

**SEIU Local 1021
ALAMEDA HEALTH SYSTEM
General Unit, San Leandro Hospital and Registered Nurses Unit
BYLAWS**

ARTICLE I. PREAMBLE

We, the employees of Alameda Health System (General Unit, San Leandro Hospital and Registered Nurses Unit) 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 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 II. NAME AND JURISDICTION

This Chapter will be known as the Alameda Health System Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining units within the Alameda Health System .

ARTICLE III. AFFILIATION

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

ARTICLE IV. CHAPTER STRUCTURE/CHAPTER EXECUTIVE BOARD

1. The Chapter membership shall elect biennially, in odd-numbered years, a Chapter Executive Board of the following:
 - (a) President
 - (b) Vice President, General Unit
 - (c) Vice President, Registered Nurses Unit
 - (d) Vice President, San Leandro Hospital
 - (d) Secretary
 - (e) Treasurer
 - (f) Four (4) At-Large Members
 - (1) Highland Campus, (1) Fairmont/John George Campus, (1) Free Standing Clinics (1) San Leandro Hospital
 - (g) Five (5) Chief Shop Stewards
 - (h) Three (3) COPE Coordinators,
 - (1) Highland Campus/Eastmont Clinic, (1)Fairmont/John George Campus/Newark/Hayward Wellness Clinic (1) San Leandro Hospital
2. The governing body of the Chapter shall be the Chapter Executive Board. Subsequent transfers or promotions shall not affect the right to hold an office until the next regular election, unless the transfer or promotion is to a class outside the Chapter's jurisdiction. It is the intent of this section to make the Chapter Executive Board as representative of classifications and area offices as possible.

3. The Chapter Executive Board shall have power to act for the Chapter between General Membership meetings. The General Membership is the highest authority within the Chapter structure.
4. The Chapter Executive Board shall meet at least once monthly. A quorum shall consist of 50% plus one (1) of the total number of seated members. Special meetings of the Chapter Executive Board may be called by the President upon the written request of 50% of the Chapter Executive Board members or upon the President's initiative.
5. The Chapter Executive Board shall receive a monthly report from all standing committees. The Chapter Executive Board shall receive copies of all agreements affecting union members from Chapter Officers and Field Representatives.
6. The Chapter Executive Board shall ensure that there be representation at the AHS Board of Trustees meetings and sub-committees (i.e. Human Resource committee, Health Benefits Cost Containment Committee).
7. Election of the Chapter Executive Board shall be by secret ballot of the membership. In order to be eligible to run for and serve in the above offices, all persons shall be members in good standing (dues paying), an employee within a bargaining unit represented by the Chapter, and a member of Local 1021 for one (1) year prior to the election (except for newly organized units).
8. The Chapter shall maintain a file of Chapter minutes in the Local's office for a period of at least six (6) years, and make available a copy of thereof to the Secretary of the Local Union upon request.
9. The Chapter shall make available to the membership the minutes of the Chapter Executive Board.
10. The Chapter shall notify the Local 1021 Chapter Executive Board in writing of any dissenting action taken on the minutes or action of the SEIU Local 1021 Chapter Executive Board
11. The Chapter shall maintain financial records. All funds, including income and expenditures, shall be recorded and the proper financial records shall be maintained in accordance with procedures established by the Local Union. These records shall be transmitted to the Local 1021 Chapter Executive Board upon request. All fiscal records shall be kept for a period of at least six (6) years or longer as required by applicable law.

ARTICLE V. STEWARDS

- ~~1.~~ Stewards shall present a professional and proper union perspective that looks out for all the membership and the Union as a whole.
- ~~2.~~ Stewards shall complete a comprehensive steward training in order to have a well-informed participatory membership at as many work sites as possible.
- ~~3.~~ To become a Steward requires completion of three (3) steward training sessions and a signed petition with ten members' signatures. If, after completion of the required classes, a steward candidate is denied recommendation by the Chief Shop Steward, the candidate may appeal to the Chapter Executive Board which shall render a decision after presentations from the candidate and the Chief Shop Steward. At the end of six months, completion of Advanced Steward training is required.
- ~~4.~~ To continue as an ongoing Steward, she/he shall complete a minimum two (2) training sessions approved by the Chapter Executive Board yearly.
- ~~5.~~ Stewards shall actively participate in, but are not limited to the following activities: monthly Steward Council meetings, on-going training, work site meetings, complaint handling, grievance handling,

political activities, enforcement of the contract, monitoring and updating bulletin boards, distribution of union sanctioned flyers and materials, mobilize workers for work actions, serve as resource and referral person(s).

6. Stewards shall keep monthly grievance and issue logs that shall be given to the Chief Shop Steward on a monthly basis.
7. The President, subject to the approval of a majority of the Chapter Executive Board, shall appoint or remove Shop Stewards barring any policy to the contrary voted on and approved by the General Membership (see Stewardship Obligation and Training Policy attached).

ARTICLE VI. STEWARD COUNCIL

The Steward Council is a committee made up of all stewards and presided over by the Chief Stewards. The President, Vice Presidents, Secretary and Treasurer are also members of the Steward Council.

The Steward Council:

- a) Confers and makes recommendations regarding arbitrations, grievances, Skelly hearings, negotiations etc.
- b) Acts as advisor to the President on Chapter wide issues.
- c) Serves as coordinator of the Contract Action Team (CAT).
- d) Develops strategies for public relations, including but not limited to training and outreach to members, the hospital and community.
- e) Disseminates information and materials to the General Membership.

ARTICLE VII. MEMBERSHIP

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

A member must be in good standing (dues paid) and have an employment relationship with a bargaining unit for which Local 1021 is recognized as the exclusive bargaining agent or claims to be the exclusive bargaining agent on matters relating to the wages, hours, and other terms and conditions of employment, and must pay at least the minimum dues for members as established by Local 1021. Members shall have the right to vote on all Local Union matters and Chapter matters that affect the collective bargaining relationship of their bargaining unit with their employer, master contract proposals, and master contract ratification/rejection and strikes. Members shall be eligible to hold any elected Local wide Union office provided that they are a member in good standing and have been a member for two consecutive years prior to the election (with the exception of newly organized units) and subject to the terms of the International Union Constitution, and Local 1021 Constitution and Bylaws.

ARTICLE VIII. OFFICERS AND DUTIES

1. PRESIDENT

- (a) The president shall be the chief Chapter Executive officer of the Chapter and preside over all Chapter Executive Board and general membership meetings.
- (b) The President shall be one of four officers authorized to countersign orders on the Chapter's revolving fund and other special purpose funds as may be established after such orders are approved by the Chapter Executive Board of the Chapter.

- (c) The President shall have the authority to appoint, subject to the approval of the Chapter Executive Board, any committee necessary to the functioning of the Local Chapter (i.e. Local RN and Health Industry Council).
- (d) The President shall be an ex-officio member of all committees.
- (e) The President shall have the authority to appoint or remove, subject to the approval of the Chapter Executive Board, all participants of any chapter committee.
- (f) The President shall have the authority to appoint or remove, subject to the approval of the Chapter Executive Board members (per the Steward Obligation and Training Policy attached), Shop Stewards barring any policy to the contrary voted on and approved by the General Membership.
- (g) The President shall be the first delegate to any SEIU 1021 convention.
- (h) The President shall serve as the chief spokesperson for the chapter in the community, in the media, conferences and/or conventions affiliated with this chapter.

2. **VICE PRESIDENTS**

- (a) In the event that the office of the President shall be declared vacant by the Chapter Executive Board, the Chapter Executive Board shall elect the President from the Vice Presidents.
- (b) In the absence of the President, or in the President's temporary inability to serve, one of the Vice Presidents shall assume on a rotating basis the duties of the President.
- (c) Each Vice President shall be one of the four officers authorized to sign checks withdrawing funds of the Chapter.
- (d) The Vice Presidents shall assist in all COPE (Political Action), NEO (New Employee Orientation), and Good and Welfare activities for the Chapter on a rotating basis.
- (e) The Vice Presidents shall be delegates to any SEIU 1021 convention.

3. **SECRETARY**

- (a) The Secretary shall keep a correct record (minutes) of the proceedings of all Chapter Executive Board and General Membership Meetings for the Chapter and shall file a copy of such correct records with the Secretary of the Local Union upon request
- (b) A copy of such records shall be supplied to each of the Chapter Executive Board members at the next scheduled Chapter Executive Board meeting or within thirty (30) days after each Chapter Executive Board/General membership meeting.
- (c) The Secretary will be responsible for providing the Treasurer on a monthly basis with a copy of the Chapter Executive Board minutes which will document those items approved for payment and/or reimbursement.
- (d) The Secretary will be responsible for making sure that all approved minutes are filed at the Local Union office for a minimum of six years.

4. **TREASURER**

- (a) The Treasurer shall be responsible for Chapter account deposits and dispersals. The Treasurer shall be one of four (4) officers authorized to request payments and reimbursements from the chapter account held by the local for payments they have already made and authorized by the Chapter Executive board to be withdrawn from the Alameda Health System Chapter account.
- (b) The Treasurer shall maintain complete records of the activity of the Chapter's revolving fund and other such special purpose funds as established in accordance with the policies of the Local Union. The Treasurer shall submit a monthly spending report for all accounts to the Chapter Executive Board for review. The Steward Council shall have a line item in the chapter's annual budget. All withdrawals of funds must have prior approval or have been approved within the yearly budget established by the Board. Members requesting reimbursement (per chapter policy) must submit a completed reimbursement request form with receipts before funds can be disbursed. The Treasurer is responsible for submitting to the Local Union requests for payment for all debts and

reimbursement requests within (30) days or less of receipt. The Treasurer shall submit a written monthly spending report to the Chapter Executive Board at the next scheduled meeting.

- (c) Chapter Officers and Chapter Executive Board members who are not signatories to the chapter account shall conduct a yearend audit and present a written report to the Board before the first meeting of the following calendar year. The Treasurer shall present the Chapter's financial records for audit at the direction of the Local Union. All records and books shall stay in the Local Union office.
- (d) The Treasurer upon taking office shall complete an audit of the Chapter's financial records and report the findings to the Chapter Executive Board.
- (e) The Treasurer, prior to leaving office, shall collect all outstanding monies due the Chapter, submit for payment all bills due, complete final Chapter allowance request reports, prepare a written report covering the term of office, and turn over all unsold merchandise. All records must be maintained for (6) years or more in the Local Union Office.

5. CHIEF SHOP STEWARDS

- (a) The Chief Shop Steward shall be an elected position. Requirements of the position are:
 - 1. Must be an active Shop Steward in good standing for at least two (2) years;
 - 2. Must have completed all training requirements as of the election date;
 - 3. Must have represented members within the chapter.
- (b) The Chief Shop Stewards shall be nominated and elected from within the ranks of the Shop stewards in good standing as follows: two (2) Highland campus, one (1) Fairmont/John George campus, one (1) Free Standing Clinics; **one (1) San Leandro Hospital**
- (c) Nomination and election of the Chief Shop Stewards shall take place at the Steward Council Meeting every two years in coordination with the election of officers.
- (d) Election shall be by secret ballot.
- (e) The Chief Shop Stewards shall be elected by the highest vote cast by Shop Stewards in good standing in attendance at the December Steward Council Meeting.
- (f) In the event the Chief Shop Steward vacates the position, the Steward Council will vote on the replacement Chief Shop Steward from the vacated area.
- (g) The Chief Shop Steward shall service all respective units:
 - 1. She/he shall assure that each work location and/or jurisdiction has a Shop Steward assigned.
 - 2. She/he shall coordinate the activities of the Shop Stewards and shall act as the Grievance Officer.
 - 3. She/he shall be responsible to provide mentorship and training to Shop Stewards with the assistance of the Field Representative.
 - 4. She/he shall construct informational packets, with the assistance of the Field representative, consisting of materials to assist the Shop Stewards in their duties.
 - 5. She/he shall review each Shop Steward's training obligation, roles, tasks, and responsibilities with the Field representative on a quarterly basis per calendar year. Letters will be sent out by the Chief Shop Steward, if needed, to notify Shop Stewards of any problems and/or complaints after each quarterly review.
 - 6. She/he shall make recommendations for appointments and/or removals of Shop Stewards to the President for action with the approval of the Chapter Executive Board.
 - 7. The Chief Shop Stewards, on a rotating basis will be responsible to preside over all Steward Council Meetings. The Steward Council shall be a standing body that meets at least once a month. It shall consist of the Chief Shop Stewards and all Shop Stewards in good Standing. The Chief Shop Steward shall make a Steward Council Report which shall include but is not limited to, a written report to the Chapter Executive Board on issues related to stewarding as well as a Council Financial Report.
 - 8. The Chief Shop Stewards shall be the liaison between the Chapter Executive Board and the Steward Council.

9. The Chief Shop Stewards shall keep all steward training, grievance/complaint records as confidential information in a locked file cabinet/box. All final/completed grievance/complaint records and Council Minutes shall be maintained in the Local Union Office for a period of at least six (6) years.

6. MEMBERS-AT-LARGE OF THE CHAPTER EXECUTIVE BOARD: At the Chapter Executive Board meetings, the four Members-at-Large shall act equally in conjunction with the elected officers.

(1) Highland Campus, (1) Fairmont/John George Campus, (1) Free Standing Clinics, (1) San Leandro Hospital.

ARTICLE IX. MEMBERSHIP MEETINGS

1. Right to attend meetings: Regular members of the Union have the right to attend all public meetings of the Union.
2. Special meetings: The Chapter Executive Board may call special membership meetings with advance notice to the members of the date, time, and location of the meeting.
3. Votes at meetings: There shall be no proxy votes at any meetings. All votes shall be cast in person.
4. 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.
5. The Chapter shall have quarterly General Membership meetings.
6. A quorum for a General Membership meeting shall consist of at least ten percent (10%) of the membership.
7. Any action taken by the membership at a General Membership meeting held pursuant to this Article shall be the action of the Chapter and shall prevail over any contrary action by the Chapter Executive Board.

ARTICLE X. COPE REPRESENTATIVES

The Chapter may have up to three (3) representatives to the Local 1021 County Political Action Committee. A Political Action Committee representative may be elected or appointed as decided by the Chapter Executive Board. Said representative(s) will participate in the Alameda County Political Action Committee as a voting member. Representatives are responsible for providing political information and education to the members. They shall assist with voter turn-out, COPE contributions, and other duties related to political activities.

ARTICLE XI. WEBSITE STEWARD

The Chapter may appoint a website steward who shall be responsible for maintaining and updating the Chapter web page.

ARTICLE XII. INDUSTRY REPRESENTATIVES

The Chapter President shall appoint, subject to approval of the Chapter Executive Board, representatives to the Local 1021 Health Care and RN Industries.

ARTICLE XIII. DELEGATE REPRESENTATIVES

The Chapter shall send the minimum number of delegates to all conventions to which the chapter is entitled to send delegates. The President and Vice Presidents shall serve as automatic delegates to the convention. Other delegates shall be selected by nomination of at least fifteen signatures of members in good standing. If more than the numbers of delegates allotted to the chapter are nominated, an election will be held by the chapter.

ARTICLE XIV. ELIGIBILITY AND ELECTIONS

1. **TERM OF OFFICE:** The term of office for officers and Chapter Executive Board members of the Chapter shall be two (2) years with elections held in odd number years not to exceed three consecutive terms in the same office.
2. **VACANCIES:**
 - (a) An office shall be declared vacant when the officer terminates employment, takes an extended leave of absence for more than three months, resigns from the Union, or resigns from office. Except for the office of President, vacancies shall be filled by appointment of the Chapter Executive Board if within one(1) year of the expiration of the term.
 - (b) An office shall be declared vacant when its incumbent fails to attend regularly scheduled meetings for a sixty (60) day period without good cause. Good cause shall be defined as illness, vacation, or other emergencies as determined by the Chapter Executive Board. The Chapter Executive Board shall notify the member(s) of the intent to remove for reasons other than good cause in writing prior to the next scheduled Chapter Executive Board meeting.
3. **VOTING:**
 - (a) The President and Vice Presidents shall be elected by a plurality of votes cast. In the event of a tie, a run-off election shall be conducted. Such election shall be held as soon as practical, but no later than thirty (30) days after the original election date.
 - (b) Secretary, Treasurer, Members-at-Large of the Chapter Executive Board, and COPE Coordinators shall be elected by the highest total of votes cast by the eligible members voting in the election.
4. **ELECTION PROCEDURES:**
 - (a) Election Schedule: The Chapter shall complete elections by June 30 in odd-numbered years.
 - (b) Nomination/Election Committee: The Chapter Executive Board shall appoint a Nomination/Election committee at the January Chapter Executive Board/General Membership meeting, none of whom shall be candidates for office and consisting of a minimum of three (3) persons. All committee members must be members in good standing and a member of the chapter for two consecutive years prior to the current election cycle. The committee shall produce a letter/flyer seeking as many candidates for office as possible out of all of the job classifications represented by the Union and area offices. The committee shall hear challenges to the conduct of the election. The committee shall submit a written report to the Chapter Executive Board and SEIU Local President within three (3) working days following the ballot count (the report shall include candidate/issues, vote totals, any challenges filed, names and phone numbers of the committee members). Election results must be published/provided to the membership following the election. The committee shall provide each candidate with a copy of these election procedures.
 - (c) The Nomination/Election Committee shall adopt all rules and regulations necessary to conduct a fair and honest election. Notice of the election, including the procedure for nominations, deadline for nominations, deadline for submission of candidates' statements (if allowed), method of election, date, time, and place of voting, procedure for obtaining duplicate ballots, and challenge procedure-s prior to the date set for the election, shall be given in writing to each member in good standing at least sixty (60) days prior to the date set for the election. All procedures and dates set by the committee shall be approved by the Board.
 - (d) Nominations shall be in the form of a nominating petition which shall be signed by fifteen members in good standing. Nominations can also be initiated at the combined Chapter Executive Board/General Membership meeting within (30) days of the mailing and posting of the flyers announcing chapter elections.

- (e) Eligibility: In order to run for and serve in a Chapter office, all persons shall be members in good standing (not affiliates or fee payers), must be a member for one year prior to the election (with the exception of newly organized units), and employed within the bargaining unit(s) (including members working out of class) represented by the Chapter. Only members in good standing may participate in the election. Candidates may only run for one (1) office.
- (f) Notice: Notice of the election must be posted on all union bulletin boards and the chapter webpage.
- (g) Endorsement/Campaign Materials: Members may endorse candidates. Such endorsements shall not appear in official election materials of the Chapter or Local publications, only in candidate's campaign materials. Candidates may not use the Local SEIU 1021 logo in their campaign materials. Candidates may not post campaign materials on locked SEIU bulletin boards at worksites.
- (h) Chapter/Union Publications: the Chapter/Union newsletters and publications shall not feature or provide unusual coverage of candidates during the election period.
- (i) Staff Participation: Staff of SEIU Local 1021 shall not make endorsements nor participate in individual members' election campaigns. Staff's role is to facilitate the election and ensure that all election procedures are followed.
- (j) Access to Membership List: Candidates' mailings to the chapter shall be arranged for by the union staff in the union office; candidates shall pay for clerical time, materials and all other costs. Candidates and/or campaigns shall not have possession of member lists at any time.
- (k) Voting Methods: All elections must be conducted by secret ballot. Only members in good standing are eligible to vote. Proxy voting is prohibited by the SEU and Local 1021 Constitution and Bylaws.
- (l) Ballot Count: the counting of the ballots must be conducted by the committee at an open and announced meeting. Ballots (marked, unmarked, voided, received late, etc.) and all other records pertaining to the election must be preserved for one (1) year and kept in a secure place in the Local Union office.
- (m) In case of a tie vote for any candidate, except the President and Vice Presidents, the outgoing Chapter Executive Board shall decide the matter. The Election Committee shall have the power to rule on all questions of the voting procedure and on any challenges or contest of the election.
- (n) Installation of Officers: New Officers/Delegates shall not be installed until twenty-five (25) days following the submission of the election committee's report to the Board. Officers/Delegates shall take the oath of office (orally and in writing) at their installation in September:

"I pledge upon my honor that I will faithfully observe the constitution and bylaws of this union and of the Service Employees International Union. I agree to educate myself and other members in the history of the labor movement and to defend to the best of my ability the principals of trade unionism. I pledge upon my honor that I will faithfully perform the duties of my office as prescribed by the constitution and bylaws of this union and bear true allegiance to the Services Employees International Union. I will not knowingly wrong a member or see a member wronged if it is in my power to prevent it. I will deliver to my successor in office all books, papers, and other property of this union that may be in my possession at the close of my official term.
- (o) Candidates for office shall be respectful of this oath of office during the entire campaign period.
- (p) Copies of official tally sheets shall be signed by all members of the committee. One (1) copy shall be submitted to the President, one (1) copy to the Secretary and one (1) copy shall be retained by the Chair of the committee. The candidates, with the exception of presidential and vice presidential candidates, receiving the plurality of eligible votes cast for the office shall be declared elected.
- (q) Challenges: Challenges to or disputes arising from the chapter elections must be submitted in writing to the committee within three (3) working days of the submission of the committee's written election report. The committee shall respond within five (5) working days of the receipt of the challenge. Challenges or disputes which are denied or cannot be resolved by the Chapter Election Committee may be appealed in writing to the Local 1021 Chapter Executive Board within five (5) working days of receipt of the Chapter Election Committee's decision. The Local 1021 Chapter 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 Constitution and if the alleged violation may have affected the outcome of the election.

ARTICLE XV. FINANCES

- (1) The funds of the Local Union shall be raised by dues and such other means as the Local 1021 Chapter Executive Board may direct, to the extent permitted by the International Constitution. A chapter may raise additional funds, provided that the methods of collecting such additional funds shall not be in conflict with any policies established by the Local 1021 Chapter Executive Board or the Constitution of the International Union. Any funds obtained by a Chapter, exclusive of dues and initiation fees, shall be maintained by Local 1021 in the Chapter's account. Funds are to be expended in accordance with the desires of the Chapter; such expenditures need to be for union purposes and in accordance with the policies of the Local Union.
- (2) The Chapter shall not have the authority to incur any obligation on behalf of the Chapter in excess of its current operating balance except by approval of the Local 1021 Chapter Executive board.

ARTICLE XVI. RECALL OF OFFICERS

- (1) Recall of Officers shall be originated by a petition signed by fifteen percent (15%) of the total membership in good standing.
- (2) Petition signatures will be verified by the Local Union and the results will be reported to the Chapter Executive Board in writing.
- (3) After the recall of Officer(s) petition signatures have been verified and the Local Union deems the petition valid, the Chapter Executive Board shall refer the matter to the Chapter Election Committee for a referendum vote to take place within (45) days of the presentation of the recall petition. A majority of the votes cast shall decide the recall.

ARTICLE XVII. NEGOTIATIONS, CONTRACTS, OTHER AGREEMENTS, AND STRIKES

- (1) **NEGOTIATION AND STRIKE COMMITTEES:**
 - (a) The Chapter President shall approve the process for the formation of the Negotiations Committee.
 - (b) In the event of a strike, the President shall appoint, subject to the approval of the Chapter Executive Board, a Strike Committee to coordinate the activities and resources of the Chapter.
- (2) **CONTRACT RATIFICATION:** The following procedure is required to ratify a contract with AlamedaHealth System:
 - (a) A special meeting of the membership must be held before the Chapter may ratify a contract.
 - (b) This meeting shall be called by the Chapter Executive Board.
 - (c) At least (3) three days' notice must be given prior to a contract ratification meeting of the General Membership.
 - (d) A contract shall be ratified by the majority of votes cast by secret ballot of the General Membership. Proxy voting is not permitted.
- (3) **OTHER AGREEMENTS:** Other agreements with Alameda Health System or its delegated representatives may be ratified by a majority vote of the Chapter Executive Board and referred to the General Membership.

- (4) **STRIKES:** The following procedure must be followed in order for the Chapter to strike:
- (a) A special meeting of the General Membership must be held for a strike vote.
 - (b) This meeting shall be called by the Chapter Executive Board or by the membership.
 - (c) At least (3) three days' notice must be given prior to a strike vote meeting of the membership.
 - (d) A majority vote of the total membership, voting by secret ballot, is required to call a strike.
 - (e) Proxy voting is not permitted.
 - (f) If a strike vote is rendered, the Chapter shall obtain a sanction from the Local 1021 Chapter 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 XVII. AMENDMENTS

- (1) Proposed amendment(s) of these bylaws may be originated by a majority vote of the Chapter Executive Board or by a petition signed by a least fifteen percent (15%) of the General Membership.
- (2) Any amendments to these bylaws may be submitted to the local union to be reviewed for compliance before copies are submitted to the members for voting. No amendment shall be valid or become effective until approved by the Chapter Executive Board of the Local Union.
- (3) The Chapter Executive Board shall see to it that a copy of such proposed amendment(s) of the Bylaws is made available to members of the Chapter prior to voting on the amendments.
- (4) The proposed amendment(s) to these Bylaws shall be adopted or rejected by a majority of those members voting in a secret ballot biennially or special election.
- (5) Any approved amendment to these bylaws shall be submitted to the Local Union to be kept on file.
- (6) Any 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.

APPROVED 3/26/11

**ALAMEDA COUNTY MEDICAL CENTER
General Unit and Registered Nurses Unit
POLICIES**

STEWARDSHIP OBLIGATION & TRAINING POLICY

Of vital importance is the philosophy of Union Stewardship: Presenting a professional and proper union perspective (i.e.: a perspective that looks out for all membership and the union as a whole), as well as completion of comprehensive steward training in order to have a well informed participatory membership at as many work sites as possible. To become a steward requires completion of three (3) training sessions approved by the Chapter Executive Board.

To continue as an on-going steward requires completion of two (2) training sessions per year approved by the Chapter Executive Board.

Stewards must be active participants in the following:

1. Monthly stewards council meeting
2. Stewards on-going training
3. Worksite meetings
4. Complaint handling
5. Grievance handling
6. Participation in political activities

Tasks at the worksite include: Enforcement of the contract and monitoring working conditions, updating bulletin boards, distribution of flyers and materials, greeting new employees to the union, recruiting new stewards and activists, mobilizing workers when actions are called, being a resource and referral person.

The Chief Shop Stewards will verify, on a semi-annual basis, the completion of required training for shop stewards/trainees. A recommendation list compiled by the Chief Shop Stewards will be forwarded to the Chapter President for appointment or removal of the steward/trainees listed, per Chapter Bylaws. Once the steward appointment has been made and approved, stewards will sign a steward oath and receive the following:

1. Shop Steward Manual
2. Grievance/Issue Logs with Binder
3. M.O.U. (current contract)
4. Employer's Policy and Procedure Manual
5. Shop Steward Worksite Sign, Bulletin Box and a Lapel Pin

Tracking logs will be kept up by the Chief Shop Stewards on a monthly basis, and then reviewed on a semi-annual basis with the Field Representative (i.e., Steward Council attendance, grievances, complaints, Steward Council, training, political activity, worksite meetings and activities).

Letters will be sent out by the Chief Shop Stewards, if needed, to notify individuals about problems/complaints after quarterly reviews with the Field Representative. Recommendations for appointment or removal will be presented to the President for action. Once appointments or removals have been approved, the Field Representative will send an updated list to the Employer.

Steward Council meetings will be held once a month prior to Chapter Executive Board meetings. The Chief Shop Stewards will chair and be responsible for scheduling the monthly meetings on a rotating basis.

CHAPTER ALLOWANCE FUNDS POLICY AND PROCEDURES

The Chapter is eligible to receive Chapter allowances from Local 1021 only when the Chapter complies with all Local 1021 Chapter Executive Board Bylaws/Policies and Procedures.

HANDLING OF CHAPTER FUNDS: This procedure outlines the legal and financial responsibilities of all authorized signatures. All financial materials and records shall be promptly transferred when a new Treasurer takes office.

RECORD KEEPING: a permanent, running record of all receipts and expenditures of the Chapter must be maintained by the Treasurer on an on-going basis. All money received must be listed in a financial log. There must be a corresponding bill, invoice or receipt for each check requested. Copies of Board minutes shall be used to reflect items approved for disbursement. Financial records/logs must be balanced once each month and the results reported to the Chapter Board.

USE OF CHAPTER FUNDS: The chapter funds must be used for expenditures not paid for by the Local Union, or to supplement those items paid for by the Local. Including but not limited to the following:

- (a) Tickets and donations for various activities (non-political).
- (b) Flowers, gifts, dependent care, etc. for Chapter members.
- (c) Prizes used for fundraising or for donations to Chapter approved (non-electoral causes) events.
- (d) Expenses for Chapter parties and other social events.
- (e) Reimbursements to Chapter leaders for mileage, parking and other costs associated with Chapter activities.
- (f) Business cards for Chapter officers.
- (g) Meals, snacks, refreshments at routine Chapter General Membership, steward council, retiree luncheons, annual activist luncheons, Chapter Dinners, Chapter Executive Board, etc meetings.

Note: The Chapter is prohibited from purchasing or providing alcoholic beverages or alcohol-based foods for any event and/or hosted by the chapter. This provision applies to all references regarding the purchasing and providing of food for member events throughout these bylaws.

- (h) Purchase of equipment, furniture, supplies, etc. subject to the Local Union Policy.
- (i) The Steward Council shall have a line item in the budget consisting of 33% of the total Chapter Chapter Executive Board yearly budget.

The Chapter must comply with all Local Union procedures/policies and guidelines in order to use Chapter funds. The Field Representative assigned to the chapter shall be consulted regarding the proper use of and approval of all funds.

CHAPTER EXPENSE REIMBURSEMENT POLICY

The Alameda Health System Chapter Executive Board of SEIU Local 1021 adopted the following policies regarding Chapter expenses and reimbursements:

All requests for approved reimbursements must be submitted to the Chapter Treasurer on the appropriate expense reimbursement request form with the original receipts for all items attached within sixty (60) days of the date the expense was incurred.

The budget calendar year ends December 31st; this is also the deadline for all reimbursement requests for the year. There are no exceptions.

Submit only one (1) claim form for each month. If clarification of the request is deemed necessary, the Treasurer will contact the member within (10) days of receipt of the request.

Once the expense has been deemed appropriate by the Chapter Executive Board, he/she will complete a check/disbursement request form releasing the check/disbursement for the member and submit the signed form to appropriate Local 1021 bookkeeping staff.

OTHER CHAPTER EXPENSES POLICY

Other Chapter expenses as outlined in the current budget and approved by the Chapter Executive Board shall be reimbursed to the member at the actual cost. Examples of other chapter expenses are as follows: Chapter Executive Board expenses, new employee orientation presentations, Steward Council expenses, other negotiation expenses (food, supplies), member event meal allowance (not to exceed \$25.00 per person per day), retiree gifts.

NOTE: No requests will be paid without the original receipts/invoices (for all expenses) and the appropriate reimbursement request forms completed. All reimbursement requests must be approved (signed) and dated by the Chapter Treasurer and/or President prior to the check being written. There are no exceptions. Cash reimbursements or disbursements are prohibited.

Members are referred to the Local 1021 website for access to current policies and forms.