
By-Laws of the Municipal Architectural Employees Association of San Francisco
A Chapter of IFPTE, Local 21

Preamble

1. The specific and primary purposes for which this association is formed are: to further the honor, dignity and public usefulness of the member environmental design professionals serving the City & County of San Francisco; to act in the interests of maintaining a highly skilled and professionally competent staff of architectural and landscape architectural employees serving the City & County; to represent its members in employment relationships with the City & County of San Francisco; and to cultivate social intercourse among members of the association. The general purposes are to serve the welfare of municipal architectural and landscape architectural employees of the City & County of San Francisco by such means as from time to time may be appropriate and to provide an organization for collective action or expression in manners germane to the aforesaid purposes.

By-Laws of the Municipal Architectural Employees Association of San Francisco

- Section I The organization will be known as the Municipal Architectural Employees Association of San Francisco. Its address shall be 30 Van Ness Avenue, Suite 4100, San Francisco, California 94102.
- Section II All architectural and landscape architectural employees who are employed as such by the City & County of San Francisco are eligible for membership.
- Section III The officers of this association and their respective duties shall be as follows:
1. President
 - a. The president shall preside at all regular meetings of the full assembly. The president shall preside at meetings of committees when invited to do so.
 - b. The president shall appoint committees to serve at the president's discretion.
 - c. The president may endorse checks for disbursement as co-endorser with the treasurer.
 - d. The president shall have the right to call extra meetings of the full assembly or the committees.

- e. The president shall review or sign all official documents or correspondence.
- f. No official representation either written or oral of the association shall be made by any member without the president's consent.
- g. The president shall perform such duties as commonly pertain to the office of president.
- h. The president shall fill all vacancies until the next regular election.
- i. The president shall participate to the fullest extent possible in all negotiations in employment relationships upon behalf of the association before the representatives of the City & County of San Francisco and any other parent union organization the MAEA may elect to affiliate itself with.
- j. The president shall sign all employee relationship agreements or memoranda of understanding on behalf of the association.

2. Vice President

- a. The vice president shall have all the duties of the president during the absence of the president.
- b. The vice president shall assist the president in the conduct of all meetings of the association.
- c. The vice president may co-endorse checks for disbursement with the treasurer.

3. Recording Secretary

- a. The recording secretary shall keep the record of correspondence in business of the association.
- b. The recording secretary shall have the names and addresses of all the members of the association.
- c. The recording secretary shall keep the minutes of the regular meetings of the association.
- d. The recording secretary shall read the minutes of the previous meeting at the next regular meeting.
- e. The recording secretary shall conduct correspondence at the request of the president.
- f. The recording secretary may co-endorse checks for disbursement funds with treasurer.

4. Treasurer

- a. The treasurer shall be responsible for the collection of all funds due the association.
- b. The treasurer shall keep an itemized account of all receipts and disbursements.
- c. The treasurer shall keep a complete record of dues, initiation fees, assessments, etc., collected from each member.
- d. The treasurer shall prepare and submit to the association, at least quarterly, an itemized statement of receipts and disbursements showing the cash balance on hand.
- e. The treasurer shall deposit all funds in the bank in the name of the association to be drawn out only by checks of the association.
- f. The treasurer shall disburse no money of the association except by checks duly signed by any two of the following: president, vice president, recording secretary.

Section IV Initiation Fees & Dues

1. Assessments for the purposes of the association may be made by resolutions of the officers and the approval, by a simple majority, of the full membership.

Section V Meetings

1. The first meeting of the members was held in July of 1974. Thereafter, regular meetings will be held no less frequently than once every two months.

Section VI Fiscal Year

1. The Fiscal Year of this association shall be July 1st to June 30th. All accounts shall be audited and a complete financial report for the Fiscal Year shall be rendered to the membership at the next regular meeting following the close of the Fiscal Year.

Section VII Nomination and election of officers

1. During the first general meeting in July of 1974, officers were nominated and elected. Officers initially elected served a term commencing on July 1974 and terminating with the

seating of new officers in July of 1975. Thereafter, the term of office for each officer shall be one year.

2. In May of each year a regular meeting will be held during which the nomination for officers of this association shall take place. Upon the closing of nominations the president shall appoint an elections committee of three members, none of whom shall be a candidate for election to any office. The candidates nominated at the May meeting shall be voted upon at a regular meeting held in June, following.
3. The election of all officers shall be held by secret ballot. Only members in good standing in the month preceding the election shall be entitled to vote.
4. No member shall be a candidate for more than one office.
5. Members who are absent from the City on the day of the election may, upon written request to the election committee not less than four days prior to the election, vote by absentee ballot. Absentee ballots must be received no later than one day prior to the election.
6. The candidate receiving the majority of votes shall be elected.
7. The president shall be the judge of the election.

Section VIII Exemptions

1. No officer or member shall be exempt from the payment of dues or assessments.

Section IX Committees

1. The president shall appoint committees as he deems appropriate; however, the president shall appoint the following committees:
 - a. Salary and working conditions - three members minimum.
 - b. Legislation - three members minimum.
 - c. Nominating committee - three members minimum. Members of the nominating committee are not barred from becoming nominees for office.

Section X Order of ascendancy

1. The order of ascendancy shall be: in the absence of the president, the vice president shall preside, in the absence of the vice president, the recording secretary shall preside, in the absence of the recording secretary, the treasurer shall preside.

Section XI Amendment procedure

1. The authority to amend the by-laws shall be accomplished by two-thirds vote of the members present and voting in any regular meetings, provided said proposed amendment shall have been presented, in writing, signed by at least ten members, at the last preceding regular meeting. A copy of the by-laws in force, together with a copy of the same as it will appear with proposed amendments incorporated therein, shall be sent to all the members of the association by letter at least ten days prior to the regular meeting at which the amendment shall be acted upon.

Section XII Affiliations

1. This association, founded as an independent organization, unaffiliated with any regional, state, national, or international organization, has since such time, and as the result of a vote of its membership in December 1993, become a chapter of IFPTE, Local 21.

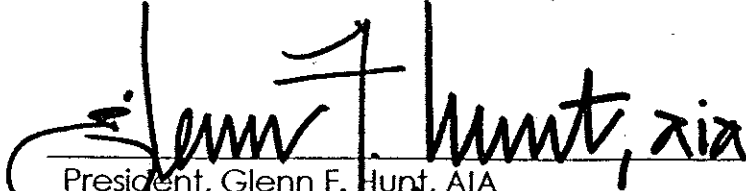
Section XIII San Francisco Administrative Code

1. This association shall abide by all the provisions of Chapter 16, Article XI.A of the San Francisco Administrative Code, pertaining to employer-employee relations in the City and County of San Francisco. It is understood, however, that this agreement does not preclude this association from challenging by court action any provision therein.

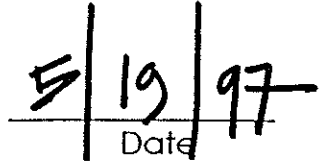
Section XIV California Government Code

1. This association recognizes that Government Code Section 3509 provides that Title 1, Division 4, Chapter 10 of the California Government Code shall not be construed as

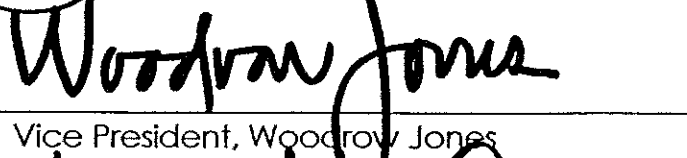
making the provisions of Section 923 of the Labor Code applicable to public employees.



President, Glenn F. Hunt, AIA



Date



Vice President, Woodrow Jones



Date



Recording Secretary, Allan L. Ward, AIA



Date



Treasurer, Nelson Szeto



Date