

THE SAN FRANCISCO CHAPTER OF HEALTH PROFESSIONALS

BY-LAWS

I- NAME

The name of this chapter shall be the San Francisco Chapter of Health Professionals, a chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO:

II- JURISDICTION

The jurisdiction of this chapter shall include health professionals 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 in the chapter to secure improved 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 the IFPTE, local 21, AFL-CIO.

IV- MEMBERSHIP

- A. Any person employed by the City and County of San Francisco in the general field of professional health educator, nutritionist, epidemiologist, health program coordinator or any other classifications represented by the chapter is eligible for membership in the 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 others 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 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-
- 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 of absence.

V- DUES

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

VI- CHAPTER EXPENSES

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

VII- MEETINGS

- A. Regular membership meetings shall be held monthly.
- B. Special membership meetings of the chapter may be called by 1) the President or 2) upon receipt of a petition by five (5) members presented to the chapter officers. 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 during the meeting, subject to these by-laws, the rules and regulations adopted by the members 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 ½ hour after the announced meeting time, the meeting may continue but no voting or official business may be conducted. Meeting minutes are not required at a meeting with no voting or official business.

VIII- CHAPTER OFFICERS

- A. The governing body of this chapter shall be the Chapter Officers and shall have the authority and duties as set forth in these By-laws.
- B. The Chapter Officers shall be comprised of the officers and elected members and/or alternates.
- C. The duties of the Chapter Officers are:
 - a. To handle all chapter problems that arise between general membership meeting such as wages, examinations, classification matters, etc., and develop solutions, formulate policies and make recommendations of same to the general membership.
 - b. To represent the chapter between membership meetings when urgent business requires prompt action.
 - c. To perform other duties as are herein provided.
 - d. To report activities, issues and decisions at each membership meeting for approval by the membership.
 - e. To transmit its minutes to the Local Union.
 - f. Per the Local 21 bylaws, Chapter officers shall serve as Delegates and Alternates to the Delegate Assembly.

The officers of this chapter shall be: President and Vice President/Secretary

- A. President
 - a. To preside at the membership and Chapter meetings
 - b. To enforce the By-laws of the chapter
 - c. To assist other officers in the performance of their respective duties
 - d. To decide all questions of order, subject to appeal to the membership.
 - e. To approve all official chapter documents
 - f. To appoint any general or special committee
 - g. To have supervision of the conduct and affairs of the chapter and its officers, including the right to make pro-tem appointments
 - h. To preserve order in the chapter
 - i. To take such action, as in her/his judgment, will advance the best interests of the chapter and its members
 - j. To act as a delegate at Local 21 Delegate Assembly
- B. Vice President/Secretary
 - a. To preside at the chapter and Executive Committee meetings of Local 21 in the absence of the President.
 - b. To render such assistance as may be required by the President
 - c. To perform any and all duties of the President in her/his absence
 - d. In case of vacancy in the office of the President, the Vice President shall immediately assume that office.
 - e. To keep minutes of membership and chapter officer meetings which need not be verbatim
 - f. To handle chapter monies, if any when directed by the Chapter Officers
 - g. To provide copies of the minutes of all chapter officer meetings to the local Union within 30 days after each chapter officer meeting.
 - h. To act as a delegate at Local 21 Delegate Assembly

IX- NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

Every member in good standing in accordance with Article IV of these By-laws, shall be eligible to hold office.

- A. Every member in good standing shall have the right to nominate, vote for or otherwise support candidates for office, including themselves.
- B. Nomination of officers shall be held during the regular order of business at the chapter membership meeting in September of each year. Nominations shall not be closed until a call for further nominations has been made by the chair at the meeting when the election takes place.
- C. Specific notice of the date, time and place of the meeting for nominations for the officers involved shall be given to all members in writing at least 15 (fifteen) days prior to the date of the designated meeting and each member shall be advised in the notice of the nomination and election rules.
- D. Any nominee not present at the nomination meeting will be contacted by the President to accept or decline the nomination.

- E. Any questions of eligibility of candidates will be decided by referring to a list of eligible candidates provided by Local 21.
- F. The first order of business at the next meeting at least 45 days after the nomination announcement, shall be the election of officers by secret ballot. Installation of the newly elected officers shall take place as the last order of business at this meeting.
- G. Each member in good standing shall be entitled to one vote. You must be present at the Chapter meeting in question to vote.
- H. When there are two or more candidates for an office, the candidate receiving the highest number of ballots cast shall be declared elected. 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 the majority of the ballots cast in the runoff election shall be declared elected.
- I. Protests concerning the ruling or eligibility of voters and the conduct and validity of the election shall be filed within forty-eight hours with the Chapter Officers, who shall make a decision within 7 days. The Chapter Officers shall determine which officers shall conduct the affairs of the chapter pending final resolution of the protests. Decisions of the Chapter Officers shall be binding subject to appeal as provided in the IFPTE Constitution. Protests of the initial election shall be directed to Local 21 for decision within thirty (30) days.
- J. All nominations and election records, including the minutes of the nomination meetings and a tall of the ballots cast shall be preserved for one (1) year.
- K. Term of office of officers shall be one (1) year.

X- AMMENDMENTS

- 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 that purpose.
- B. All members shall be notified of any proposed amendment, in writing at least 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.
- B. Any revision 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.