
- C. 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.
- D. 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.
- E. Strike sanction shall also be received from the local central labor council prior to a strike.

Article 16. PROCEDURE AND DEBATE:

- A. 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.
- B. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter.

Article 17. AMENDMENT:

- A. 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.
- B. These bylaws may be amended by majority vote of the General Membership at a membership meeting or a mail ballot.
- C. 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.
- D. 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.
- E. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union.

- F.** 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.