



## SEIU Local 1021 DOMINICAN ADJUNCT UNION CHAPTER BYLAWS

### **PREAMBLE:**

We, the employees of Dominican University of California, working as free and responsible individuals, recognize that the labor movement in general, and SEIU Local 1021, CtW in particular, can be instrumental in improving our status and resolving the social and health problems of our community; therefore we enter into this 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 will be known as the Dominican Adjunct Union Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit represented by the Union.

### **Article 2. AFFILIATION:**

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

### **Article 3. MEMBERSHIP:**

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

### **Article 4. CHAPTER STRUCTURE:**

(1) The Chapter membership shall elect a Chapter Board of the following officers:

- President
- Vice President
- Secretary-Treasurer
- Chief Steward
- COPE Coordinator/Delegate

In any election with only as many as or fewer nominees than the number of seats available, all candidates will be deemed elected.

The term of office shall be three (3) years or the remainder of the term of the collective bargaining agreement, whichever is shorter. An individual may hold more than one office.

(2) 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 Chapter Board. Three Chapter Board members shall constitute a Chapter 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 twice each semester. Five percent (5%) of the General Membership shall constitute a quorum to vote on any matter that was distributed to the membership at least seven calendar days in advance, or fifteen

percent (15%) shall constitute a quorum on a matter that was not distributed to the membership at least seven days prior. Special membership meetings may be called by the Chapter Board or by petition of ten percent (10%) 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. The Chapter Board shall be responsible for dispersing those funds provided for under the collective bargaining agreement: payment for union business, emergencies, and faculty development merit awards. 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 Board who is not a signer on the Chapter account.

#### **Article 5. OFFICERS AND DUTIES:**

**(1) President:** The President shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Chapter membership. The President shall be an ex-officio member of all committees. 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 Chapter Board and/or General Membership.

**(2) Vice President:** The Vice President shall act as President in the absence of the President. The Vice President shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership.

**(3) Secretary-Treasurer:** The Secretary-Treasurer shall keep a correct record of the proceedings of all Chapter Board and General Membership meetings and shall provide a copy thereof to the Secretary of the Local Union upon request. The Secretary-Treasurer shall receive all correspondence and communications on behalf of the Chapter. The Secretary-Treasurer shall be responsible for Chapter account deposits and dispersals and for carrying out the duties described in Article 4, Subsection (7). The Secretary-Treasurer shall be one of three (3) officers authorized to withdraw funds from a Chapter account, after such expenditures have been approved by the Chapter Board and/or General Membership.

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

**(5) COPE Coordinator/Delegate and County COPE Committee:** The COPE Coordinator/Delegate 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 one of the chapter representatives/delegates to the Local 1021 County COPE Committee. Additional delegates shall be selected based on the rules of the applicable County COPE Committee. Additional members may attend County COPE Committee meetings.

#### **Article 6. STEWARDS:**

Steward positions will be at least 4, by election. Stewards will be elected annually, and must serve at least a full year term. In the event positions are not filled by election, the Board can fill those positions by appointment. The Board can expand the number of Stewards beyond the minimum 4 positions, by appointment, until the next election, at which time the Board will determine if the number of elected positions should be increased, or decreased, but in no event, fewer than 4 elected positions.

Stewards may be determined by election or appointment to represent members under the collective bargaining agreement. 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 7. LABOR-MANAGEMENT COMMITTEE:**

The Labor-Management Committee will consist of 4 positions with annual terms: 2 designated by the Board, 2 elected at large. In the event positions are not filled by election, the Board may fill those positions by appointment.

**Article 8. WEB SITE STEWARD:**

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

**Article 9. INDUSTRY COUNCIL REPRESENTATIVES:**

The chapter shall elect or appoint representatives to attend meetings of Local 1021 industry councils, if applicable.

**Article 10. CONVENTION DELEGATES:**

Chapter delegates to the SEIU 1021 triennial 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 11. CONTRACT NEGOTIATIONS:**

The General Membership shall elect a contract negotiations committee of five members and two alternates consistent with applicable collective bargaining agreements. Upon completion of negotiations, a copy of the collective bargaining agreement shall be forwarded to the SEIU 1021 Executive Board.

**Article 12. RECALL:**

Recall of Board officers, Stewards, or Labor-Management Committee members may be originated by a petition signed by at least twenty-five percent (25%) of the membership. After the recall has been originated, the Chapter 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 13. VACANCIES:**

An elective or appointed office shall be declared vacant when fewer candidates have run than there are seats, 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 Board; 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.

**Article 14. CHAPTER ELECTIONS:**

**(a) Election Schedule:** Chapter elections shall be held annually and must be completed by March 31.

- (b) Election Committee:** The Chapter Board shall appoint 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 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, email addresses, 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, Steward, Contract Negotiations Committee or Labor-Management Committee member, a candidate shall have been a member in good standing for at least one (1) year and be employed within the bargaining unit represented by the Chapter. Only members in good standing are eligible to run or vote 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 must be at least 30 days in advance of the deadline for nominations). The notice must include method of nomination, deadline for nominations, deadline for submission of candidates' statements, method of election, relevant voting dates, procedures for obtaining duplicate ballots, and 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 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 after the deadline 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. 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 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 they cite specific violations of 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. 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 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 15. CONTRACT RATIFICATION:**

Ratification or rejection of a tentative agreement shall be conducted through by secret ballot. Proxy voting shall not be allowed. At least three (3) days' notice must be given prior to a contract ratification vote.

**Article 16. 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. 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 17. PROCEDURE AND DEBATE:**

Chapter meetings shall be governed by *The Modern Rules of Order*. Every member shall follow and be subject to such rules governing debate at all meetings of the Chapter.

**Article 18. AMENDMENT:**

Amendments to these bylaws may be originated by a majority vote of the Chapter 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. A majority of votes cast shall determine an amendment. 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 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 Board without submission to the General Membership.