

HAYWARD CHAPTER

INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS IFPTE, LOCAL 21, AFL-CIO

I. Name.

The name of this chapter shall be Hayward Chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

II. Jurisdiction.

The jurisdiction of this chapter shall include employees of the City of Hayward.

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 professional or technical employee, employed by the City of Hayward, 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. He/She shall treat all business transacted in meetings as confidential, and, unless authorized, shall not divulge same to other than a member he/she knows to be in good standing. No member shall slander or libel the Chapter, the Local, or the international union, its members or its officers, or be 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 his/her duties.
- C. A member shall lose his/her 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 Article IV, Membership, of the Local 21 By-Laws.

V. Dues and Initiation Fees.

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

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 for this Chapter will be included in the Local 21's budget and will be paid by said Local.
- C. The Chapter shall receive 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. 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 Professional and Technical employees and such other classes of professional or technical employees 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 once a month.
- B. Special membership meetings of the Chapter may be called by either the President upon receipt of a petition by twenty (20) members or by 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 twenty (20) 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 stewards elected in accordance with Article XI of these by-laws.
- B. The duties of the Executive Committee are:
 - 1. To meet monthly, or as often as required. A quorum shall be a 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 matter, 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 vote on and accept rules of procedures for the conduct of its meetings.
 - 6. To perform such other duties as a committee as are herein provided, or from time to time delegated to it or to delegate duties to specific Executive Committee members.
 - 7. To present its minutes at each membership meeting as part of an Executive Committee report by the President.

X. Officers.

- A. The officers of this Chapter shall be the President, the Vice President, the Secretary and the Treasurer.
 - 1. Upon leaving office, the President, at the invitation of the Executive Committee, may serve as an at-large officer of the Chapter for one (1) term as a non-voting member.
- 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 his/her judgement, will advance the best interests of the chapter and its members.
10. To serve as a delegate to the Local Union Delegate Assembly in accord with the Local Union by-laws.

C. The duties of the Vice-President are:

1. To preside at the membership 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 his/her absence which will not wait for the President's return.
4. In case of a vacancy in the office of President, the Vice-President shall immediately assume that office.
5. To serve as a delegate to the Local Union Delegate Assembly.

D. The duties of the Secretary are:

1. To preside at the membership and Executive Committee meetings in the absence of the President and the Vice-President.
2. To keep minutes of all membership and Executive Committee meetings. Minutes 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 President or by the Local 21 Representative.
4. To send out membership or Executive Committee meeting announcements at least five (5) days before the day of the meeting.
5. To serve as a delegate to the Local Union Delegate Assembly should the chapter's membership numbers warrant an additional delegate (per the formula established by the Local Union by-laws).

E. 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 financial disbursements from the Chapter accounts must be signed by the Treasurer and countersigned either by the President or the Vice-President.
3. To ensure that all expenditures are approved by the Executive Committee and that all payments are 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 Chapter's finances.
5. To keep records, statements, vouchers and supporting documents for purposes of audit.
6. To promptly give to his/her successor all vouchers, documents and records that may have been entrusted by virtue of the office as Treasurer upon termination or expiration of his/her term of office.
7. To handle other Chapter monies, if any, when directed by the Executive Committee.
8. To serve as alternate delegate to the Local Union Delegate Assembly.

F. The duties of the Immediate Past President are:

1. To counsel the Executive Committee; and
2. To assist the Executive Committee in the performance of Chapter duties.

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

- A. All officers and stewards of the chapter shall be elected by the general membership for a term of two years. Elections shall be held during odd-numbered years.
- B. 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.
- C. Every member in good standing shall have the right to nominate, vote for, or otherwise support candidates for office.
- D. Nomination of officers shall be held during the regular order of business at the chapter membership meeting in October of an odd-numbered election 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.

- E. Any question on the eligibility of candidates nominated at the nomination meeting shall be decided by the Executive Committee within twenty-four (24) hours of the question being formally raised before any member of the Executive Committee by any qualified voter or voters.
- F. There shall be no proxy vote. Each member in good standing shall be entitled to one vote.
- G. Elections shall be conducted by a duly appointed ad hoc committee. The printing and distribution of official ballots and other election materials shall be coordinated by the committee with the Local Office
- H. When there are two or more candidates for an office, the candidate receiving the highest number of ballots cast shall be declared elected.
- I. 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 with seven (7) days of such filing. 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.
- J. 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.
- K. In case of a vacancy among officers, except the Presidency, 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.
- L. The Executive Committee shall consist of the elected officers and the elected stewards from the work units specified in the current Memorandum of Understanding with the City of Hayward.
- M. The term of office of Officers and stewards shall be two years, starting on the day of their installation at the membership meeting in December after their election until the day a new set of officers are elected and installed in December of the next election year.

XII. Negotiation Team.

- A. For the purpose of negotiating a Memorandum of Understanding with the City of Hayward, the Negotiation Team shall consist of the following:
 - 1. The President in office, going into the negotiations;
 - 2. Three (3) regular members elected by the general membership; and
 - 3. Alternate members, based on the results of the election for members of the Negotiation Team.

- B. The top three candidates, based on the number of votes received, shall be regular members of the Negotiation Team. All other candidates shall be named alternate members.
- C. All alternate members of the Negotiation Team, who have been elected by the general membership, shall be forwarded copies of all formal meeting and conferring schedules for contract negotiations between the City and Local 21 – IFPTE.
- D. In the event of a vacancy in the Negotiation Team for Local 21 at the scheduled formal meeting and conferring for contract negotiations, the alternate members shall be notified by any one of the regular members and offered to fill in the vacancy, in consecutive order, highest to lowest, based on the number of votes received in the election, until either the vacancy is filled or the list of alternate members is exhausted.

XIII. Amendments.

- A. Any proposed amendment to these By-Laws shall be presented in writing read at a regular 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.

XIV. Effectivity.

- A. These By-Laws shall become effective upon approval by the membership with 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.

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