

**Health & Safety Professionals Chapter
Professional & Technical Engineers, Local 21 (IFPTE/AFL-CIO)
By-laws**

I. NAME

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

II. JURISDICTION

The jurisdiction of this Chapter shall include those in industrial hygiene, safety, and occupational health education employed by 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 orientation, gender identity, marital status, national origin, physical or mental disability, age, political affiliation or opinion; to secure and/or maintain suitable working conditions, wages, hours, and other economic advantages for its members; and to deal with a broad spectrum of economic and professional 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 occupation of health and safety professions, 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 union representative, 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. A member does not lose good standing because of failure to pay dues if s/he was laid off or was on leave of absence. Such member does not have to pay dues for periods of layoff or leave or absence.

E. Admission and termination of membership status shall be governed by Article IV, Membership, of the Local 21 By-laws.

V. DUES

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

VI. CHAPTER EXPENSES

All necessary operating expenses will be included in IFPTE Local 21's budget and will be paid for by Local 21.

VII. MEETINGS

- A. Regular membership meetings shall be held at least once per month.
- B. Special membership meetings of the Chapter may be called by either the President upon receipt of a petition by five (5) members or a majority of the Chapter Officers by action taken at a duly called Chapter 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 a membership meeting 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 five (5) members in good standing. In case of inability to obtain this quorum within 1/2 hour after the announced meeting time, a special meeting of the Chapter Officers may be called, if a majority of the Chapter Officers is present, to conduct the business of the Chapter.

VIII. OFFICERS

- A. The officers of this Chapter shall be President, Vice President and Recording Secretary.
- B. The duties of the President are:
 - 1. To preside at membership and Chapter officer 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 the 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 and its officers, including, without limitation, the right to make pro-tem appointments.
 - 8. To preserve order in the Chapter.

9. To take such action, as in her/his judgment, will advance the best interests of the Chapter and its members.
10. To represent the Chapter at meetings of the San Francisco Council of the Local Union.
11. To serve as 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 chapter meetings and to attend San Francisco Council meetings of the Local in the absence of the President.
2. To serve as alternate delegate to the Local Union San Francisco Council and to the Local Union Delegate Assembly, or to serve as delegate when membership numbers qualify the chapter for two representatives.
3. To render such assistance as may be required by the President.
4. To perform any and all duties of the President in her/his absence.
5. In case of vacancy in the office of the President, the Vice President shall immediately assume that office.

D. The duties of the Recording Secretary are:

1. To ensure that minutes of membership and Chapter Officer meetings are taken, which need not verbatim.
2. To provide copies of the minutes of all chapter meetings to the Local Union within thirty (30) days after each Chapter meeting.
3. To preside at the Chapter meetings and to attend San Francisco Council meetings of the Local in the absence of the President and the Vice President.
4. To serve as second alternate delegate to the Local Union San Francisco Council and to the Local Union Delegate Assembly, or to serve as delegate when membership numbers qualify the chapter for three (3) representatives.
5. To handle the correspondence of the Chapter, at the direction of the President.

IX. NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

- 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 and by-laws.
- 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 September and/or October Chapter membership meetings in even-numbered years. Nominations shall not be closed until a call for further nominations has been made by the chair. If there is only one (1) candidate nominated for an office, the candidate can be elected by voice vote of a majority of the members

present at the meeting. If there are two (2) or more candidates for an office, the election of officers shall be held in November of even-numbered years.

- D. 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. Installation of newly elected officers shall take place as the first chapter meeting following their election.
- E. Any question of eligibility of candidates will be decided by referring to a list of eligible members provided by Local Union staff.
- F. There shall be no proxy vote. Each member in good standing shall be entitled to one vote. The vote shall be by secret ballot, and will be conducted by mail.
- G. When there are two or more candidates for an office, the candidate receiving the higher number of ballots cast shall be declared elected, except that no candidate shall be elected who has not received a majority of the ballots cast. In that event, a runoff election shall be held involving the two candidates receiving the highest number of ballots. The candidate receiving a majority of the ballots cast in the runoff election shall be declared elected.
- H. Protests concerning the ruling or the eligibility of voters and the conduct and validity of the election shall be filed within forty-eight (48) hours with the Chapter officers, who shall make a decision within seven (7) days. The chapter officers shall determine which officers shall conduct the affairs of the Chapter pending final resolution of the protest. Appeal of the Chapter Officers' decision regarding a chapter officer election protest shall be directed to the Local 21 Executive Committee for decision within thirty (30) days.
- 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 (1) year.
- J. In case of vacancy among the officers, nominations for a successor will be held at the next regularly scheduled chapter meeting. If only one (1) candidate is nominated, the candidate may be elected by voice vote of the majority of the members present at the meeting. If there is more than one (1) candidate for the vacant office, an election will be conducted by secret ballot mailed to each member in good standing.
- K. Terms of office of officers shall be two (2) years, starting with the chapter officer election in November 2008.

X. 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.

XI. EFFECTIVITY

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

By-laws amended by a majority vote of the chapter membership, June 26, 2007.

