

Local 2007 Constitution and Bylaws

Preamble

We are a local within the Service Employees International Union, an organization of more than one million members united by the belief in the dignity and worth of workers and the services we provide and dedicated to improving the lives of workers and our families and creating a more just and humane society. We seek a stronger union to build power for ourselves and to protect the people we serve. Women and men of every race, ethnicity, religion, age, physical ability and sexual orientation, we are the standard-bearers in the struggle for social and economic justice begun nearly a century ago by janitors who dared to dream beyond their daily hardships and to organize for economic security, dignity and respect.

Our vision is of a society:

- Where all workers and their families live and work in dignity.
- Where work is fulfilling and fairly rewarded.
- Where workers have a meaningful voice in decisions that affect them.
- Where workers have the opportunity to develop their talents and skills.
- Where the collective voice and power of workers is realized in democratic and progressive unions.
- Where union solidarity stands firm against the forces of discrimination and hate and the unfair employment practices of exploitative employers.
- Where government plays an active role in improving the lives of working people.

To achieve this vision:

- We must organize unorganized service workers, extending to them the gains of unionism while securing control over our industries and labor markets.
- We must build political power to ensure that workers voices are heard at every level of government to create economic opportunity and foster social justice.
- We must provide meaningful paths for member involvement and participation in strong, democratic unions.
- We must develop highly trained and motivated leaders at every level of the union who reflect the membership in all its diversity.
- We must bargain contracts that improve wages and working conditions, expand the role of workers in workplace decision-making, and build a stronger union.
- We must build coalitions and act in solidarity with other organizations that share our concern for social and economic justice.
- We must engage in direct action that demonstrates our power and our determination to win.

To accomplish these goals we must be unified inspired by a set of beliefs and principles that transcends our social and occupational diversity and guides our work.

- We believe we can accomplish little as separate individuals, but that together we have the power to create a just society.
- We believe unions are the means by which working people build power—by which ordinary people accomplish extraordinary things.
- We believe our strength comes from our unity, and that we must not be divided by forces of discrimination based on gender, race, creed, color, ancestry, ethnicity, religion, age, disability, sexual orientation, gender expression, marital status, or immigration (or citizenship) status, or national origin.
- We believe our power and effectiveness depend upon the active participation and

Local 2007 Constitution and Bylaws

commitment of our members, the development of our leaders, and solidarity with each other and our allies.

- We believe we have a special mission to bring economic and social justice to those most exploited in our community especially to women and workers of color.
- We believe our future cannot be separated from that of workers in other parts of the world who struggle for economic justice, a decent life for their families, peace, dignity and democracy.
- We believe unions are necessary for a democratic society to prevail, and that unions must participate in the political life of our society.
- We believe we have a moral responsibility to leave the world a better place for our children—and everyone's children.
- We believe that workers are better served if they are employed by the persons paying for the services provided and, therefore, it is the policy of the Union to oppose all contracting out of work especially where it is used to reduce wages, benefits, or working conditions.

Local 2007 Constitution and Bylaws

ARTICLE 1 – NAME

This union shall be known as the Service Employees International Union, Higher Education Workers (CA), Local 2007.

ARTICLE 2 - JURISDICTION

The jurisdiction of this Local Union shall be workers employed by or at private universities in the State of California, as designated or limited by the International Executive Board of the Service Employees International Union.

ARTICLE 3 - MISSION

SECTION 1

To organize and unite in this Local Union all working men and women eligible for membership herein; to engage in all civic social political, legal, economic, cultural, educational and charitable activities that build power for workers in order to improve our lives and those of our families; and to improve the wages, hours, and working conditions of members.

SECTION 2

The policy of the Local Union and its methods of operation shall be such as to facilitate and stimulate the broadest possible rank and file participation in the formulation and execution of the program of the Local; and to encourage the development of effective leadership.

ARTICLE 4 - MEMBERSHIP

SECTION 1 - Eligibility

Any person employed in a bargaining unit, represented by SEIU-HEW (CA) within the above described jurisdiction of this Local Union, or as described in Article 4, Section 3, shall be eligible for membership in accordance with these Bylaws. A person laid off for a period of not more than six months, or on an appropriate leave from work within the jurisdiction of this Local Union shall also be eligible for regular membership as described in Section 3.

SECTION 2 - No Discrimination

There shall be no discrimination against any member or applicant for membership for reason of race, color, gender, creed, national origin, disability, religion, ancestry, political opinion, affiliations, age, marital status, citizenship status, sexual orientation or gender expression.

SECTION 3 - Membership Categories

- A. Regular Member - A Regular Member, or a member in good standing of this Local Union, is a person eligible for membership under Section 1 of this Article and who has paid the current dues obligation, except that such dues obligation is waived when said member is on strike, or a paid agent of the Union, who has elected to become a member of SEIU-HEW (CA) and has paid the current dues obligation. All such members enjoy full rights except that those persons who are not in one of the bargaining units represented by this local may not vote on ratification of agreements that apply to the representation units.
- B. Associate Member - A regular member who has terminated employment or

Local 2007 Constitution and Bylaws

vacated a represented bargaining unit within a jurisdiction represented, by the Union, or the employ of the Union, and was a member in good standing at such time, may become an Associate Member subject to Executive Board approval. Such membership entitles the member to serve on Local wide Union committees and participate in Local wide Meetings. Associate Members are not eligible to run for Local wide Union office or entitled to vote on agreements that apply to representation units.

- C. Retired Member - A Regular or Associate Member, as described in Sections A and B of this Article, who retires from employment and who has been in continuous good standing of SEIU-HEW(CA) for at least one (1) year -prior to retirement, is eligible for membership in the Retired Members' Committee. Such membership entitles the member to participate fully within the Committee, to serve on Local wide Union Committees and participate in Local wide Membership Meetings. Retired Members are not eligible to run for Local wide Union office or entitled to vote on agreements that apply to representation units.
- D. Life Member - A Life Member is a Retired Member who is 75 years of age or older, and who has been paying dues continuously to the Local Union, either as a Regular Member or Retired Member, for at least ten (10) years. Notwithstanding the provisions of Article XIV of the International Union Constitution, Life Members shall have no continuing dues obligations, but Life Members shall nonetheless be eligible to enjoy all the benefits and privileges of Retired Members in the Local Union and the International Union, including continued participation in the SEIU Death Gratuity Program, if otherwise eligible.
- E. Laid-Off Members – Members shall remain eligible for membership after having been laid off, as long as they are on a valid re-employment list in a bargaining unit for Local 2007. Their dues, if any, shall be established by Local 2007 for the first 6 months they are in layoff status. They are eligible to vote in local wide elections and attend meetings of their chapters.

Local 2007 Constitution and Bylaws

ARTICLE 5 – MEMBER RIGHTS AND RESPONSIBILITIES

Rights in the Union

- The right to have opinions heard and respected, to be informed of Union activity, to be educated in Union values and Union skills.
- The right to choose the leaders of the Union in a fair and democratic manner.
- The right to a full accounting of Union dues and the proper stewardship over Union resources.
- The right to participate in the Union's bargaining efforts and to approve Union contracts.
- The right to have members' concerns resolved in a fair and expeditious manner.

Rights on the job

- The right to have work that is worthwhile to society, personally satisfying to the worker, and which provides a decent standard of living, a healthy and safe workplace, and the maximum possible employment security.
- The right to have a meaningful and protected voice in the design and execution of one's work and in the long-term planning by one's employer as well as the training necessary to take part in such planning.
- The right to fair and equitable treatment on the job.
- The right to share fairly in the gains of the employer.
- The right to participate fully in the work of the union on the scope, content and structure of one's job.

Responsibilities in the Union

- The responsibility to help build a strong and more effective labor movement, to support the organizing of unorganized workers, to help build a political voice for working people, and to stand up for one's co-workers and all workers.
- The responsibility to be informed about the internal governance of the Union, and to participate in the conduct of the Union's affairs.
- The responsibility to contribute to the support of the Union.
- The responsibility to treat all workers and members fairly.
- The responsibility to raise concerns in a constructive manner within the Union.

Responsibilities on the Job

- The responsibility to participate in the Union's efforts to establish and uphold collective principles and values for effective workplace participation.
- The responsibility to recognize and respect the interests of all Union members when making decisions about Union goals.
- The responsibility to be informed about the industry in which one works, and about the forces that will affect the condition of workers in the industry.
- The responsibility to participate fully in the Union's efforts to expand the voice of workers on the job.
- The responsibility to provide a fair day's work for a fair day's pay.

Local 2007 Constitution and Bylaws

ARTICLE 6 – STRUCTURE

The structure of the Local Union shall consist of the General Membership, Chapters, an Executive Board, and a Leadership Assembly.

SECTION 1 – Chapters

Jurisdiction and composition of this Local Union shall be divided into Chapters, as determined by the Executive Board. Chapters may be based on bargaining units, employer, worksite, or other factors as determined by the Executive Board. Chapters shall have the authority to vote to ratify or reject their negotiated contracts and agreements, to strike, and to elect delegates to the Executive Board, in accordance with the appropriate procedures set forth in these Bylaws and in the Chapter's Bylaws, if they exist, which shall not be in conflict with those of the Local Union or International Union.

SECTION 2 – Executive Board

The Executive Board shall be the governing body of this Local Union. The Executive Board shall report on all matters which, in its judgment, require consideration by the Local Union, or which may have been committed to the Executive Board by the Leadership Assembly or General Membership. In the absence of a quorum at a Leadership Assembly or General Membership meeting, the Executive Board shall be authorized to act in the name of the Local Union.

SECTION 3 – Leadership Assembly

The Leadership Assembly is composed of all duly elected Stewards in all chapters in the Local Union, and shall be the primary body charged with setting the priorities and program of the Local Union, subject to the approval of the Executive Board.

ARTICLE 7 – CHAPTERS

SECTION 1 – Chapter in Good Standing

To be a functioning Chapter eligible for representation on the Executive Board, a Chapter must elect officers and hold regular Membership Meetings at times which do not conflict with the Local Union's Executive Board meetings or Leadership Assembly. In order to be in good standing with the Local Union, a Chapter must be in compliance with its own Bylaws, if such Bylaws exist, insofar as they do not conflict with the Local Union Bylaws.

SECTION 2 – Provisional Chapters

New chapters shall be formed and given titles by the Executive Board upon the recommendation of the Leadership Assembly and with the approval of the President. A Chapter that is functioning but does not yet have a collective bargaining agreement may be granted Provisional Chapter status by the Executive Board. Provisional Chapter status entitles the Chapter to an observer seat on the Executive Board and allows integration into every possible aspect of the Local Union, within the parameters of applicable law.

SECTION 3 – Steering Committee

The President shall appoint a temporary Steering Committee to act on behalf of any group of members preceding the acceptance into the Local Union of such group as a permanent Chapter.

Local 2007 Constitution and Bylaws

ARTICLE 8 – EXECUTIVE BOARD

SECTION 1 – Officers and Delegates

The Executive Board shall consist of a full-time President, a Vice-President, a Treasurer, and a Secretary, and Chapter Delegates. At the time of nominations and during his/her entire term of office, every officer and delegate shall meet the qualifications set forth in Article XV, Section 2 of the SEIU Constitution and Bylaws unless waived by the President of the International Union.

Each Chapter shall be entitled to delegates based on the number of regular members as follows:

1-100		1 delegate
101-500	add	1 delegate
501-1000	add	1 delegate
1001-3000	add	1 delegate
3001-5000	add	1 delegate
5001+	add	1 delegate

When a new Chapter is created, the President with the approval of the Executive Board shall appoint a regular member or members to serve as Delegate or Delegates from the new Chapter until the next regular elections. Only members in each Chapter shall vote for their respective Chapter Delegates, and members shall be entitled to vote for the number of delegates which their Chapter is entitled to. Members who by virtue of having more than one job within the Local who are members of more than one Chapter shall vote for the delegates of the Chapter within which they work more hours, or if they work equal hours the Chapter in which they have greater seniority.

SECTION 2 – Authority

The Executive Board is the governing body of the Local Union elected every two (2) years. The Executive Board is authorized and empowered to take all lawful action consistent with the Constitution of the Local Union and to carry out the program goals adopted by the Leadership Assembly. The Executive Board shall develop and adopt an annual budget. The Executive Board is authorized to establish the general policies of the Local Union and to oversee implementation of those policies. The Executive Board shall establish the compensation for the full-time officers of the Local Union consistent with the annual budget. Any contract for services obligating the Local Union to pay more than \$10,000 a year shall be subject to approval by the Executive Board.

SECTION 3 – Meetings

The Executive Board shall hold monthly meetings on a regular schedule that is advertised generally to the membership, except that the Executive Board may vote not to hold a meeting in the months of July and August of each year. Members shall have the right to address the Executive Board on issues or unresolved problems in accordance with procedural guidelines established by the Board.

The President or one-half of the Executive Board members may call special meetings of the Executive Board. If the Executive Board requests a special meeting of the Executive Board, the President shall immediately set a time and place for the meeting. The time of the meeting shall not be more than fourteen (14) days after the President receives the request from the Executive Board members. Minutes of regular and special meetings shall be presented in writing to the Executive Board for adoption at its next regularly scheduled meeting, and shall be adopted by the Executive Board as written or as properly amended.

Local 2007 Constitution and Bylaws

SECTION 4 – Quorum

A majority of the Executive Board members shall constitute a quorum for doing business.

ARTICLE 9 - OFFICERS

SECTION 1 - Officers

The Officers of this Local Union shall be a President, Vice President, Secretary and a Treasurer.

- a. Each of these officers shall be a member of the Executive Board.
- b. These officers must be bonded for handling Union Dues.

SECTION 2 - Term of Office

The term of office for local union officers shall be for three (3) years and there will be no term limits. The term of office will commence on March 1st.

SECTION 3 - Duties of the President

- A) The President shall act as the Union's chief executive officer, subject to the authority of the Executive Board. The President shall represent the Union before all boards, committees, departments, and such official bodies as may be designated by the Executive Board, including, but not limited to, serving as a delegate to all committees, boards, divisions, conventions and conferences of Service Employees International Union and its affiliated bodies. S/he shall receive all complaints and grievances and seek solutions of same. S/he shall report his/her activities to the Executive Board and the General Membership at regular and special meetings.
- B) The President shall be the presiding officer of the Local Union and shall preside over all Executive Board and General Membership meetings. S/he shall have general supervision of the work of the Local Union in accordance with these Bylaws; s/he shall have authority to act in all matters not otherwise expressly delegated.
- C) The President shall be one of the persons authorized to sign all checks and counter-sign all orders on funds, contracts and agreements. S/he shall appoint a chairperson or co-chair people for all standing local wide committees and may appoint the members of such committees after consultation with the chairperson or co-chair people and the Executive Board. S/he may create or disband special committees, define their tasks, and appoint the members in the same fashion as for standing committees. S/he shall give a full report of his/her activities at each regular Executive Board and General Membership meetings.
- D) With the aid of his/her staff, it shall be the duty of the President to maintain an accurate record of the members of the Union, showing their classification, address and phone number; Regular, Associate, Retired and Life Members and Service and Charity Fee payers; and the names of chapters and bargaining units in which the members are employed; all initiations, expulsions, suspensions and rejections. S/he shall receive all dues or other monies due and payable to the Union, giving his/her receipts as required, and thereafter s/he shall deposit all such monies under the direction of the Treasurer. The President shall maintain records which show the receipts and disbursements pertaining to each fund of the Union and said receipts shall be open for inspection and verification at any time as authorized by the Executive Board.
- E) The President shall send to the International Secretary-Treasurer of the

Local 2007 Constitution and Bylaws

International Union copies of all annual financial reports and LM-2 reports, and the correct names, addresses, and social security numbers of all members initiated or readmitted, and of all other persons from whom income is derived, and of those suspended for non-payment of dues or for any other cause, and a correct list of those who take transfer or withdrawal cards. The proper zip codes shall be included for each address. S/he shall notify the International Union in writing when any collective bargaining negotiations or memorandums of understanding have been concluded and the number of employees covered, and send copies of collective bargaining agreements and contracts entered into by the Local Union to the Research Department of the International Union. The President shall notify the International Union of the newly elected officers within fifteen (15) days of their taking office.

- F) While operating within an approved budget, the President has the authority to arrange his/her staff, including hiring and firing, in whatever manner s/he deems efficient for the administration of this Local Union. In the hiring of staff, the President shall provide for the Executive Board's approval prior to the effective date of such actions. Any other staffing items shall be subject to the appropriate contracts.

SECTION 4 - Duties of the Vice President

The Vice President shall perform the duties of the President in his/her absence and shall assist the President in the operation of all the affairs of the Local Union. If the President is unable to complete his/her term, the Vice President shall succeed the President. The Vice President may counter-sign checks.

SECTION 5 - Duties of the Secretary

The Secretary shall keep a correct and accurate record of proceedings of all regular and special Executive Board and General Membership meetings of the Local Union, in coordination with the local union staff. The Secretary shall furnish the chairperson of each committee a copy of such resolutions as may be adopted by the Local Union, applicable to its respective duties. The Secretary may sign checks in the absence of two (2) signers from among the President, Vice President or Treasurer.

SECTION 6 - Duties of the Treasurer

The Treasurer shall be responsible for all financial affairs of this Local Union. S/he shall counter-sign all checks, whenever possible. In coordination with local union staff, s/he shall submit at least quarterly appropriate financial statements of expenditures and income to the Executive Board, Leadership Assembly and General Membership. His/her report shall be subject to verification by the Trustees of this Local Union and supportive data shall be supplied if requested.

SECTION 7 - Duties of the Trustees

There shall be three (3) Trustees whose primary function is to act as guardians of the welfare of the Local Union. The Trustees shall not be members of the Executive Board and shall report directly to the membership. They shall see that the officers fulfill their duties and obligations, that the Local Union's Bylaws are followed, and that parliamentary procedure is adhered to. They shall assist Chapters in understanding and adhering to the Local Union Bylaws and policies where requested by the Chapter or by the President. In consultation with the Chapter leadership, they will assist and monitor the proceedings for strike and other votes and membership meetings. The Trustees shall, at their discretion, engage the services of a Certified Public Accountant. They shall make quarterly reports to the membership and the Executive Board.

Local 2007 Constitution and Bylaws

Article 9 a. Compensation

SECTION 1 Should our local require an officer of the union to reduce the number of hours in their regular job, The Executive Board may take the step of establishing Union Paid Compensation for that worker.

Local 2007 Constitution and Bylaws

ARTICLE 10 – LEADERSHIP ASSEMBLY

SECTION 1 – Composition

The Leadership Assembly shall be composed of all duly elected Stewards in the Local Union.

SECTION 2 – Authority

The Leadership Assembly shall be the primary body charged with setting the priorities and program of the Local Union. All such priorities and program goals adopted by the Leadership Assembly must be approved by the Executive Board, as the governing body of the Local Union. It is vital in the development and implementation of the Local's programs and in developing and expanding leadership within the Local Union.

SECTION 3 – Meetings

Each year, the Leadership Assembly must approve the Local's goals, priorities and programs for the coming year. The President and Treasurer shall report on the previous year's programs, priorities and expenditures at the meeting to discuss the aforementioned topics.

The times and places for the meetings of the Leadership Assembly shall be set by the President, but in no event shall the Leadership Assembly meet less than once per year. The quorum for conducting business at the Leadership Assembly shall be ten percent (10%) of all duly elected Stewards.

ARTICLE 11 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

SECTION 1

No person shall be eligible for nomination as an officer, member of the Executive Board, delegate or any other office in this Local Union who has not been a member in continuous good standing for at least two (2) years immediately preceding the nomination and has during all of that time paid the full dues required for Regular Members of the Local Union within each month when due. The International President may waive this provision in his/her discretion based on good cause shown. Any such waiver shall be uniformly and equitably applied. No member convicted of a felony as defined in Section 504 of the Landrum-Griffin Act within the last thirteen (13) years shall be eligible to hold office in this Local Union.

SECTION 2

A staff member must take paid, if accrued time is available, or unpaid leave from employment if he/she decides to run for office. If elected to office, he/she shall resign from the position on the Local Union staff.

SECTION 3

Retired members or any member paying less than the full dues required for Regular members of the Local Union shall not be eligible for nomination as an officer, member of the Executive Board, delegate or any other office in the Local Union.

SECTION 4

The General Election for all members of the Executive Board shall take place every three (3) years at a time designated by the Executive Board.

SECTION 5

The General Election shall be conducted as follows:

A. ELECTION COMMITTEE

Local 2007 Constitution and Bylaws

1. An Election Committee shall conduct the affairs of the General Election. The Committee shall consist of two (2) representatives appointed by the Executive Board, and one representative elected by each Chapter of the Local if desired. In addition, the President shall name an additional person who shall serve as the Chairperson of the Elections Committee. The duties of the Election Committee shall be to:
 - i. Conduct the affairs of the election in accordance with the provisions of the Constitution and applicable law.
 - ii. Establish safeguards to insure a fair and democratic election.
 - iii. Validate the eligibility of candidates for office.
 - iv. Approve the form of the ballots. All Ballots shall reflect slates of candidates if such exist.
 - v. Oversee the mailing of the ballots and other election materials.
 - vi. Tabulate the results and certify the election.
2. Members of the Election Committee shall not be nominated for any office, nor shall any candidate for office be appointed to the Election Committee.
3. A member not satisfied with a ruling of the Election Committee may file a complaint with the Executive Board within fifteen (15) days after the act complained of, to review the action of the Election Committee pursuant to provisions of this Local Union Constitution. A member not satisfied with the ruling of the Executive Board's decision may then, pursuant to provisions of the International Constitution and Bylaws, petition the International President within fifteen (15) days after the Executive Board's decision to review the decision of the Executive Board.

B. NOMINATIONS

1. Nominations for office shall take place at such time as is designated by the Executive Board in the appropriate election year. The time for nomination shall be widely published to the membership.
2. The Election Committee shall prepare an official nominating petition for use in each general election.
3. The official nominating petition(s) must be signed by the nominee in order for the nomination to be considered valid. A member cannot be nominated for more than one executive board position at a time.
4. The official nominating petition(s) shall be signed by at least 50 (fifty) members in good standing for all at-large positions and at least twenty-five (25) Members in good standing for the Chapter (bargaining unit) delegates, or twenty-five percent (25%) of the members in good standing in the bargaining unit, whichever is smaller.
5. All nominees shall either be certified for candidacy or notified in writing of the reasons for their disqualification.

C. ELECTION PROCEDURES

1. The Election Committee shall provide adequate safeguards to ensure that a fair and democratic election shall be provided.

Local 2007 Constitution and Bylaws

2. Any candidate shall have the right to have an observer present at all phases of the election.
3. The candidate receiving the highest number of votes of those voting shall be elected to office.
4. If only one candidate is nominated for a given office that candidate shall be declared elected without further procedures.
5. Every bona fide candidate for office shall have the right, once within the thirty (30) days prior to an election in which he/she is a candidate, to inspect a list containing the names and last known addresses of all members of the particular constituency of the office being sought.
6. All members shall be notified of the election procedures at least thirty (30) days prior to conducting the election.
7. Candidates (including prospective candidates) for any office in this Local Union or supporters of a candidate may only solicit or accept financial support or any other direct or indirect support of any kind from members of the Service Employees International Union.
8. The Local Union will comply with all reasonable requests of any candidate to distribute by mail or otherwise, at the candidate's expense, campaign literature of the candidate. The Local Union will treat all candidates fairly and equitably in complying with these requests.
9. The Executive Board shall determine the proper manner for voting in each election. The voting must be by secret ballot. The manner of voting shall be widely published to the membership.
10. All ballots and other records pertaining to the election shall be preserved for one (1) year.
11. Installation of newly elected officers shall take place at the next scheduled Executive Board meeting. In the case of an appointed officer, or an officer elected in a special election, the installation shall take place at the next Executive Board meeting immediately following that officer's election or appointment.

Local 2007 Constitution and Bylaws

ARTICLE 12 - RECALL

SECTION 1

Executive Board members, including officers, may be recalled by a vote of the constituency that elected him/her to office.

SECTION 2

A vote to recall an officer shall be held within sixty (60) days of receipt of a petition signed by at least 25% of the membership of the constituency that elected him/her to office.

SECTION 3

All signatures shall be dated and shall be no more than ninety (90) days old at the time of submission in order to be considered a valid signature.

SECTION 4

A Special Election Committee shall be designated from the Executive Board to conduct the recall election pursuant to the provisions for elections contained within this Constitution.

SECTION 5

If an Executive Board member or officer is recalled, his/ her office shall be declared vacant and filled in accordance with the provisions contained within this Constitution for filling vacancies in office.

SECTION 6

Recall elections shall not be scheduled if a petition is received within the six (6) months preceding a general election.

SECTION 7

If a recall vote is not approved by a majority of those voting in the recall election, no new petition shall be considered valid for the remainder of that person's term of office.

ARTICLE 13 – VACANCY IN EXECUTIVE BOARD POSITIONS

SECTION 1

In the event that there is a vacancy in any Executive Board office (except in the office of Local Union President) due to death, resignation or inability to serve for any other reason, the President shall appoint a member in good standing to occupy the vacant office for the remainder of the term subject to the approval of the Executive Board. In the event of a vacancy in the office of the Local Union President by reason of death, resignation or otherwise, it shall be the duty of the Local Union Vice-President, in addition to his/her other duties, to assume the duties of the Local Union President for a period of not more than thirty (30) days during which time the Executive Board shall convene and select a successor to fill the un-expired term.

Local 2007 Constitution and Bylaws

ARTICLE 14 - COMMITTEES

SECTION 1

Committees are vitally important to develop the policies, positions and programs of the Local Union. Committees are intended to develop leadership and maximize membership participation and input in the decision-making process. The Executive Board of the Local Union shall establish policies and procedures for Committee operations that enhance membership participation and involvement in the day-to-day activities of the Local Union. The President shall receive all recommendations for committee membership and shall make appointments to the committees consistent with the policies of the Local Union. All Committees shall keep minutes of their meetings and shall send the minutes to the President for distribution at the next Executive Board meeting. Any Committee member who has an unexcused absence for three (3) consecutive meetings shall be automatically suspended from the committee.

SECTION 2 – STANDING COMMITTEES

The Standing Committee of the Local are:

- Education and Training,
- Grievance Appeals - *Grievance Appeals Committee shall be a subcommittee of the Executive Board. This committee shall hear appeals of members wishing to have their grievance pursued to arbitration. The committee shall solely review the merits of the case and shall act consistent with the non-discrimination article of this Constitution. A majority vote by this Committee shall override a decision made previously by an Officer or staff member of the union.*
- Organizing,
- Political and Community Relations
- Retiree
- Such other Standing Committees as the Executive Board shall vote to establish in consultant with the President.

SECTION 3

The International Secretary-Treasurer shall be notified promptly of the composition of the Standing Committees mandated by the International Union Constitution and Bylaws.

Local 2007 Constitution and Bylaws

ARTICLE 15 – STEWARDS

Section 1

Stewards are the worksite leaders of the Union. A strong, democratic and effective union is built on a solid foundation of stewards in each worksite. The responsibilities and roles of a steward are defined by this Constitution and Bylaws, union policies and procedures, as well as the provisions of the collective bargaining agreements that are negotiated with employers.

Section 2

The diversity and complexity of the Union only allow for a general description of the Steward's roles and responsibilities in this Constitution and Bylaws. The Executive Board shall set policies as necessary on all matters relating to stewards, except the basic policies that stewards be members in good standing, and that they be elected, by ballot or petition, in a work area (unit or department or cluster) defined by the appropriate worksite Steward Council, or the Executive Board where no Steward Council exists.

Section 3

A steward has no greater rights than any of the members in his/her area. However, the responsibilities of a steward do outweigh those of other members. Being a steward requires that personal opinions and preferences are subordinate to that which represents the highest good to the members.

Section 4

Stewards shall serve without compensation. However, based on the financial ability of the Union, the Executive Board shall consider and establish guidelines and policies regarding reimbursement for lost time wages and "out of pocket" expenses.

Section 5

Stewards shall automatically be delegates to the General Leadership Assemblies and shall have one vote in all matters coming before that body. Stewards are required to attend all regular and special meetings of the General Leadership Assembly.

Section 6

The Local shall provide regular training sessions to acquaint new and continuing stewards with their duties and responsibilities. The responsibilities of a steward shall include, but are not limited to:

- Supporting the Union's efforts to process grievances and resolve worksite issues;
- Orienting new workers to the Union;
- Completing core steward training and any other required training;
- Participating in the grievance appeal process, as appropriate;
- Distributing and posting all appropriate information he/she receives from the Union and updating the union bulletin board;
- Collecting dues authorization forms;
- Representing her/his worksite in appropriate meetings of the Union and representing the interests of the members in their absence;
- Attending facility, worksite, geographic, and other appropriate meetings;
- Effectively leading members to defend and advance the interests of the membership;
- Participating in, promoting, and recruiting for the Union's organizing and political programs;
- Communicating with and leading members to implement the policies and programs of the Executive Board and the appropriate Steward Council;
- Mobilizing members to action.

Local 2007 Constitution and Bylaws

Section 7

Stewards shall be elected or reconfirmed by a vote of the membership in their work area every year. Every Steward needs to submit a petition signed by a majority of members in her/his designated Steward work area in order to be elected. If there is more than one candidate for the Steward office then there shall be a runoff election for the Steward position in that work area.

Section 8

In the event of dissatisfaction with a steward, the member(s) must first present the issues of concern to the worksite Steward Council and allow the Steward Council to investigate, mediate, and resolve the issues or take satisfactory action to address the issues. After the Steward Council's dispute resolution process a ballot election to recall a steward may be called by filing a petition signed by a majority of the members in the constituent's work area.

ARTICLE 16 – STEWARDS COUNCILS

Section 1

Each appropriate collective bargaining unit or other appropriate Union subdivisions as approved by the Executive Board shall establish a Steward Council consisting of all affected stewards when it is feasible and advantageous to do so.

Section 2

Steward Councils are the vehicles for defending the contract and the rights of our members on a daily basis.

Section 3

Steward Councils are a forum for discussing common problems and concerns and establishing effective solutions.

Section 4

Steward Councils help to develop an effective system of worksite communication including distribution systems for written material, updating bulletin boards, holding worksite meetings, and other activities.

Section 5

Steward Councils facilitate discussion and dialogue on issues, union activities, training and education, and other concerns.

Section 6

Steward Councils shall operate within guidelines approved by the Executive Board on such matters that include but are not limited to: structure, officers, chief stewards and other appropriate policy matters.

Local 2007 Constitution and Bylaws

ARTICLE 17 - LABOR COUNCIL AND STATE COUNCIL DELEGATES

SECTION 1 The Local shall affiliate in the appropriate Central Labor Councils, State Councils and other appropriate bodies and shall strive to maintain an active compliment of delegates who shall represent the positions and policies of the Local Union. For those delegate positions that are appointed, the President shall receive all recommendations for Delegate appointments and shall present his/her recommendations to the Executive Board for final approval consistent with the policies of the Local Union.

ARTICLE 18 - CONVENTION REPRESENTATION

SECTION 1

The Officers and Chapter Delegates of the Local Union elected in conformity with all applicable statutes shall by virtue of such election be considered to be delegates to any International Convention that may take place during their term of office. If at the time of the receipt of the Convention call the number of elected officers and chapter delegates is more than the number of delegates which the Local will be entitled to at the Convention, the order in which the officers are designated to attend the Convention is as follows: President, Vice-President, Treasurer, Secretary, and chapter delegates in seniority order by months in good standing in the Local. If at the time of the receipt of the Convention call, it shall appear that such number of elected officers is less than the number of delegates which the Local Union will be entitled to at an International Union Convention, then arrangements may be made at the option of the Executive Board for nomination and secret ballot election of an additional number of eligible members as Convention delegates. Nominees for such position, if unopposed, shall be deemed elected without necessity for further procedures. Designation and attendance of Union delegates at any International Convention shall be determined in accordance with Article IV of the International Constitution and Bylaws, and such delegates of the Unions shall have the rights and responsibilities as set forth in such Article IV.

Local 2007 Constitution and Bylaws

ARTICLE 19 - REVENUE

SECTION 1

The revenue of the Local Union shall be derived from dues, initiation fees, agency shop fees, service fees and other special assessments as might be determined in accordance with applicable law.

SECTION 2

All dues and initiation fees shall be established in accordance with applicable law. The amount of an agency fee shall be established by the Executive Board.

SECTION 3

No dues increase shall be effective unless it was approved by a secret ballot vote of the membership. The Local Union may establish different categories of members and rates of dues for persons in different categories. However, any dues structure adopted by the Local Union must be fair and equitable.

SECTION 4

Dues for Retired members shall be less than full dues or none, as determined by the Executive Board.

SECTION 5

Dues of members and agency fees of non-members are due and payable on or before the last day of the current month, and all other financial obligations to this Local Union must likewise be paid on or before the last day of the month in which they fall due. Any member failing to pay membership dues at such time shall not be considered in good standing provided, however, the failure of the employer to transmit to the Local Union dues checked off by the employer under the terms of a collective bargaining agreement entered into with this Local Union shall not be considered a delay or a default in payment on the part of the member.

SECTION 7 This Local Union shall pay per capita tax to the International Union for any person from whom the Local Union received revenue, whether called dues or otherwise. This Local Union shall likewise pay any other obligations due to the International Union each month as set forth by the International Constitution.

Local 2007 Constitution and Bylaws

ARTICLE 20 – UNION PROPERTY

SECTION 1

All officers, at the expiration of their term of office or when removed or when their office is declared vacant, shall deliver to their successors all books, papers, money or other property in their possession, and they shall not be relieved from their obligations until they have complied with this requirement.

SECTION 2

The funds or property of this Local Union shall be used only for such purposes as are specified in this Constitution and as may be required to transact and properly conduct normal and customary Local Union business.

SECTION 3

Property Rights: Membership in this organization shall not vest any member with any right, title or interest in or to the funds of this Local Union. The title to all property, funds and other assets of this Local Union shall at all times be vested solely in the Executive Board of this Local Union for the joint use of the membership of this Local Union, but no member shall have severable proprietary rights, title or interest therein.

ARTICLE 21 - CHARGES, TRIALS AND APPEALS

SECTION 1

Any member who commits any offense which might bring the Local Union into discredit, who works as a strike breaker or violates any wage or work standards established by this Local Union, who works against the interests and harmony of the Local Union or who aids a rival Union, who fraudulently receives or misappropriates the money of any member or applicant for membership entrusted to him/her for payment to the Local Union, who acts in violation of existing Labor agreements or any of the articles or provisions of this Constitution or of the International Union Constitution and Bylaws, who acts in a profane and disorderly manner at meetings, or who attempts individually to bargain with his/her employer in contradiction of an existing labor agreement shall, upon being so charged, be tried in accordance with the provisions dealing with Charges, Trials and Appeals set forth in these Bylaws and Article XVII of the International Union Constitution and Bylaws.

SECTION 2

A member may bring charges against another member pursuant to the procedures provided for in Article XVII of the International Union's Constitution and Bylaws. No charges may be filed more than six months after the charging party learned, or could have reasonably learned, of the act or acts which are the bases of the charges.

SECTION 3

Subject to the provision of applicable statutes, every member or officer of this Local Union against whom charges have been preferred and disciplinary action taken must exhaust all remedies provided for in the Constitution and Bylaws of the International Union and Local Union Constitution before filing or prosecuting any action in any court.

SECTION 4

In order to ensure members' protection from the filing of frivolous charges, rules and procedures governing Charges, Trials and Appeals shall be established and maintained by the Executive Board in accordance with the provisions of the International Union's Constitution and Bylaws. Such rules and procedures shall be made available upon request by any member in good standing.

Local 2007 Constitution and Bylaws

ARTICLE 22- MEETINGS

SECTION 1

Where not in conflict with these Bylaws, meetings of this Union shall be governed by the current edition of Robert's Rules of Order. Every member shall follow and be subject to such rules governing debate at all meetings of this Union.

SECTION 2

The Executive Board is required to hold a General Membership meeting at least once per year.

SECTION 3

The Executive Board may call special meetings of the membership at any time.

ARTICLE 23 - AMENDMENTS

SECTION 1

The Constitution of this Local Union may be amended by a two-thirds (2/3) secret ballot vote of all members voting at a regular meeting of this Local Union, provided the amendment to be voted on has been presented in writing and read at least one regular meeting before the regular meeting at which action is taken. The Constitution of this Local may also be amended by a two-thirds (2/3) secret ballot vote of the membership conducted at sites throughout the jurisdiction of the Local Union which provide reasonable opportunity for members to vote, provided the amendment to be voted on has been presented in writing and read at least one regular meeting before the regular meeting at which action is taken.

SECTION 2

The Constitution of this Local Union shall constitute a contract between the Local Union and its membership but shall at all times be subordinate to the International Constitution and Bylaws, as it may be from time to time amended. If any conflict should arise between this Constitution of the Local Union and the provisions of the International Constitution and Bylaws, the International Union Constitution and Bylaws shall control.

SECTION 3

Any amendment to this Constitution shall not be effective until approved by the International Union.

Local 2007 Constitution and Bylaws

ARTICLE 24 - COLLECTIVE BARGAINING

SECTION 1

The International Union shall be notified in writing when any collective bargaining negotiations or memorandum of understandings have been concluded and be advised of the number of employees covered.

SECTION 2

A true copy of all collective bargaining agreements and contracts entered into by this Local Union shall, immediately upon execution, be filed with the International Department of Research and other affected SEIU offices.

SECTION 3

All collective bargaining agreements shall be ratified by a vote of the members subject to that collective bargaining agreement. There shall be a vote by the affected members prior to any strike being called. The President, or in the President's absence the Vice-President, shall sign all collective bargaining agreements as the Local Union's official representative after ratification by the membership and signatures of the appropriate negotiating committees and/or staff. Bargaining Committees shall include a representative group of affected members with clear consideration of the shifts, location, and job categories within a unit.

ARTICLE 25 – AUDITS

SECTION 1 There shall be an audit committee made up of the three Trustees who shall review the financial statements and records of the Local Union at the end of each fiscal year and make a report to the membership of its findings.

SECTION 2 In the absence of a Trustees audit there shall be an annual audit of the Local Union's finances done by an independent licensed auditor. The Auditor shall make a report to the Executive Board and a written report shall be available to the membership.

ARTICLE 26 – AFFILIATION AGREEMENTS

SECTION 1 Local 2007 reserves the right to make or terminate affiliation agreements for itself and any of its bargaining units.

SECTION 2 Affiliation agreements can only remain valid as long as both parties to an agreement abide by all of the tenets of said agreement.

SECTION 3 any change in affiliation agreement must be approved by the Executive Board and the Leadership Assembly.

SECTION 4 Affiliation agreements are intended to help secure services required for our members at a more reasonable cost and are not intended to take away control of our local's finances.