



SAN LORENZO UNIFIED SCHOOL DISTRICT CHAPTER BYLAWS

PREAMBLE

We, the employees of the San Lorenzo Unified School District, working as free and responsible individuals, recognize that the labor movement in general, and SEIU Local 1021, CtW, in particular, is instrumental in improving our status, wages and working conditions and in addressing the social, economic, and health problems of our community. Therefore we enter into union and agree to adopt these bylaws, consistent with the Bylaws and Constitution of Local 1021, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

Article 1. NAME AND JURISDICTION

This Chapter is known as the San Lorenzo Unified School District Chapter of Local 1021. The jurisdiction of this Chapter includes all employees in the bargaining unit represented by the Union.

Article 2. AFFILIATION

This Chapter is part of SEIU Local 1021, CtW, and is subject to the Bylaws of that Union and all policies adopted in accordance with it.

Article 3. MEMBERSHIP

All persons, without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, religion, citizenship status, marital status, ancestry, age, disability status, or political affiliation, who are within this Chapter's jurisdiction are eligible for membership.

Article 4. CHAPTER STRUCTURE

- A. The Chapter membership shall elect a Chapter Executive Board made up of the following officers every three (3) years in the month of October, with their term of office beginning November 1.

President

Vice President

Secretary
Treasurer
Web Steward
Chief Steward

Chief Negotiator
Hospitality Chair
Sergeant of Arms

The term of office is three (3) years.

- B. The Chapter Executive Board has the authority to act for the Chapter between General Membership meetings. The Chapter Executive Board must meet at least once a quarter or as often as the Chapter Executive Board decides is necessary. The Executive Board may establish standing and ad hoc committees, as needed, and may appoint members to those committees.

A majority of the Chapter Executive Board members constitutes a Chapter Executive Board quorum.

- C. The General Membership is the highest authority within the Chapter.
- D. The Chapter shall hold regularly scheduled General Membership meetings at least once each quarter.

Ten percent (10%) of the General Membership constitutes a quorum.

Special membership meetings may be called by the Chapter Executive Board or by a petition of ten percent (10%) of the membership.

- E. The Chapter shall maintain a file of Chapter minutes and make a copy of those minutes available to the Secretary of the Local Union upon request.
- F. 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.
- G. The Chapter shall maintain financial records. All funds, including income and expenditures, must be recorded and proper financial records must be maintained in accordance with procedures established by the Local Union. These records must be delivered to the Executive Board of the Local Union upon request. All financial records must be kept for a period of at least six (6) years or longer if required by applicable law. Two (2) signatures, of Chapter officers, are required to expend Chapter funds. Chapter financial records must be regularly audited by a member of the Chapter Executive Board who is not a signer on the Chapter account.

Article 5. OFFICERS AND DUTIES

Unless indicated otherwise, Chapter Officers must be elected by secret ballot by the Chapter's General Membership.

A. President

1. Officiates at all Executive Board and General Membership meetings of the Chapter;
2. is responsible for directing the implementation of directives voted on by the Executive Board and/or General Membership;
3. is an ex-officio member of all committees;
4. is one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Executive Board and/or General Membership;
5. serves on the Union negotiating team(s) that may be elected during their term of office; and
6. serves as one of the delegates to the Local Union's Member Convention by virtue of their office.

B. Vice President

1. Performs all duties of the President in the absence of the President;
2. is an ex-officio member of all committees;
3. is 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;
4. serves on the Union negotiating team(s) that may be elected during their term of office; and
5. serves as one of the delegates to the Local Union's Member Convention by virtue of their office.

C. Secretary

1. Keeps a correct record of the proceedings of all Executive Board and General Membership meetings and shall make a copy of those minutes available to the Secretary of the Local Union upon request;
2. maintains a hardcopy of those records in a binder;
3. maintains an electronic version of these minutes and provide a copy to the Web Steward for posting onto the Chapter webpage; and
4. receives all correspondence and communications on behalf of the Chapter.

D. Treasurer

1. Maintains the financial records of the Chapter and for carrying out the duties described in Article 4, Section G;
2. records all funds, including income and expenditures, and maintain proper financial records in accordance with procedures established by the Local Union;
3. is 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;
4. presents the Chapter financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

F. Web Steward

Maintains and updates the Chapter's web page.

G. Hospitality Chair

1. coordinates facilities and food for Chapter meetings and events; and
2. notifies Stewards of new members.

H. Sergeant of Arms

Keeps order at Chapter meetings and events.

I. Chief Steward

1. serves as a resource for shop stewards in carrying out their duties at their worksites; and
2. convenes and chairs meetings of the Stewards Council.

J. Chief Negotiator

1. Serves on the Union negotiating team(s) that may be elected during their term of office;
2. facilitates meetings of the Negotiations Team;
3. acts as the chief spokesperson for the Chapter in negotiations.

Article 6. CONVENTION DELEGATES

A membership convention of delegates from each chapter of the Union must be held at least once during every term of the Local Union Executive Board, at a time and place chosen by the Local Executive Board. Members will be notified in advance of the meeting time and location.

The Chapter President and Vice President serve as Chapter delegates to the SEIU 1021 convention. If the Chapter is notified that it may send additional delegates, these shall be elected by secret ballot by the Chapter members.

Article 7. COUNTY COPE COMMITTEE DELEGATES

Delegates to the Alameda County Committee on Political Education (COPE) are appointed by the Executive Board. The delegates are the chapter representatives to the Local 1021 Alameda County COPE Committee. A maximum of three (3) delegates may be appointed, based on the rules of the Alameda County COPE Committee. The President must notify the Chair of the Alameda County COPE Committee in writing of the names of the delegates.

The delegates are responsible for providing political information and education to the members of the chapter and shall assist and coordinate with election turn-out, COPE cards, and other duties related to political activities of the Chapter and Local Union.

Article 8. EDUCATION COUNCIL REPRESENTATIVES

The Executive Board appoints representatives to attend meetings of the Local 1021 Education Council. The number of representatives is based on the rules of the Education Council.

Article 9. STEWARDS

Stewards are appointed by the Executive Board to represent members under the collective bargaining agreement. Stewards seeking to be appointed must present petitions with the signatures of at least five (5) members in good standing at their worksite or department. 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: provide ongoing training; welcome and orient 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 10. CONTRACT NEGOTIATIONS

The General Membership elects a Negotiations Team of members that meets and negotiates with representatives of the San Lorenzo Unified School District with regard to matters within the scope of representation. The Chapter Executive Board determines the number of members on the Team, consistent with the collective bargaining agreement. The President, Vice President, and Chief Negotiator are members of the Negotiations Team by virtue of their offices. Upon completion of negotiations, a copy of

the collective bargaining agreement must be forwarded to the SEIU 1021 Executive Board.

Article 11. RECALL

Recall of officers may be initiated by a petition signed by at least twenty-five percent (25%) of the membership. When a recall petition has been submitted, the Chapter Executive Board must 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 determines the outcome of the recall.

Article 12. VACANCIES

An elective office must be declared vacant when the holder of the position resigns from office, resigns from the Union, is no longer a member in good standing, is on an extended leave of absence, or is recalled. Vacancies that occur within six (6) months of the end of the term, with the exception of convention delegates, may be filled by appointment of the Chapter President. Otherwise, vacancies shall be filled by election of the General Membership.

Article 13. CHAPTER ELECTIONS

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

A. Election Schedule

Chapter elections shall be held every three (3) years and must be completed by November 1.

B. Election Committee

The Chapter Executive Board must appoint three (3) members to an Election Committee. Members of the committee cannot be candidates for office in the election. The committee adopts rules necessary to assure a fair and honest election and nominations procedure and must provide each candidate with a copy of these rules. The committee also hears challenges to the conduct of the election. The Election Committee must submit a written report to the Chapter Executive Board and Local 1021 President within three working (3) days following the ballot count. The report must include the election rules, procedures, schedule, candidate/issue vote totals, any challenges filed, and the names and phone numbers of Election Committee members. Election results must be given to the membership following the election.

C. Eligibility

In order to run for and serve as a Chapter officer, candidates must 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

Each Chapter member in good standing must be notified in writing at least thirty (30) days before the date set for the election and at least thirty (30) days before the deadline for nominations. The notice must include: how nominations are to be made (by submission in writing); the deadline for nominations; the date, time, and place that voting will take place; procedures for obtaining duplicate ballots; and the challenge procedure. All official election materials and communications must be reviewed by the Election Committee and the assigned field representative prior to publication.

E. Nomination for Office

Nominations for office must be submitted in writing to the Election Committee, which will notify members when they have been nominated. Nominees must submit written acceptance of their nomination no later than three (3) days after the deadline set for nominations.

F. Voting

Chapter elections are conducted by secret ballot at a General Membership meeting. Only members in good standing are eligible to vote. Proxy voting and write-in candidates are prohibited. A plurality of the valid ballots cast determines the candidates elected. In the event of a tie vote, a run-off election must be conducted.

G. Ballot count

The Election Committee shall count ballots at a location, date, and time that is announced to the membership. A written tally of the count must be signed by the Election Committee and other members participating or witnessing the count.

H. Election Materials

All ballots and duplicate ballots – marked, unmarked, voided, and 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 from the date of the committee's election report to the Chapter 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 are considered valid only if they cite specific violations 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 from the date when the challengers receive the Chapter Election Committee's decision. The Local 1021 Executive Board shall investigate and respond within fifteen (15) working days of receipt of the challenge. Challenges to the election will be considered valid only if they cite specific violations of the Chapter election rules and procedures, Chapter bylaws, or the Local 1021 Bylaws and Constitution and if the alleged violation may have affected the outcome of the election.

Article 14. CONTRACT RATIFICATION

Ratification or rejection of a tentative agreement shall be made by the General Membership at a membership meeting(s) called for that purpose. The ratification vote must be by written, secret ballot. Proxy voting is not allowed. At least three (3) days' written notice must be given before a contract ratification vote.

Article 15. STRIKE

The Chapter may begin a strike only if a majority of the total Chapter membership votes to do so in a secret ballot vote that complies with the International Union Constitution. A strike vote may be conducted at a membership meeting or through a mail ballot. Proxy voting is not allowed. At least three (3) days' written notice must be given before a meeting at which a strike vote is held. If the Chapter votes to strike, the Chapter must get sanction (approval) from the Local 1021 Executive Board and from the appropriate Central Labor Council. The Chapter shall not strike before notifying the SEIU President or, where prior notice is not practicable, without notification as soon as possible after the start of the strike, in which notice the Chapter states that it has complied with all applicable notice requirements.

Article 16. PROCEDURE AND DEBATE

Chapter meetings are governed by the Manual of Common Procedure, Rules of Debate, and Order of Business that are included in the Constitution of the International Union. Every member must follow and is subject to these rules governing debate at all meetings of the Chapter.

Article 17. AMENDMENTS

Amendments to these bylaws may be proposed by a majority vote of the Chapter Board or by a 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 before a vote on any amendment and be provided with the proposed amendments and the original sections of the bylaws. Amendments to these bylaws must be submitted to the Local Union to be reviewed for conformity to the Local 1021 Constitution and Bylaws and to be kept on file. No amendment is valid or can become effective until approved by the Executive Board of the Local Union. Amendments required to bring these Chapter bylaws into compliance with the Constitution or Bylaws of the Local Union or the International Union may be made by vote of the Chapter Board without submission to the General Membership.