

BYLAWS
REGIONAL CENTER OF THE EAST BAY

We, the employees of Regional Center of the East Bay, working as free and responsible individuals, and recognizing that the labor movement in general, and Local 1021, Service Employees International Union, CtW in particular, can be instrumental in improving our status, wages and working conditions and in addressing the social, economic, and health disparities within the community enter into Union and agree to adopt these Bylaws, consistent with the 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.

Union meetings of the Regional Center of the East Bay Chapter of Local 1021 are a forum for discussion of Union policy, and business, or concerns of members of the Bargaining Unit. These issues may or may not be covered by the grievance procedure. Union meetings are a place where members may bring concerns and ask for clarification of working conditions/problems, and may expect to find support and open discussion without recrimination.

ARTICLE I. NAME AND JURISDICTION:

This Chapter shall be known as the Regional Center of the East Bay Chapter of Local 1021. The jurisdiction of this Chapter shall be all employees in the bargaining unit.

ARTICLE II. AFFILIATION:

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

ARTICLE III. MEMBERSHIP:

SECTION 1. All persons, without regard to race, color, gender, gender expression, national origin, citizenship status, marital status, ancestry, religion, sexual orientation, age, health, disability, or political creed, who are within this Chapter's jurisdiction, shall be eligible for membership.

SECTION 2. The minimum membership dues shall be established by the Local Union.

ARTICLE IV. CHAPTER STRUCTURE AND ELECTIONS:

SECTION 1. CHAPTER OFFICERS/EXECUTIVE BOARD: This Chapter membership shall elect annually in the month of January by secret ballot distributed to all members with voting taking place at each worksite, an Executive Board consisting of the officers listed below to begin their term of office on the following February 1st.

Vacant positions, except for Local Convention Delegates, shall be filled in the following order: 1) by the runner up in the election which selected the original Officer, then by 2) appointment by the Chapter President, should such runner up be unavailable or unwilling to serve, and then 3) by a new election for the position should the President decline to appoint the successor.

- A. President/1st Local Convention Delegate
- B. Vice President/Alternate Local Convention Delegate
- C. Secretary/Alternate Local Convention Delegate
- D. Treasurer/Alternate Local Convention Delegate
- E. Shop Stewards (3 Concord, 6 Oakland)

SECTION 2. OFFICERS AND DUTIES:

1. PRESIDENT:

- A. Shall be the presiding officer of the Chapter and preside over all Executive Board and General Membership meetings of the Chapter.
- B. Shall be one of two signatures necessary to withdraw Chapter funds.
- C. Shall serve on the Union negotiating team(s) that may be elected during their term of office.
- D. May serve on the Labor Management Committee (to be decided for one year LMC terms).
- E. Shall be the 1st Chapter delegate to the SEIU CA DD Council.

2. VICE PRESIDENT:

- A. Shall perform all duties of the President in her/his absence.
- B. Shall be one of two signatures necessary to withdraw Chapter Funds.
- C. May serve on the Labor Management Committee in lieu of the President (to be decided for one year LMC terms).

3. SECRETARY:

- A. 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.
- B. Shall post, or have a Web Site Steward post, meeting minutes to the SEIU1021 webpage for RCEB.
- C. Shall keep a binder and hard copies of meeting minutes.

4. TREASURER:

- A. Shall be responsible for review, collection, and disbursement of Chapter Funds.
- B. Shall be responsible for deposits of all funds of the Chapter in an account or accounts in the name of the Union.
- C. Shall maintain a written record of all transactions.
- D. Shall be one of two signatures necessary for withdrawing Chapter Funds.

5. OFFICE STEWARDS:

- A. Shall represent their respective constituencies in Executive Board meetings.
- B. Shall welcome new employees in their area and orient them to the Union.
- C. Shall assist members in processing grievances.

6. WEB SITE STEWARD:

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

SECTION 3. NEGOTIATORS:

- A. Four (4) negotiators, and an alternate, shall be elected at large prior to negotiation, and shall participate at any and all negotiating sessions with the Union representative and the Chapter President.
- B. Negotiators shall report at general membership meetings on the progress of negotiations, to clarify issues and assure input of general membership.
- C. Negotiators shall be considered Executive Board members during periods of negotiation and may attend Executive Board meetings and participate in discussion and decisions.

- D. Negotiators shall chose a note taker (which can rotate) to keep a record of each meeting.

SECTION 4. COMMITTEES:

A. The Executive Board may appoint members to the Labor Management Committee (LMC), Safety Committee, Regional delegates, delegates for the SEIU CA DD Council, PNP Industry meetings, and County COPE Coordinator/delegates.

B. COPE (Committee on political education) Coordinator shall be responsible for providing political information and education to chapter members. Shall assist and coordinate with turn-out, COPE cards, and other duties related to political activities of the chapter and Local Union. Shall also be chapter representative to Local 1021 County COPE Committee. Additional members may attend County COPE Committee Meetings as determined by each county COPE Committee.

C. LMC members shall serve 2 year terms to represent the union and its members and are accountable to them. Chapter president or vice president will serve for one year terms on the LMC.

D. The Executive Board may establish other standing and ad hoc committees, as needed; and may appoint members to same. The President shall be an ex-officio member of all committees.

ARTICLE V. MEETINGS:

SECTION 1. GENERAL MEMBERSHIP MEETINGS:

- A. The agenda for all general membership meetings shall be posted, or emailed, with notice of the meeting. The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request. The Chapter shall have regularly scheduled General Membership meetings once a month.
- B. 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.
- C. A quorum shall consist of at least 10% of members including members of the Executive Board.
- D. Members shall receive notice at least 24 hours in advance of any special membership or Executive Board meetings.
- E. Twenty-five (25) Members or any Executive Board member may call special membership meetings.

SECTION 2. EXECUTIVE BOARD MEETINGS:

A. Executive Board meetings will be held at least once per month and prior to general membership meetings to:

1. Prepare agenda for general membership meetings.
2. Coordinate general Union business:
 - a) Review grievances
 - b) Discuss Union/membership problems
 - c) Plan for negotiations
 - d) Review confidential issues
 - e) Respond to member requests to review job descriptions, i.e., upgrading of responsibility change in salary ranges.
 - f) Discuss changes in by-laws.
 - g) Review Labor Management issues
 - h) Discuss statewide political DD issues & determine delegates and committees per Article IV, Section 4. A

B. A majority (7) of Executive Board members must be present to conduct official business.

C. Any member of the Union may attend an Executive Board meeting to observe the procedure or to present an issue for discussion. The exception to this open attendance policy is when the Board holds a closed session to discuss Steward Reports, or if there is a matter of an extremely personal nature regarding a Bargaining Unit member, and that member requests confidentiality and anonymity.

SECTION 3. MINUTES AND RECORDS

A. The Chapter shall maintain a file of Chapter minutes and make available a copy thereof to the Secretary of the Local Union upon request.

B. The Chapter shall make available to the membership the minutes of the Executive Board of the Local Union upon request.

C. The Chapter shall notify the Local Executive Board of any dissenting action taken on the minutes or action of the Executive Board of the Local Union.

D. 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 the procedures established by the Local Union. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. These records shall be transmitted to the Executive Board of the Local Union upon request.

SECTION 4. ELECTION OF OFFICERS AND DELEGATES:

A. Consistent with the Local 1021 Bylaws, which are attached and which controls where Chapter Bylaws are silent, the election shall be conducted by the Election Committee appointed by the Executive Board, which shall consist of a minimum of three members who may not be candidates for an office in the election. This Election Committee will be responsible for receiving nominations, establishing procedures for conducting the election and tabulating and validating the vote.

In order to be eligible to run for and serve in office, all persons shall be members in good standing and employed within a bargaining unit represented by the Chapter.

Stewards shall be elected by the membership at their worksites.

B. Nominations may be made and accepted for Chapter Officers from the floor at a General Membership meeting held during the 30 day period of open nominations in addition to nominations being submitted to the Elections Committee.

C. Election of officers shall be by secret ballot with worksite voting and ballots distributed to all members. In the event that there are no contested offices, a “White Ballot Election” shall be declared, and all candidates will begin their term on February 1st.

D. The term of office shall be one year.

E. A Chapter President may succeed himself or herself thrice, for a total of four terms of office. No other office shall have term limits.

F. The candidate receiving the majority of votes cast shall be declared the winner. In case no candidate receives a majority vote, the candidate receiving a plurality shall be declared the winner.

G. All election ballots and duplicate ballots—marked, unmarked, voided, unused—must be saved for one (1) year (all ballots printed must be accounted for).

H. Challenges to or disputes arising from a Chapter election must be submitted to the Chapter Election Committee within three (3) working days of the submission of the committee’s election report to the Chapter Executive Board. Challenges must be submitted in writing and must cite specific violation(s) of the Chapter election rules and procedures, Chapter or Local Bylaws. Challenges will only be considered valid if the alleged violation(s) 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.

I. 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 must cite specific violation(s) of the Chapter election rules and procedures, Chapter or Local Bylaws, and will only be considered valid if the alleged violation(s) may have affected the outcome of the election.

J. Recall of officers may be originated by a petition signed by at least 25% of the individual's constituency. After the recall of officers or Executive Board members has been originated, the Chapter Executive Board shall refer the recall to the individual's constituency by secret ballot in accordance with the election procedure.

K. LOCAL CONVENTION DELEGATES:

The Chapter President shall be the 1st delegate to the SEIU 1021 Local convention. All additional delegates 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. In the event the President or the elected delegate(s) are unable to attend, the

Vice President, Secretary and Treasurer shall serve as alternate delegates in the order in which they are listed.

ARTICLE. VI : CHAPTER BANK ACCOUNT

The RCEB Chapter of Local 1021 has an account of money raised by monthly dues rebates from Local 1021 SEIU.

Chapter funds may only be withdrawn with the approval of the Chapter Executive Board or by majority vote of those in attendance at chapter general membership meetings. (The membership may overrule any decision of the Executive Board). Signatures of two designated Chapter Officers are required to withdraw Chapter funds.

ARTICLE VII RATIFICATION OF CONTRACTS

Contract ratification shall be by a majority vote in a worksite secret ballot election with ballots distributed to all members. At least three days notice is required prior to any contract ratification vote. Proxy voting shall not be allowed.

ARTICLE VIII STRIKES:

The chapter may not initiate a strike without a majority concurrence vote of the total membership by secret ballot worksite voting with ballots distributed to all members. Strike sanction shall be received from the Local and International Union, and the central labor council prior to a strike. At least 3 days notice is required prior to any strike vote.

ARTICLE IX BYLAWS

1. These bylaws may be amended by a secret ballot election.
2. Proposed changes shall be posted and members notified 30 days prior to the election.
3. Amendments required to bring these bylaws into compliance with the Bylaws of the Local or International Union may be made by the vote of the Chapter Executive Board without submission to the general membership.
4. Amendments to these bylaws shall be submitted to the Local Union headquarters office (100 Oak St., Oakland, CA 94607) to be reviewed for conformity to the Local 1021 Bylaws and to be kept on file. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union.

Revised RCEB Bylaws approved by RCEB Eboard September 2012