

**ADMINISTRATIVE ANALYST & MANAGERS
PROFESSIONAL & TECHNICAL ENGINEERS (IFPTE) LOCAL 21, AFL-CIO
CHAPTER BY-LAWS**

ARTICLE I Chapter Name

The name of this chapter shall be Administrative Analysts and Managers Chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO (hereinafter referred to as the Local Union).

ARTICLE II Scope of Chapter

The representation of this Chapter shall include persons employed in the Senior and Principal Administrative Analyst classification series, and other related classes with the City and County of San Francisco that may be created or come under the jurisdiction of Local 21.

ARTICLE III Authority

This document shall constitute the entire By-Laws of the Chapter unless and until amended in accordance with the provisions of Article XI of these By-Laws.

The provisions of this document conform to the By-Laws of the Local Union. In the event that any provision in these by-laws conflict with the By-Laws of the Local Union, that conflicting provision shall be deemed stricken, and the By-Law(s) of the Local Union shall control.

ARTICLE IV Objectives

The objectives of the Chapter shall be to promote high standards of professionalism within the City and County Administrative Analyst classification series; to promote the establishment of the represented classes in the organization structure of all City and County of San Francisco departments; to broaden the scope and utility of the series by creating new classes and extending the series, as appropriate; to seek appropriate compensation and improved working conditions; to foster opportunities for continuation of education, training and advancement of all workers; and to establish procedures for the recognition of skill, diligence and ability of all employees.

ARTICLE V Membership

- a. Membership in the Chapter shall be open to all City employees who hold Civil Service positions in the Administrative Analysts and Managers classification series, which have elected the Local Union as the recognized employee organization as defined by the Employee Relations Ordinance of the City and County of San Francisco.
- b. Full voting privileges shall be conferred upon all dues paying Chapter members per Local Union By-Laws.
- c. Members who resign from employment with the City and County of San Francisco or who are terminated, or who otherwise become ineligible for Membership shall be removed from the Member rolls of the Chapter, and shall be ineligible to vote.

- d. Membership status issues not covered by the above cited Sections shall be resolved through reference to the By-Lays of the Chapter, the Local Union and the International Federation of Professional and Technical Engineers, AFL-CIO.

ARTICLE VI Officers, Requirements and Duties

- a. The officers of the Chapter shall be: President, Vice President, Secretary and Membership Coordinator. These positions shall make up the Executive Board. Additional officer positions may be created, when needed.
- b. Officers shall be elected from among the membership by majority vote in elections to be held bi-annually during the month of November. Officers shall serve for a period of two (2) years, or until their successors have been selected. The removal of officers shall be provided by a written petition of the voting members of the Chapter as covered under Article X, Voting and Elections.
- c. The President shall be the Chief Executive Officer of the Chapter and shall preside over all General Membership and Executive Board meetings. The President shall represent the Chapter at meetings of the Local Union and at committees, as needed, and appoint the members and officials of same; shall be an ex-officio voting member of all special or standing committees; recommend appointments to Officer vacancies occurring between elections and exercise such other authority and powers as may be deemed necessary to the functioning and preservation of the Chapter.
- d. The Vice President shall assist the President in the discharge of the responsibilities of that office; perform the duties of President when the President is absent, or otherwise unable to discharge the functions of the office.
- e. The Secretary shall be responsible for the Minutes of all meetings of the Membership and the Executive Board, and shall see that they are recorded and published; and shall maintain all correspondence of the Chapter.
- f. The Membership Coordinator shall be responsible for the development and implementation of activities to increase the membership rolls of the Chapter; shall plan and implement efforts to increase participation by all members in the Chapter activities; and assist the Local Union in the maintenance of all membership records.

ARTICLE VII Executive Board

- a. The Executive Board of the Chapter shall exercise general governing authority over the affairs of the Chapter between meetings of the Membership. It shall consist of the four (4) Chapter Officers.
- b. The term of office the Executive Board members shall be for two (2) years from the date of election. Persons may be re-elected for additional, successive terms of office.
- c. Board vacancies occurring between elections shall be filled upon the recommendation of the President subject to the approval of the Executive Board. Persons appointed to the office in this manner shall immediately assume the responsibilities of office as if originally elected to the position.
- d. Each Board member shall also be available to serve as either a designated, appointed or ex-officio member of one or more committees of the Chapter of the Local Union. Committee appointments for Board members shall be made by the President, subject to majority approval of the Executive Board.

ARTICLE VIII. At Large Alternate Delegates

Between two (2) and three (3) at large alternate Delegates shall be nominated by the Executive Board. These at large alternate Delegates will be assigned voting rights by the Executive Board, only as necessary, to represent the Chapter at monthly Council meetings or periodic Delegate Assemblies when any member of the Executive Board cannot attend such meetings. The at large alternate Delegates shall have no Executive Board voting rights.

ARTICLE IX. Meetings

- a. General Membership meetings shall be held regularly each month. Nominations meetings shall be held bi-annually in even numbered years, during the first fifteen (15) days of November, in preparation for Chapter elections. Additional Chapter meetings shall be called by the Executive Board, or by the President, or by the written petition of ten (10) Chapter members or ten percent (10%) of the membership, whichever is greater.
- b. Executive Board meetings shall be held regularly during the year. Special Executive Board meetings may be called by the President, or upon the joint request of any two elected Board members.
- c. Each Chapter member shall receive not less than seven (7) days advance written notice of the date, time, place and purpose of each scheduled Membership meeting.
- d. All General Membership meetings shall be open to attendance by all Chapter members. All members shall have the right to comment on any matter under consideration at any meeting, subject to such limitations as may fairly be imposed upon the meeting. Such limitations, if any, shall be announced at the beginning of the meeting or at the inception of discussion of a particular issue, and shall be subject to the majority approval of the members who are present.
- e. Meetings shall be presided over by the President or, in the absence of the President, by the highest ranked Officer present.
- f. The presence of a quorum at any meeting shall be required for the enactment of any Resolution or other formal proceeding. Executive Board meetings shall require the presence of fifty percent (50%) plus one of the Board members to constitute a quorum. General Membership meetings shall require the presence of ten (10) members or ten percent (10%) of the Chapter membership, whichever is lesser, to constitute a quorum.

ARTICLE X. Voting And Elections

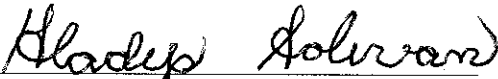
- a. Each Chapter member shall have the right to cast a ballot on each issue before any membership meeting.
- b. Voting entitlement shall be restricted to Chapter members.
- c. In all elections, a "majority vote" shall be defined as fifty per-cent (50%) plus one of the total number of votes counted. Abstentions shall not be counted.

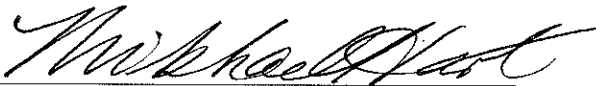
- d. The Secretary and Membership Coordinator shall have joint responsibility for supervising the counting of all ballots, and may appoint one or more non-officer members to assist the process.
- e. At the bi-annual nominations meeting in November, the number of Executive Board positions to be created and filled shall be established by resolution of the members. Once the number of positions has been established, there shall be open nominations by Chapter members for candidates for election to the Chapter's Executive Board. Nominations shall be closed at the end of the meeting.
- f. Positions shall be filled by those candidates receiving a majority of the ballots cast for that position. The term of office shall commence at the first Chapter meeting in January following the election.
- g. The recall and removal from office of any Executive Board member shall be by written petition signed by not less than ten (10) voting members or ten percent (10%) of the voting membership, whichever is greater. This petition shall include a written statement of the reasons for removal, and shall be presented to the Executive Board for publication and the calling of a special membership meeting. Chapter members shall cast ballots either for or against the recall and removal of said Board member(s) and the outcome shall be determined by majority vote.

ARTICLE XI Ratification And Amendments

- a. Upon ratification by a majority vote of the Chapter membership, these By-laws shall immediately supersede and replace all previous Constitutions and By-laws. The Chapter Officers shall jointly execute an officially adopted text and affix their signatures thereto, evidencing the date of Membership adoption.
- b. Amendments to the Constitution and By-laws may be proposed by the Executive Board or upon the written, signed petition of ten percent (10%) of the voting membership or ten (10) Chapter members, which ever is greater, to constitute a quorum.
- c. Proposed amendments shall be published and distributed to all members not more than thirty (30) days and not less than ten (10) days prior to the date scheduled for adoption.
- d. Amendments prepared in accordance with the provisions of this Article may be adopted at any General Membership meeting and shall become effective upon ratification by a simple majority of the votes cast. The President and the Secretary shall jointly execute an amendment text certificate and affix their signatures thereto, evidencing the date of adoption.

WE, THE UNDERSIGNED CERTIFY THAT THIS DOCUMENT INCORPORATES THE FULL TEXT OF THE BY-LAWS OF THE ADMINISTRATIVE ANALYSTS AND MANAGERS CHAPTER OF THE PROFESSION AND TECHNICAL ENGINEERS (IFPT) LOCAL 21, AFL-CIO, ADOPTED BY THE MEMBERSHIP ON February 8, 2008


Gladys Solivan, President


Mikhael Hart, Vice President


Maria de los Angeles Ryan, Secretary


Leanne Nhan, Membership Coordinator

