

**Information Technology Professionals  
Professional & Technical Engineers, Local 21  
Constitution and By-laws**

**ARTICLE I. NAME AND AUTHORITY**

**Section 1.** The name of this association shall be Information Technology Professionals, a Chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO (hereafter referred to as the Local Union). Its address shall be 1182 Market Street, San Francisco, CA 94102.

**Section 2.** The scope of representation of this Chapter shall include persons employed in Information Technology classifications by the City and County of San Francisco.

**Section 3.** The principal authority of the organization shall be vested in the membership, to which all Officials of the Chapter shall be subordinate. This authority shall be exercised through the adoption of Published Resolutions at meetings of the membership. Such Resolutions must be published for a period of not less than thirty-one (31) days immediately preceding the effective date of enactment.

**Section 4.** This document shall constitute the entire Constitution and By-laws of the Chapter unless and until amended in accordance with the provisions of Article IX. All agreements, policies, regulations and rules entered into or adopted the Executive Board, Officers, the general membership, or any portion thereof, shall be subject to the provisions herein.

**Section 5.** The provisions of this document shall be in complete agreement with the By-laws of the Local Union. Any difference(s) shall be resolved in an orderly and expeditious manner by representatives of the Chapter and the Local Union.

**ARTICLE II. PURPOSE AND OBJECTIVES**

**Section 1.** The purpose of this Chapter shall be to unite into one professional organization all workers eligible for membership and thereby to participate fully in all activities of the Local Union.

**Section 2.** The objectives of the Chapter shall be to promote high standards of professionalism within the City and County Information Technology community; to promote a cooperative spirit among all employees, regardless of rank or classification; to seek appropriate compensation; 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 III. MEMBERSHIP**

**Section 1.** Membership in the Chapter shall be open to all City employees who hold Civil Service positions in Information Technology Classifications that are in representational units 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.

**Section 2.** Applications for membership shall be made to the Local Union. All applications made in accordance with Chapter and Local Union By-laws shall be accepted.

**Section 3.** Full voting privileges shall be conferred upon all dues-paying Chapter members.

**Section 4.** Members who resign from employment with the City and County of San Francisco Civil Service System or who are terminated or who otherwise become ineligible for Membership shall be removed from the Member rolls of the Chapter.

**Section 5.** Members who cease to pay Local Union dues shall no longer be eligible to vote or to hold Chapter or Local Union office.

**Section 6.** Membership status issues not covered by the above Sections shall be resolved through reference to the bylaws of the Chapter, the Local Union, and the International Federation of Professional and Technical Engineers, AFL-CIO.

## **ARTICLE IV. OFFICERS – REQUIREMENTS AND DUTIES**

**Section 1.** The Officers of the Chapter shall be: President, Vice-President, Secretary and Membership Coordinator. The Chapter Executive Board may create and appoint additional officer positions when needed.

**Section 2.** Officers shall be selected 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 and elected. The removal of officers and the filling of Officer vacancies shall be provided by resolution of the Executive Board.

**Section 3.** 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 meetings with Management; call meetings of the Executive Board; create special committees, as needed, and appoint the members and officials of same; recommend appointments to Officer and Board vacancies occurring between elections and exercise such other authority and powers as may be deemed necessary to the functioning and preservation of the organization.

**Section 4.** 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 office; and shall be an ex-officio voting member of all special or standing committees.

**Section 5.** The Secretary shall be responsible for the Minutes of all meetings of the Membership and the Executive Board and shall see that they are faithfully recorded and published; and shall maintain all correspondence of the Chapter

**Section 6.** 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 all Chapter activities; and shall be responsible for the maintenance of all membership records.

## **ARTICLE V. EXECUTIVE BOARD**

**Section 1.** The Executive Board of the Chapter shall exercise general governing authority over the affairs of the organization between meetings of the Membership. It shall consist of not less than four (4) and not more than eleven (11) persons elected or appointed from the voting membership. The number of Executive Board positions shall be determined by resolution at each Nominations meeting of the Membership.

**Section 2.** The term of office for Executive Board members shall be for two years from the date of election. Persons may be re-elected for additional, successive terms of office.

**Section 3.** 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 office in this manner shall immediately assume the responsibilities of office as if originally elected to the position.

**Section 4.** 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 or of the Local Union. Committee appointments for Board members shall be made by the President subject to majority approval of the Executive Board.

**Section 5.** Board members shall not absent themselves from more than three (3) consecutive meetings of the Executive Board. Absence from a fourth such consecutive meeting shall be deemed as a resignation from the position unless there is notification of a Chapter officer to the contrary within seven (7) days. In the case of resignation, the remaining Board members and the President shall immediately appoint another person to fill the vacancy.

## ARTICLE VI. MEETINGS

**Section 1.** 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 September, 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.

**Section 2.** 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. All Executive Board meetings shall be publicized in advance to all Chapter members.

**Section 3.** 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.

**Section 4.** All meetings of Committees, the Executive Board or the General Membership 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.

**Section 5.** Meetings of the Executive Board and the Membership shall be presided over by the President or, in the absence of the President, by the highest ranked Officer present. The Presiding Officer at each meeting may appoint a Parliamentarian to assist in questions of procedure.

**Section 6.** Upon request of a Chapter Member, the latest edition of "Robert's Rules of Order" shall prevail in questions of Parliamentary Procedure at any formal Chapter meeting, except that the provisions of this Constitution shall, where different, prevail over said "Rules of Order".

**Section 7.** 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 greater, to constitute a quorum.

## ARTICLE VII. VOTING AND ELECTIONS

**Section 1.** Each Chapter member shall have the right to cast a ballot on each issue before any membership meeting. Voting by proxy shall be permitted within the rules and according to the procedures of the Local Union as a whole.

**Section 2.** Voting entitlement shall be restricted to Chapter members at General Membership meetings; to Board members at Executive Board meetings; and to Committee members at Committee meetings. In all cases, voting privileges shall be extended only to Chapter Members.

**Section 3.** 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.

**Section 4.** The Secretary and Membership Coordinator shall have joint responsibility for supervising the counting of all ballots, and may appoint one or more members to assist the process.

**Section 5.** The Executive Board shall establish Rules and Procedures governing the requirements for nomination and elections for Board members. Such Rules shall include the right of each nominee to request and receive a complete name and address roster of the voting membership. The Rules shall also require a secret ballot for elections to all contested offices. These Rules shall be published and presented for approval at the beginning of any Membership meeting to which applicable.

**Section 6.** At the bi-annual Nominations meeting in September, 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.

**Section 7.** The casting of ballots shall occur prior to the annual December membership meeting. Positions shall be filled by those candidates receiving a majority of the ballots cast for that position. The term of office shall commence on January 1, following the election.

**Section 8.** 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 VIII. COMMITTEES**

**Section 1.** The principal permanent standing committee of the Chapter shall be the Membership Committee.

**Section 2.** The Membership Committee shall be chaired by the Membership Coordinator. The Committee and Membership Coordinator shall work together to develop, recommend and implement policies and programs designed to increase the member rolls of the Chapter; to increase participation by all members in

Chapter activities; and to disseminate information within the Chapter. The Committee shall also have responsibility for the Social activities of the Chapter.

## **ARTICLE IX. RATIFICATION AND AMENDMENTS**

**Section 1.** Upon ratification by a majority vote of the Chapter membership, this Constitution and 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.


**Section 2.** 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.

**Section 3.** 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.

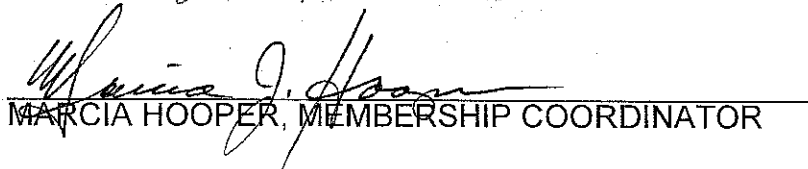
**Section 4.** Amendments prepared in accordance with the provisions of this Article may be adopted at any General Membership meeting and shall become effective upon ratification by a two-thirds majority of the votes cast. The President and the Secretary shall jointly execute an amendment text certificate and affix their signatures thereto, evidencing the date of adoption.

WE, THE UNDERSIGNED, CERTIFY THAT THIS DOCUMENT INCORPORATES THE TEXT OF THE CONSTITUTION AND BY-LAWS OF THE INFORMATION TECHNOLOGY PROFESSIONALS, A CHAPTER OF THE FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO, ADOPTED BY RESOLUTION OF THE MEMBERSHIP ON MARCH 14, 2001.

  
PEDRO MARTINEZ, PRESIDENT

  
STEVE SOLNIT, VICE PRESIDENT

  
ALLEN ELLICKSON, SECRETARY

  
MARCIA HOOPER, MEMBERSHIP COORDINATOR