

SAN FRANCISCO ASSOCIATION OF MUNICIPAL ACCOUNTANTS AND AUDITORS

B Y - L A W S

I. Name. The name of this chapter shall be San Francisco Association of Municipal Accountants and Auditors, affiliated with International Federation of Professional And Technical Engineers, Local 21, AFL-CIO.

II. Jurisdiction. The jurisdiction of this chapter shall include employees of the City and County of San Francisco.

III. Objectives. The objectives of this chapter shall be to unite into one labor organization all workers eligible for membership, regardless of race, color, creed, religion, sex, sexual preference, national origin, physical handicap, age political affiliation or opinion; to secure improved working conditions, wages, hours, and other economic advantages for its members; and to deal with a broad spectrum of economic and social issues, as the chapter members may determine from time to time. Nothing herein shall be in conflict with the constitution and by-laws of IFPTE, Local 21, AFL-CIO.

IV. Membership

A. Any person employed by the City and County of San Francisco in the general fields of municipal accounting, auditing or any other classifications deemed appropriate by the chapter is eligible for membership in this chapter.

B. It shall be the duty of every member to uphold the ideals and principles of this Union and abide by all its rules and decisions. S/he shall treat all business transacted in meetings as confidential, and, unless authorized, shall not divulge same to other than a member s/he knows to be in good standing. No member shall slander or libel the chapter, local, or international union, its members or its officers, or be a party to any activity to secure the disestablishment of the local as a collective bargaining agent, or maliciously interfere with any business agent, officer, or steward in the performance of her/his duties.

C. A member shall lose her/his good standing in the chapter by suspension or expulsion from membership after appropriate proceedings in conformity with the IFPTE constitution, or automatically by non-payment of dues for a period of three(3) months.

D. Admission and termination of members shall be governed by Art. IV, on Membership of Local 21 by-laws.

V. Dues and Initiation Fees. The dues of IFPTE, Local 21 shall be the dues of this association.

VI. Chapter Finances

A. The Chapter may raise additional funds, provided that the methods of collecting such additional funds shall not be in conflict with any policies established by the Executive Council of the Local Union or the International. Any funds obtained by this Chapter, exclusive of dues and initiation fees, shall be retained by the Chapter to be expended in accordance with the desires of this Chapter.

B. All necessary operating expenses will be included in the Local 21's budget and will be paid by said Local.

C. The Chapter shall received a monthly allowance to cover incidental expenses as defined by the Executive Council of Local 21.

D. All funds including income and expenditures shall be recorded and the proper financial records shall be maintained and audits shall be made on a quarterly basis by a Certified Public Accountant. The financial report shall be transmitted to the Executive Council of the Local Union.

E. The Chapter shall not incur any obligation in excess of its current operating balance except by approval of the Executive Council of Local 21.

F. A majority vote of the Executive Committee members present and voting in the Executive Committee meeting shall be required on financial matters.

VII. Organization.

A. Pursuant to the by-laws of Local 21, the Chapter is an operating unit consisting of municipal accountants, auditors and such other classes of professional deemed appropriate for membership by the Chapter.

B. The affairs of the Chapter shall be conducted through the authority vested in the Executive Committee.

C. The actions of the Executive Committee shall be recorded in minutes for which copies thereof shall be filed with the Secretary of the Local Union.

VIII. Meetings

A. Regular membership meetings shall be held at least six times a year in even-numbered months.

B. Special membership meetings of the Chapter may be called by either the President upon receipt of a petition by ten(10) members or a majority of the Executive Committee by action taken at a duly called Executive Committee meeting. The only business that may be transacted at the special membership meeting shall be that for which it was called.

C. The membership shall be notified, in writing or by official union publication, at least five (5) days in advance of each regular membership meeting. All members in attendance at membership meetings shall have the right to express their opinions upon any business properly before the meeting, subject to these by-laws, the rules and regulations adopted by the membership pertaining to the conduct of meetings and Robert's Rules of Order, in that decreasing order of precedence.

D. A quorum for a membership meeting shall consist of ten (10) members in good standing. In case of inability to obtain this quorum within one-half hour after the announced meeting time, a special meeting of the Executive

Committee may be called, if a quorum of the Executive Committee is present, to conduct the business of the Chapter.

IX. Executive Committee.

A. The Executive Committee shall be comprised of the officers and elected members in accordance with Article XI of these by-laws.

B. The duties of the Executive Committee are:

1. To meet monthly, or often as required. A quorum shall be majority of its members.
2. To establish goals and aims of the chapter and to work toward these goals.
3. To handle all Association problems that arise between general membership meetings, such as wages, examinations, classification matters, etc.; and develop solutions, formulate policies, and make recommendations of same to the general membership.
4. To represent the chapter between membership meetings when urgent business requires prompt action.
5. To adopt for the conduct of its meetings.
6. To perform such other duties as are herein provided, or from time to time delegated to it.
7. To present its minutes at each membership meeting for approval by the membership.

X. Officers.

A. The officers of this chapter shall be President, Vice-President, Treasurer, and Secretary.

B. The duties of the President are:

1. To preside at membership and Executive Committee meetings of this Chapter.
2. To enforce the by-laws of the chapter.
3. To assist all officers in the performance of their respective duties.

4. To decide all questions of order, subject to appeal to membership.

5. To approve all official chapter documents.

6. To appoint any general or special committees.

7. In general to have supervision of the conduct and affairs of the chapter, its officers, including, without limitation, the right to make pro-tem appointments.

8. To preserve order in the chapter.

9. To take such other action as, in her/his judgment, will advance the best interests of the chapter and its members.

C. The duties of the Vice-President are:

1. To preside at the chapter and Executive Committee meetings in the absence of the President.

2. To render such assistance as may be required by the President.

3. To perform any and all duties of the President in her/his absence as will not wait on the President's return.

4. In case of a vacancy in the office of President, the Vice-President shall immediately assume that office.

D. The duties of the Treasurer are:

1. To receive, deposit and disburse funds provided by Local 21.

2. To open and maintain a checking account for said funds. All checks must be signed by the Treasurer and countersigned either by the President or the Vice-President.

3. All expenditures must be approved by the Executive Committee. All payments must be covered by petty cash vouchers duly supported by receipts.

4. To keep and maintain a cash record. To periodically report to the Executive Committee the status of the cash position.

5. To keep vouchers and supporting documents for purposes of audit.

6. When the Treasurer's term of office shall expire or otherwise terminated, he/she shall promptly give to his/her successor all vouchers, documents and records that may have been entrusted by virtue of the office as Treasurer.

E. The duties of the Secretary are:

1. To preside at the chapter and Executive Committee meetings in the absence of the President and Vice-President.

2. To keep minutes of all membership and Executive Committee meetings, which need not be verbatim.

3. To handle the correspondence of the chapter, at the direction of the President, insofar as it is not handled by the Business Manager.

4. To handle chapter monies, if any, when directed by the chapter's Executive Committee.

XI. Nomination, Election and Installation of Officers and Executive Committee.

A. Every member in good standing, in accordance with Article IV of these by-laws, shall be eligible to hold office, if otherwise qualified under provisions of the IFPTE and Local 21 Constitution.

B. Every member in good standing shall have the right to nominate, vote for, or otherwise support candidates for office.

C. Nomination of officers shall be held during the regular order of business at the October chapter membership meeting in each year. Nominations shall not be closed until a call for further nominations has been made by the chair. Specific notice of the date, time and place of the meeting, for nominations for the offices involved, shall be given to all members in writing at least ten (10) days prior to the date of the designated meeting, and each member shall be advised in such notice of the nomination and election rules.

D. Any question of the eligibility of candidates nominated at the nomination meeting shall be decided by the Association's Executive Committee within twenty-four (24) hours.

E. There shall be no proxy vote. Each member in good standing shall be

entitled to one vote.

F. The first order of business at the next meeting after the October chapter membership meeting of each year shall be the election of officers by secret ballot. Installation of newly elected officers shall take place as the last order of business at this meeting.

G. When there are two or more candidates for an office, the candidate receiving the highest number of ballots cast shall be declared elected.

H. Protests concerning the rulings or the eligibility of voters and the conduct and validity of the election shall be filed within forty-eight (48) hours with the Executive Committee, which shall make a decision within seven (7) days. The Executive Committee shall determine which officers shall conduct the affairs of the chapter pending final resolution of the protest. Decisions of the Executive Committee shall be binding, subject to appeal as provided in the IFPTE Constitution.

I. All nomination and election records, including the minutes of the nomination meetings and a tally of the ballots cast, shall be preserved for one year.

J. In case of a vacancy among officers a special membership meeting shall be held, within thirty (30) days from the date of the vacancy, for the purpose of nominating and electing another officer. Nomination and selection of a successor shall take place at the next regular membership meeting.

K. The Executive Committee shall be nominated and elected as follows:

1. There shall be ^{seven (7) *} ~~three (3)~~ at-large executive board members to be elected by the general membership in the annual election of officers.

2. There shall be regular executive board members composed of shop stewards to be elected in various departments during the regular shop steward's elections.

* this by law amendment voted on and approved at January 1995 chapter meeting

3. Departmental representation thru the shop stewards shall be determined by the following formula:

- a. Departments with more than ten (10) accountants/auditors shall be entitled to one (1) executive board position.
- b. Departments with more than twenty-five (25) accountants/auditors shall be entitled to two (2) executive board positions.

L. Term of office of Officers and Executive Board members shall be one year.

XII. Amendments.

A. Any proposed amendment to these By-Laws shall be presented in writing and read at a regular chapter membership meeting or a special meeting called for the purpose.

B. All members shall be notified of any proposed amendment, in writing, at least fifteen (15) days prior to the meeting at which action is to be taken.

C. It shall take a majority vote by secret ballot of the members present to amend these By-Laws.

XIII. Effectivity.

A. These By-Laws shall become effective upon approval by the membership by a majority vote of those present.

B. Any provision of the By-Laws not provided for by the preceding By-Laws shall be put into effect at the earliest practicable date, without regard to specified dates which would otherwise defer such action.