

**Association of Maintenance Supervisory Personnel**

**BYLAWS**

**Article I  
NAME**

The City of San Jose Association of Maintenance Supervisory Personnel is a Chapter of the International Federation of Professional and Technical Engineers, Local 21

**Article II  
OBJECTIVE**

Our organization's objectives are:

Section 1: To advance individual and collective interests of City of San Jose Maintenance Personnel with respect to improving salaries, benefits and working conditions.

Section 2: To promote professional status and the importance of recognizing the value of Maintenance Supervision and to support upgrading qualification requirements throughout the field.

Section 3: To protect and enforce the privileges and responsibilities covered by any agreement between this Chapter and the City of San Jose.

**Article III  
MEMBERSHIP**

Section 1: City of San Jose Supervisory Maintenance Personnel shall be entitled to membership with the AMSP organization; additionally, City of San Jose employees who are in comparable classifications to the above which are related to the field of maintenance may become Members of the organization upon approval of the Executive Board of the Association.

Section 2: Members in good standing shall be entitled to exercise their rights, duties and privileges granted to Members by the Bylaws of the Organization and that of IFPTE Local 21. Note: Any Member more than three months behind in dues will be considered delinquent.

## **Article IV OFFICERS**

Section 1: Organization Officers shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Sergeant at Arms
- Five (5) Directors from various Departments

Section 2: All Officers and Directors shall be elected at the regularly noticed membership meeting in November of an election year and shall hold that office for the term of two (2) years. President, Secretary, Sergeant at Arms and 2 Directors will be elected during even-numbered years beginning in November 2014. Vice President, Treasurer and 3 Directors will be elected during odd-numbered years beginning in November 2015.

Section 3: In case a vacancy occurs in the office of President, the Vice President shall become President and shall serve out the rest of the President's term; also, the new President will appoint a new Vice President to serve out the rest of the Vice President's term.

Section 4: A recall election for any Board Member may be instituted by a written petition signed by 1/3 of the total membership and presented to the Secretary. A Board Member may be removed from office by resolution of the simple majority vote of the Chapter membership present at a regular Chapter meeting. Reasons for removal shall include, but are not limited to, the following:

1. Misappropriation of Chapter funds;
2. Failure to perform his/her duties of the office;
3. Using the name of the Chapter to actively work against an official endorsement made by the Chapter;
4. Intentional violation of any of the provisions of these Bylaws.

## **Article V ELECTION PROCESS**

Section 1: The Board of Directors shall set a date and time at least one (1) month in advance to meet in November of an election year.

Section 2: The Board of Directors can in addition select a Nominating Committee in October which will seek candidates and establish a suggested ballot of officers to be presented for election at the November meeting. However, nominations will also be accepted from the floor and elections are to be from candidates' names before the assembled membership at the meeting.

Section 3: During the November meeting, Directors other than Board Officers to be elected shall be by secret ballot by the general membership. Five (5) Directors shall be selected by the Members of the various Departments in the following manner.

- (1) Director for Department of Transportation
- (1) Director for General Services Department
- (1) Director for Parks, Recreation and Neighborhood Services (PRNS)
- (1) Director for Airport Department
- (1) Director for Environmental Services (ESD)

Section 4: Nominations for Officers and Directors shall generally be completed by the first week of October. At least 25 percent of dues-paying Members must vote. Candidates win election with majority of votes (more than 50%) from Members present.

Section 5: Officer and Director terms will begin January 1 after their election the preceding November and end December 31 of their second year.

Section 6: Officers of the AMSP Organization shall be elected by Members in good standing.

## **Article VI AMENDMENT OF BYLAWS**

The Bylaws of this Association may be amended by a two-thirds (2/3) majority of written ballots, as voted by all Members attending any regular or special meeting providing the meeting had been announced as one where an amendment would need to be voted on.

A copy of any proposed amendments and a ballot shall be provided to each Member a minimum of seven (7) days prior to the meeting unless there are unforeseen circumstances. Any proposed amendment submitted for a vote shall require the signature of five (5) Members in good standing.

## **Article VII PROXIES**

A proxy may be given by any Member authorized to vote in the proxy's subject meeting. The person authorized to exercise the proxy shall be a Member. Such a valid proxy shall count toward a quorum for those items that are referenced in the proxy. The proxy must be in writing and must be submitted to the Secretary prior to its being exercised. It must contain the following information:

1. Person's name granting the proxy and signature.
2. Date for which it is valid.
3. The subjects for which it is valid.
4. The name of the person authorized to exercise it and his/her signature.

**Article VIII  
DUES**

Section 1: Union dues are .963% of a Member or fee payer's salary.. Special assessments may be set by the Board of Directors and any special assessment needs be approved by a majority vote of the membership. Members are to receive advance notification in writing at least seven (7) calendar days prior to the meeting at which the assessment will be voted on for approval or rejection.

Section 2: Dues shall be deducted from Members' salaries by the City of San Jose. An alternative payment method can be arranged by a Member wishing to pay one (1) year in advance to avoid dues from being deducted from his or her salary.

**Article IX  
SCHEDULED MEETINGS**

Section 1: Regular meetings of the Association shall be held at a date, time and location to be determined by the President. Members in good standing will be notified in advance with the time and location of each meeting.

Section 2: A special meeting may be called by the President or Board of Directors upon written request of seven (7) Members in good standing. Notice of special meeting shall be sent to all Members in good standing at least two (2) days in advance. Special meeting will be held within seven (7) days of the announcement of said meeting. Members will receive the meeting notice, with scheduled date, time and location of meeting. An emergency meeting can be called by the President with the approval of the Board of Directors at least two (2) days in advance via telephone.

Section 3: Members attending regular or special called meetings shall constitute a quorum and any action taken shall be by the majority vote of the Members attending except for voting to amend the Bylaws.

**Article X  
OFFICER DUTIES**

Section 1: President shall:

- Be present at all Association and Board of Directors meetings.
- Provide overall leadership and strive to accomplish the objectives of the Association.

Section 2: Vice President shall:

- Assume all duties of the President in his or her absence and if needed participate in Union Coalition meetings.

Section 3: Secretary shall:

- Record proceedings of meetings and of the Executive Board.
- Retain a copy of the Constitution and Bylaws and all pertinent records.
- Conduct the general correspondence of the Association as directed by the President.
- Take minutes of meetings and submit them to the President after the meeting. President shall hold completed minutes for viewing.
- Provide agenda to Members prior to monthly membership meeting.

Section 4: Treasurer shall:

- Pay bills as directed by a vote of the Board of Directors as needed.
- Provide current bank statements for Board approval quarterly.

Section 5: Sergeant of Arms shall:

- Maintain order at meetings, assist in taking all votes by written ballot and perform such duties as assigned by the President and/or by the Board of Directors.

Section 6: Board of Directors shall:

- Assist Officers in accomplishing objectives of the Association and additionally manage the affairs of the Association except for those matters requiring action by the full membership of the Association as set forth by the Bylaws.

**Article XI  
BOARD OF DIRECTORS**

Section 1: Meetings for Board of Directors shall be held on the call of the President and may be held prior to any regular or special meeting of the Association. A Special Board meeting may be called on the request of three (3) Board Members with notice of meeting being sent out via e-mail to all Board of Directors Members in good standing two (2) days in advance of requested meeting.

Section 2: A minimum of five (5) members are needed to constitute a quorum at any Board of Directors meeting.

**Article XII  
PARLIAMENTARY PROCEDURE**

Section 1: Rules contained in Robert's Rules of Order-Revised shall govern the proceedings of the Association except as provided by By-laws or special rules adopted by the Association.

**Article XIII  
TRANSITIONAL UPON APPROVAL OF BYLAWS**

Due to amendments to Article IV, Section 2, the terms of Vice President, Treasurer and three Directors shall be extended one year to transition to the odd-numbered election of those positions in 2015.


**We declare that we are the persons who executed the above articles and that this document is our act and deed put in place.**

**Signatures of the Executives Board of the Association of Maintenance Supervisory Personnel (AMSP):**

**President:**  \_\_\_\_\_

**Vice President:**  \_\_\_\_\_

**Treasurer:**  \_\_\_\_\_

**Secretary:**  \_\_\_\_\_

**Sergeant at Arms:**  \_\_\_\_\_

Bylaws Revised on October 8, 2014