

Revised 10/15/14
Chapter President Review 3/4/15
Chapter President Review 4/23/15
Chapter President Review 5/5/15
Chapter President revisions 7/16/15
Chapter President revision 10/22/15
Revised 10/29/15

BYLAWS

SEVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT CHAPTER



BYLAWS

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL- 1021

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT CHAPTER

PREAMBLE

We, the men and women, employed by Sacramento City Unified School District, in order to promote democratic processes at all levels of service within the union and the workplace, and to function in that service as free working men and women, recognizing that almost every improvement in the condition of the working people was accomplished by organized labor, do hereby enter into union and agree to adopt these Bylaws, consistent with the Bylaws and Constitution of SEIU Local 1021, as an instrument for concerted action and collective bargaining, in the interests of its members and the community we serve.

In entering into this labor organization association and in adopting these Bylaws, this Local Union Chapter declares that it shall not collectively or individually discriminate against or cause or allow any discrimination against any individual by reason of such individual's race, creed, color, religion, gender expression, gender identity, sexual orientation, marital status, national origin, citizenship status, ancestry, age, disability status or political persuasion.

ARTICLE I - NAME, JURISDICTION & AFFILIATION

This Organization shall be known as the Sacramento City Unified School District Chapter of Service Employees International Union, Local 1021.

The jurisdiction of this Chapter shall be all service workers in the Sacramento City Unified School District and any other workers that may be designated within the jurisdiction of this Chapter.

This Chapter is part of SEIU Local 1021, Change to Win and shall be subject to the Bylaws and Constitution of that Union and all policies adopted pursuant thereto.

ARTICLE II - AIMS & OBJECTES

The Aims and Objectives of the Sacramento City Unified School District Chapter of Service Employees International Union, Local 1021 shall be:

- a. To organize and unify the maximum number of workers within its jurisdiction;
- b. To improve the wages, hours and working conditions of its members;

- c. To engage in such cultural, civic, legislative, political, fraternal, educational, charitable, welfare, social or other activities which would further the interests of this organization and its membership, directly or indirectly;
- d. To foster a better understanding between its membership and the general public;
- e. To join with the rest of Organized Labor in all efforts to achieve a better life for working men and women everywhere; and
- f. To support and uphold the rights of all individuals, regardless of religion, race, creed, color, national origin, residence or citizenship status, sex or sexual orientation, age, disability or political beliefs.

ARTICLE III - MEMBERSHIP

All persons, without regard to religion, race, creed, color, national origin, residence or citizenship status, sex or sexual orientation, gender, gender expression, marital status, age, disability, or political beliefs, who are employed within the jurisdiction of this Chapter, shall be eligible to become and remain members.

ARTICLE IV - ORGANIZATION

- A. **Structure & Authorities.** The structure of the Sacramento City Unified School District Chapter (hereinafter "Chapter") shall consist of the Chapter Membership, Chapter Board (Officers), and Committees. The affairs of this chapter shall be conducted through the authority vested in the Chapter Membership, the Chapter Board, and Committees by these Bylaws.
- B. **Chapter Board (Officers)**
 - 1. The Chapter Board is the governing body of the Sacramento City Unified School District Chapter Membership and is authorized and empowered to take all lawful actions consistent with these Bylaws. All actions of the Chapter Board shall be presented to the membership at the next Chapter Meeting for Action. The actions of the Chapter Board shall be recorded in minutes and the minutes shall be available to the membership.
 - 2. Nothing in these provisions shall prohibit any individual member from exercising the right of appeal to the Chapter Board regarding any actions of the Chapter Board.
 - 3. The Chapter Board shall consist of the following elected Chapter Officers:
 - a) President
 - b) Vice President

- c) Secretary
 - d) Treasurer
 - e) Sergeant-At-Arms
4. All Chapter Officers will actively participate in and support all Chapter sponsored campaigns and serve on Chapter Committees.
 5. Nothing shall prevent an Officer from holding a position on the SEIU Local 1021 Executive Board.
 6. An Officer's position shall be declared vacant when the Officer is no longer a member of SEIU Local 1021, has been removed from office for cause, or has resigned as a Chapter Officer.
 7. 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.
 8. The Chapter Board shall have 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 Board. Three (3) members shall constitute an Executive Board quorum.
 9. The Chapter Officers shall have the authority between Chapter Meetings to spend up to a maximum of \$1,000.00 per calendar year to cover unexpected expenses which must be paid prior to the next regularly-scheduled Chapter meeting. Such expenditures shall be reported to the membership at the following Chapter Meeting.

C. Duties of Chapter Officers

President:

1. The President shall be the presiding officer of the chapter and shall preside over all Chapter Membership meetings;
2. The President shall be ex-officio member of all committees;
3. The President shall appoint or ask for volunteers for all committees that are necessary for the functioning of this Chapter;
4. The President shall give a report of his/her activities at each chapter membership meeting;
5. The President shall make appointments to vacancies in officer positions of the Chapter, subject to approval of the chapter membership and subject to the provisions of Article XI of these bylaws;
6. The President shall attend to all other business of the chapter as is incumbent upon the office of the President; and

7. The President shall be one of two (2) signatory officers authorized to withdraw funds from the Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership (with the exception of an expenditure of \$1,000.00 per calendar year as specified in Article IV subsection B item 9).

Vice President:

1. The Vice President shall perform the duties of the President in the President's absence;
2. The Vice President shall assist the President in the operation of all affairs of the Chapter; and
3. The Vice President, when performing the duties of the absent President, shall give a report of his/her activities at each Chapter membership meeting.

Secretary:

1. The Secretary shall keep an accurate record of proceedings of all Chapter Membership meetings and receive the recordings of committee meetings; and
2. The Secretary shall keep on file, in the Sacramento SEIU Local 1021 office, minutes and agendas of all Chapter Membership meetings and other correspondence. These records shall be made available to any member of the Chapter upon request. These records shall also be made available to the Secretary of the Local Union upon request.

Treasurer:

1. The Treasurer shall provide a financial report at each meeting. 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.
2. The Treasurer shall be responsible for Chapter account deposits and dispersals. The Treasurer shall be one of two (2) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Executive Board and/or General Membership. The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

Sergeant-at-Arms:

1. Bring a copy of and enforce Roberts Rules of Order at all chapter meetings;
2. Maintain order at all chapter meetings; and
3. Will be the official Timekeeper at all Chapter meetings.

D. Chapter Membership Meetings

1. The Chapter Membership meetings shall be held a minimum of one (1) time per calendar month, during September through June. 5% of the General Membership or 30 members, whichever is lower, shall constitute a quorum. The Chapter President may call for a special Chapter Membership meeting if necessary. Special membership meetings may also be called by petition of 20% percent of the membership.
2. The Chapter Officers shall act, or appoint a committee to act on their behalf, as a hearing board for complaints by individual members who wish to contest actions of Officers of this Chapter. In the event the individual members are not satisfied with the decision of the Chapter Officers or its delegated committee, the member(s) shall have recourse provided in the SEIU Local 1021 Bylaws.
3. Chapter Membership meetings shall be governed by Roberts Rules of Order.
4. 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.

E. Chapter Elections

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

1. The Chapter shall elect officers at least every two (2) years, or for the duration of the labor contract, but not to exceed three (3) years, to include a President, Vice President, Secretary, Treasurer and Sergeant-at-Arms.
2. An election committee will determine the process for any Chapter elections.
The election committee will refer to the requirements for number of stewards which can be found in the Collective Bargaining Agreement.
 - a. **Election Schedule:** Chapter elections will be held in **even numbered years** and must be completed by **May 31 of the election year**.
 - b. **Election Committee:** The Chapter Board shall appoint a minimum of 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 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 thirty (30) days prior to the date set for the election by written notice and/or Chapter newsletter. (Notice of nominations must be at least 30 days in advance of the deadline.) Notices must include method of nomination [*at a meeting or by petition*], deadline for nominations, deadline for submission of candidates' statements, method of election [*meeting, worksite*], date, time, and place of voting, procedures for obtaining duplicate ballots, and challenge procedures. 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.
- 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 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 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 specific violations of election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution are cited 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 specific violations of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution have been cited and if the alleged violation may have affected the outcome of the election.

ARTICLE V - STEWARDS

All stewards may be selected by ballot or, if openings arise between Chapter elections, appointed by the President. All stewards are members of the steward council and shall be responsible for providing timely and effective representation of the membership. The steward council shall meet at least once in each month and shall be open to all members. The council shall consist of Chapter Officers, chief stewards-at-large, chief stewards, and stewards. The Chapter President shall chair the council meetings. In the absence of the Chapter President, the Vice President or Chief Steward shall chair council meetings.

All stewards must:

1. Interpret and enforce the contract;
2. Participate in ongoing training and education;
3. Welcome and orient new members;
4. Mobilize, educate, and inform members on union activities and other issues that impact them;
5. Resolve worksite issues and process grievances.

The council shall act as a committee for complaints of individual members who wish to contest actions of Officers, other members or SEIU Local 1021. In the event that the member(s) is not satisfied with the ruling of the Council, the member(s) shall act according to the provisions of Constitution & Bylaws, Local 1021.

Any steward may be recalled with cause by at least **10%** of the membership at the site in which the steward is assigned. After the recall has been originated, the Chapter Executive Board shall appoint an Election Committee and conduct a secret ballot election of the members at that worksite within sixty (60) days of the presentation of the recall petition. A majority of votes cast shall determine the recall.

ARTICLE VI- CONSTITUTION ORDER OF PRECEDENCE

The Bylaws of this Chapter shall at all times be subordinate to the International Constitution and SEIU Local Bylaws. If any conflict should arise between the Bylaws of this Chapter and the International Constitution and Bylaws, or SEIU Local 1021 Bylaws, the provisions of the SEIU International Constitution and Bylaws and/or the SEIU Local 1021 Bylaws shall control.

ARTICLE VII - INDUSTRY COUNCIL REPRESENTATIVES

The chapter shall appoint delegates to attend meetings of Local 1021 industry councils.

ARTICLE VIII - 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. The following Chapter officers serve as convention delegates by virtue of their office: President, Vice-President, Secretary, Treasurer, Sergeant-at-arms, in that order. The election notice—and the election ballot—must include the number of convention delegates the Chapter is eligible to elect and list Chapter officers 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.).

ARTICLE IX - CONTRACT NEGOTIATIONS

The General Membership shall elect a contract negotiations committee of sixteen (16) members. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

ARTICLE X - RECALL

A recall of officers must be with cause and be originated by a petition signed by at least **10%** percent 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 XI - 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, with the exception of convention delegate and bargaining team member, 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. *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 XII - STRIKE

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. 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 XIII - 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.