

February 24, 1994

**SAN FRANCISCO ASSOCIATION OF LABORATORY & RELATED PROFESSIONALS**

**BY-LAWS**

**I. NAME**

The name of this chapter shall be **San Francisco Association of Laboratory & Related Professionals**, a Chapter of **International Federation of Professional and Technical Engineers, Local 21, AFL-CIO**.

**II. JURISDICTION**

The jurisdiction of this Chapter shall include chemists, biologists, technicians, and other laboratory professionals employed by the City and County of San Francisco. Presently, the jurisdiction covers the following Civil Service classifications:

2456 Assistant Forensic Toxicologist I  
2457 Assistant Forensic Toxicologist II  
2458 Forensic Toxicologist  
2471 Water Quality Chemist  
2472 Senior Water Quality Chemist  
2473 Marine Biologist  
2474 Senior Marine Biologist  
2478 Senior Sewage Treatment Chemist  
2480 Laboratory Director  
6106 Sanitary Engineering Technician  
6115 Wastewater Control Inspector  
6116 Supervising Wastewater Control Inspector  
8260 Criminalist  
8262 Senior Criminalist

**III. OBJECTIVES**

The objectives of this Chapter shall be:

- A. To unite all eligible members into one labor organization, regardless of age, color, creed, gender, national origin, physical disability, race, or religion.
- B. To secure improved wages, benefits, working conditions, and any other professional or economic advantage for its members.
- C. To afford and enforce the protections guaranteed in the Agreement between and for The City and County of San Francisco and the Members of Local 21, IFPTE, AFL-CIO.
- D. To address and deal with any professional or economic issue of importance to the Chapter membership.
- E. To promote professional development through training, certification, and continuing education of its membership and to pursue this objective through collective bargaining.

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- F. To commit to the best possible service to the City and County of San Francisco.
- G. To work cooperatively with state and federal regulatory agencies so as to provide the best possible service to the City and County of San Francisco.

**IV. MEMBERSHIP**

- A. Any person employed by the City and County of San Francisco and working in the Civil Service classifications specified in the jurisdiction of the Chapter is eligible for membership in the Chapter.

**B. DUTIES AND OBLIGATIONS OF MEMBERSHIP:**

It shall be the duty of every member to uphold the ideals and principles of this Union and to abide by its rules and decisions. No member shall slander or libel the Chapter, the Local or International Union, or its members or its officers. No member shall maliciously interfere with any business agent, officer, or steward in the performance of his/her duties.

- C. A member shall lose his/her good standing in the Chapter by suspension of or expulsion from membership in the Local and International Union. This is to be done only after the appropriate proceedings are taken in conformity with the IFPTE Constitution.

**V. DUES AND INITIATION FEES**

The dues of IFPTE, Local 21, shall be the dues of the Chapter.

**VI. CHAPTER EXPENSES**

All necessary operating expenses of the Chapter will be included in the budget of Local 21 and will be paid for by Local 21.

**VII. MEETINGS**

- A. Regular Chapter membership meetings shall be held on the third Thursday of each month. Five days' notice must be given the Chapter membership if there is any change of date of the regular Chapter membership meeting.
- B. Special Chapter membership meetings may be called by the Chapter President upon at least five days' notification to the Chapter membership of such a meeting or upon receipt of a petition signed by a quorum of Chapter membership.

Amendment to Bylaws  
Proposed May 5, 1994 by Lonnie Butler

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**VII. MEETINGS**

E. A quorum for any membership meeting of this Chapter shall consist of ten members except for the Hall of Justice and the San Francisco Water Department, Millbrae, worksite meetings. A quorum For the Hall of Justice and the San Francisco Water Department, Millbrae, shall be five members. .

*This language approved in ballot of chapter members.*

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C. A special Chapter membership meeting may be called by a majority of Chapter Executive Committee members as a result of action taken during a Chapter Executive Committee meeting.

D. Tailgate meetings will be held with or without quorums at each worksite on an approximate quarterly basis.

E. A quorum for any membership meeting of this Chapter shall consist of ten members. *see attachment w/ new language*

**VIII. CHAPTER EXECUTIVE COMMITTEE**

A. The governing body of this chapter shall be the Chapter Executive Committee. This body shall have the authority and duties as set forth in these by-laws.

B. The Chapter Executive Committee shall be comprised of the six elected officers of the Chapter and one at-large delegate appointed by the Chapter President.

C. The duties of the Chapter Executive Committee (*hereafter known as the CEC*) are:

1. To meet however often as is required.
2. To establish the goals and objectives of the Chapter.
3. To work toward achieving the goals and objectives of the Chapter.
4. To address the problems and issues relevant to the Chapter membership that may arise between membership meetings. This includes developing solutions, formulating policies, and making recommendations to the membership concerning those problems and issues.
5. To adopt the rules of conduct for the CEC meetings.
  - a. An ad-hoc meeting is duly called by action of the Chapter President or by a quorum of the CEC.
  - b. A quorum shall be three members of the CEC.
  - c. A quorum of CEC members in attendance at a regular or special Chapter membership meeting may serve in lieu of a CEC meeting.
6. To take minutes of the proceedings of the CEC meetings and to transmit those minutes to the general membership at general and special Chapter membership meetings and to the Local Union.

**IX. OFFICERS OF THE CHAPTER**

A. The Officers of the Chapter shall be a President, a Secretary, and one Vice-President from each of the four major worksite groupings. Presently the four major worksite groupings are:

1. BWPC; Southeast WPCP, 750 Phelps & Oceanside WPCP, Great Highway
2. BERM; 3801 3RD St & North Point WPCP, Bay St.
3. SFWD; 1600 El Camino Real, Millbrae
4. Hall of Justice, 850 Bryant

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**B. The duties of the President are:**

1. To preside at regular, special, and tailgate membership meetings and at CEC meetings.
2. If holding no other Union Office, to serve as Chapter delegate to the Local Union Executive Committee.
3. To serve as principal steward for the Chapter.
4. To enforce the by-laws of the Chapter.
5. To assist all Chapter Officers in the performance of their stewardship and other Chapter duties.
6. To preserve order in the Chapter.
7. To decide all questions of order in the Chapter, subject to appeal by the Chapter membership.
8. To appoint any necessary general and special Chapter committees.
9. To appoint the at-large delegate to the CEC.
10. To make any necessary Pro-Tem appointments to Chapter Office.
11. To approve all documents bearing the name of the Chapter.
12. To take such actions as will advance, in his/her opinion, the best interests of the Chapter and its membership.

**C. The duties of the Secretary are:**

1. To take minutes of the proceedings of general, special, and tailgate membership meetings and of the CEC meetings and to transmit them to the Chapter membership at regular membership meetings and to the Local Union.
2. If holding no other Union Office, to serve as Chapter delegate to the Local Union Executive Committee.
3. To serve as steward for the Chapter.
4. To preside, in the absence of the President and all the Vice-Presidents, over general, special, and tailgate membership meetings.
5. To assist the Vice-Presidents in the performance of their stewardship and other Chapter duties.
6. To render any assistance as may be required by the President.

**D. The duties of the Vice-Presidents are:**

1. To preside in the absence of the Chapter President over general, special, and tailgate membership meetings and over CEC meetings.
  - a. The Senior Vice-President shall preside in the absence of the President.
  - b. Seniority of the Vice-Presidency shall be based upon, firstly, the seniority of Office, secondly, the seniority of Chapter membership, and thirdly, the seniority of City Service.
2. If holding no other Union Office, to serve as alternate Chapter delegate to the Local Union Executive Committee.

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3. To serve as steward for the Chapter membership at the worksite grouping represented.
4. To render any assistance as may be required by the President.
5. In case of vacancy in the Office of President, the Senior Vice-President shall immediately assume the Presidency.

**X. NOMINATION, ELECTION, AND INSTALLATION OF CHAPTER OFFICERS AND CHAPTER EXECUTIVE COMMITTEE**

- A. Every member in good standing, as specified in Article IV of these by-laws, and qualified under provisions of the IFPTE and Local 21 Constitution shall be eligible to hold office.
- B. Every member in good standing shall have the right to nominate, vote for, and support any candidate for any Chapter office.
- C. Nominations of Officers shall be opened in January of each even numbered year as the first order of business during the regular and tailgate membership meetings. Nominations for worksite vice-presidents shall be opened at the January tailgate meeting conducted at each worksite. Nominations shall be closed during the regular February membership meeting of the same year as the last order of business. Nominations for Officers may be submitted in writing to the Chapter secretary at any time during the open period .
- D. Specific notice of the date, time, and location of the meeting for the nomination of Officers shall be given in writing to all the Chapter members at least ten days prior to the meeting. The notice will include nomination and election rules and procedures.
- E. Any question of the eligibility of candidates that are nominated for Office shall be decided by the CEC within 24 hours.
- F. There shall be no proxy vote. Each member in good standing shall be entitled to one vote.
- G. Once the slate of nominations is finalized at the close of business at the February membership meeting, ballots will be prepared by the Local 21 office and sent by mail to the home addresses of the Chapter membership. Chapter membership will be sorted by worksite. The ballot will include the nominees for President, Secretary and worksite Vice-president (as well as a written list of provisional amendments adopted subsequent to the previous election). Only members at the worksite may vote for the worksite vice-president. Ballots will be cast and sealed and returned by mail to the Local 21 office. The sealed ballots will be picked up by the Secretary of the Chapter on the day before the March membership meeting. No other ballots will be accepted after that day.
- H. The sealed ballots will be tallied by the Secretary of the Chapter as the first order of business in the March membership meeting of each even numbered year.

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Installation of Officers shall take place as the first order of business in the April membership meeting. Officers shall be sworn in by the previous President of the Chapter.

- I. When there are two or more candidates for an Office the candidate receiving the highest number of ballots cast shall be declared elected. A plurality of ballots may elect a candidate. There shall be no run-off elections.
- J. Protests concerning the ruling or eligibility of the voters and/or the conduct and validity of the election shall be filed with the CEC within 48 hours of the tally of ballots. The CEC shall make a decision regarding the protest within 5 days. Any affairs of the Chapter shall be conducted by the CEC pending the outcome of the protest. The decision of the CEC may be subject to appeal as provided in the IFPTE Constitution.
- K. All nomination and election records, including the minutes of the nomination membership meetings and the tally of ballots, shall be permanently archived by the Secretary of the Chapter.
- L. In case of vacancy among the Officers, the Chapter President may appoint a pro-tem Officer, subject to approval by the membership at a general or special membership meeting. A rejection of the appointment would lead to a special nomination meeting, to take place at the next general membership meeting. Election would take place by sealed ballot in the same manner as the general election of Chapter Officers.
- M. The Chapter Executive Committee (CEC) shall be comprised of the six elected officers of the Chapter and the one at-large delegate appointed by the Chapter President. The appointment of the at-large delegate is subject to the approval of the Chapter membership at a general or special membership meeting. A rejection of the appointment would lead to a special nomination meeting, to take place at the next general membership meeting. Election would take place by sealed ballot in the same manner as the general election of Chapter Officers.
- N. Terms of Office of Chapter Officers and CEC members shall be two years.

**XI. AMENDMENTS**

- A. Any proposed amendments to these by-laws shall be presented in writing to the Chapter membership at a general or special Chapter membership meeting.
- B. All members shall be notified in writing of any proposed amendment to these by-laws at least ten days prior to action being taken.
- C. After sufficient notification to the Chapter membership of any proposed amendment to these by-laws action shall be taken at the next general or special membership meeting.

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- D. Amendments to these by-laws shall be provisionally effective (pending ratification by 2/3 of the chapter membership) upon a majority vote for approval by the attendant membership at a general or special Chapter membership meeting. The majority vote must be a quorum of membership. A quorum of membership is ten members.

**XII. EFFECTIVITY**

These by-laws shall become provisionally effective upon approval by a quorum of membership. To be effective these by-laws must be in conformity and compliance with Local 21 by-laws and they must be ratified by two-thirds of the chapter membership.

**XIII. RATIFICATION OF AMENDED BY-LAWS**

Changes to by-laws approved by an attendant quorum at any time between elections of chapter officers shall be submitted to the chapter membership for ratification. Those changes will be listed and mailed to the members along with the sealed ballots (as described in X.F thru H.) Ratification requires approval by two-thirds of chapter membership.