



**SEIU Local 1021
Chabot-Las Positas Community College District CHAPTER BYLAWS**

PREAMBLE

We, the employees of Chabot Las Positas Community College District, working as free and responsible individuals, recognize that the labor movement in general, and SEIU Local 1021, CtW (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 and Bylaws 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 Chabot-Las Positas Community College District (CLPCCD) 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 Constitution and Bylaws 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, every (2) two years, an Executive Board of the following officers:

- President
- 4 Vice Presidents
- Chapter Secretary and 3 Local Secretaries
- Treasurer

The following officers shall be appointed by the Chapter Executive Board:

- Chief Steward
- COPE Coordinator
- Communications Officer

The term of office shall be two (2) years.

- (2) 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. Seven (7) 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. 5% of the General Membership shall constitute a quorum. Special membership meetings may be called by the Chapter Executive Board or by petition of 5% percent 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.
- (7) 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 signatory on the Chapter account.

Article 5. OFFICERS AND DUTIES

- (1) **President:** The President coordinates SEIU chapter meetings or delegates coordination of meetings to SEIU officers at each site. The president collaborates with any classified professionals represented by SEIU and is responsible for directing the implementation of directives voted on by the Chapter membership. The President communicates to CLPCCD management to resolve any workplace issues or CBA interpretations, on behalf of represented classified staff. The President shall be an ex-officio member of all committees. The President is also an ex-officio member of all CLPCCD shared governance committees and may appoint any member to participate based on California Education Code Section 70901.2. 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. The president shall also serve as Chief Negotiator during collective bargaining.
- (2) **Four Vice Presidents (Chabot/District Office/Las Positas/At Large):** One Vice President shall act as President in the absence of the President. The Vice Presidents collaborate with any SEIU represented classified professionals at the respective sites. The Vice Presidents collaborate with the President to coordinate and arrange meetings or other SEIU activities at the respective sites. The Vice Presidents communicate to management to resolve any workplace issues or CBA interpretations. The Vice Presidents represent the respective sites in negotiations, or other meetings regarding workplace issues or CBA interpretations. One Vice President decided upon by vote of the Executive Board 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) Chapter Secretary and Three Local Secretaries (Chabot/District Office/Las Positas):

The Chapter Secretary shall keep a correct record of the proceedings of all Executive Board 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.

The Local Secretaries keep a correct record of the proceedings of all local Union membership meetings and shall provide a copy thereof to the Chapter Secretary and Secretary of the Union upon request.

(4) Treasurer: The Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4, Subsection (7). 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. The Treasurer shall present the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

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

(6) COPE Coordinator and County COPE Committee: 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. The coordinator will also be the chapter representative to the Local 1021 County COPE Committee. Additional members may attend County COPE Committee meetings.

(7) Communications Officer: The Communications Officer shall be responsible for representing the Chapter in matters dealing with the press and media when there is any relevant news or event pertaining to the Chapter. The Communications Officer shall work with the Executive Board to draft and distribute press releases or announcements relevant to Local Union or Chapter and assist in the planning and preparation of Chapter-related events.

Article 6. STEWARDS

Stewards may be determined by appointment by the Executive Board to represent members under the collective bargaining agreement. Stewards selected through appointment 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. WEB SITE STEWARD

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

Article 8. INDUSTRY COUNCIL REPRESENTATIVES

The chapter shall elect or appoint representatives to attend meetings of Local 1021 industry councils (*Method of selection is subject to industry determination.*)

Article 9. CONVENTION DELEGATES

Chapter delegates to the SEIU 1021 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 10. CONTRACT NEGOTIATIONS

The executive board shall appoint a contract negotiations committee with a minimum of 3 members; one from each site. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

Article 11. RECALL

Recall of officers may be originated by a petition signed by at least 20 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 12. 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, 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 shall be appointed by the executive board. Convention delegates who are appointed will not be eligible to vote.*

Article 13. CHAPTER ELECTIONS

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

- (1) Election Schedule:** Chapter elections shall be held every (2) two years and must be completed by November 30th.
- (2) Election Committee:** The Executive Board shall appoint 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.

- (3) **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. 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.
- (4) **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 or by petition*], deadline for nominations, deadline for submission of candidates' statements [*if appropriate and permitted*], method of election [*meeting, worksite, mail ballot*], 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.
- (5) **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.*
- (6) **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.
- (7) **Ballot count:** The Election Committee shall count ballots at a location, date, and time announced to the membership.
- (8) **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).
- (9) **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, the Chapter bylaws, or the Local 1021 Constitution and Bylaws. Challenges to the election will be considered valid only if they cite specific violations of the Chapter election rules and procedures, the Chapter bylaws, or the Local 1021 Constitution and Bylaws 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.
- (10) **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 Constitution and Bylaws and if the alleged violation may have affected the outcome of the election.

Article 14. 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 15. 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 16. PROCEDURE AND DEBATE

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.

Article 17. 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 Constitution and Bylaws 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 and 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.