

**THE BY-LAWS
OF THE SAN FRANCISCO MUNICIPAL PLANNERS ASSOCIATION**

(last amended June 5, 1992)

PREAMBLE

The specific and primary purposes for which this association is formed are: to further the dignity and public usefulness of the members of the planning professions serving the City and County of San Francisco; to act in the interests of maintaining a highly skilled and professionally competent staff of planning employees serving the City and County; to represent its members in employment relationships with the City and County of San Francisco; and to cultivate social intercourse among members of the association. The general purposes are to serve the welfare of municipal planning employees for the City and 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 matters germane to the aforesaid purposes.

BY-LAWS OF THE SAN FRANCISCO MUNICIPAL PLANNERS ASSOCIATION

Section I

The organization shall be known as the San Francisco Municipal Planners Association (hereafter referred to as the Association), a chapter of Local 21 of the International Federation of Professional and Technical Engineers (hereafter referred to as the Local Union).

Section II

Any planning employee who is employed as such by the City and County of San Francisco, and any related employees who may be designated as appropriate by the Association, are eligible for membership.

Section III

Only members in good standing of the Association are eligible to be officers, including stewards, of the Association. The officers of the Association shall be as follows:

1. President

The duties of the president shall be as follows:

- a) To preside at all meetings of the full assembly.
- b) To appoint committees and their chairs, following consultation with the Steering Committee.
- c) To endorse checks for disbursement as co-endorser with the treasurer.
- d) To call meetings of the full assembly.
- e) To review or sign all official documents or correspondence.
- f) To make official representation, either written or oral, of the Association. However, the president shall bring all basic policy matters to the Steering Committee for decision before making any official representation thereon.
- g) To serve as delegate to the Executive Council of the Local Union.
- h) To perform such duties as commonly pertain to the office of president.

2. Vice President

The duties of the vice president shall be as follows:

- a) To have all the duties of the president during the absence of the president.
- b) To assist the president in the conduct of all meetings of the Association.
- c) To co-endorse checks with the treasurer for disbursement.
- d) To serve as first alternate delegate to the Executive Council of the Local Union.

3. Recording Secretary

The duties of the recording secretary shall be as follows:

- a) To keep the names and addresses of all the members of the Association.
- b) To keep the minutes of the regular meetings of the Association and to forward such minutes to the Executive Council of the Local Union.
- c) To post and provide copies, upon request, of the minutes of meetings.
- d) To co-endorse checks with the treasurer for disbursement.
- e) To serve as second alternate delegate to the Executive Council of the Local Union.

4. Corresponding Secretary

The duties of the corresponding secretary shall be as follows:

- a) To keep the record of the correspondence in business of the Association.

- b) To conduct correspondence.
- c) To co-endorse checks with the treasurer for disbursement.
- d) To post and circulate notices and agendas of meetings to be held by the Association.
- e) To serve as third alternate delegate to the Executive Council of the Local Union.

5. Treasurer

The duties of the treasurer shall be as follows:

- a) To be responsible for the collection of all funds due the Association.
- b) To keep an itemized account of all receipts and disbursements, and submit receipts to the Local Union.
- c) To keep a complete record of dues, assessments, and other monies collected from each member.
- d) To prepare and submit to the Association at least annually an itemized statement of the Association's receipts and disbursements, showing the cash balance on hand.
- e) To make an annual report to the Association summarizing the Local Union's use of dues, including such expenditures as salaries, overhead, travel and political contributions.
- f) To deposit all funds in a designated bank in the name of the Association, to be drawn out only by checks of the Association.
- g) To disburse money in the name of the Association, except that the treasurer shall disburse no money in an amount exceeding \$100 except by checks duly signed by the treasurer and any one of the following: president, vice president, recording secretary, corresponding secretary.
- h) To serve as fourth alternate delegate to the Executive Council of the Local Union.

6. Steering Committee

The Steering Committee shall include nine members. It shall be comprised of the president, vice president, recording secretary, corresponding secretary, treasurer, and four members to be appointed by the president. In making appointments to the Steering Committee, the president shall take into consideration the diverse elements of the Association. The elected stewards generally will be appointed to the Steering Committee, at the discretion of the president.

The duties of the Steering Committee shall be:

- a) To meet as often as required. A quorum shall be a majority of its members.
- b) To establish goals and aims of the Association and work toward these goals.

- c) To handle all Association problems that arise between general membership meetings, such as wages, examinations, and classification matters, and develop solutions, formulate policies, and make recommendations of same to the general membership.
- d) To represent the Association between membership meetings when urgent business requires prompt action.
- e) To act as a review board in cases of misconduct charges.
- f) To adopt rules for the conduct of its meetings.
- g) To perform such other duties as are herein provided, or from time to time delegated to it, or conferred by law.
- h) To take any appropriate action on business brought to it from committees.
- i) To present its minutes at each membership meeting.
- j) To fill all vacancies among the officers until the next regular meeting consistent with Section VI and provided, however, that this shall not supersede the order of ascendancy set forth in Section IX.

7. Stewards

There shall be elected stewards for major work groups and/or divisions within the City Planning Department and other stewards as appropriate for MUNI-PUC and other departments and agencies with planning staffs. The number of stewards to be elected each year shall be determined by the Nominating Committee, with the consent of the general membership. Necessary reorganization of the steward structure between elections shall be determined by the Steering Committee, with the consent of the general membership. Vacated steward positions shall be filled in the manner provided by Section VI(8).

The duties of stewards are as follows:

- a) To assist members in enforcement of the contract and in dispute resolution including grievances.
- b) To learn and understand the contract, labor law, departmental regulations and past practices as they affect issues of concern to the membership.
- c) To build solidarity, welcome new employees and develop participation in the Association and the Local Union.
- d) To have a responsive attitude toward member's problems and know techniques and sources of help.

- e) To keep members informed of policies and activities of the Association and the Local Union.
- f) To serve as fifth alternate delegate(s) to the Executive Council of the Local Union.

The officers of the Association shall participate to the fullest extent possible in all negotiations in employment relationships on behalf of the Association.

Section IV

1. Dues shall be the dues of Local 21, the Local Union.
2. Assessments for the purposes of the Association may be made by resolutions of the Steering Committee and approval of the full membership.

Section V

1. The first meeting of the members shall be in January of 1975. Thereafter regular meetings will be held no less frequently than once every one month.
2. Notice of meetings shall be circulated before such meetings, unless a majority of the Steering Committee approves a special meeting, in which case posting three hours prior to the meeting is required.
3. An agenda for the meeting to be held shall be posted and circulated with the notice.
4. One-quarter (1/4) of the general membership shall constitute a quorum.
5. If a quorum of the general membership is not present, a quorum of the Steering Committee is sufficient to conduct the regular meeting of the Association.
6. Only members in good standing of the Association may vote on Association matters.

Section VI

1. The term of office for each officer shall be one year.
2. Each year the president shall appoint a nominating committee to select nominees for offices of the Association. The nominating committee shall post and circulate its slate as part of the notice procedures for an annual June meeting. Additional nominations may be made from the floor at that June meeting.
3. The election of all officers shall be by secret ballot at the July meeting. Only members in good standing 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 request to the Steering Committee not less than 4 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. If no candidate receives a majority of votes for a given office, a run-off shall be held between the two candidates receiving the largest number of votes.
7. The president shall be the judge of the election.
8. When any office is vacated, the Steering Committee shall appoint interim officers. At the next regular meeting following the nomination of candidates, an election shall be held to fill the position(s).

Section VII

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

Section VIII

The president may appoint committees as appropriate, in addition to the Steering Committee.

Section IX

The order of ascendancy to the president shall be:

In the absence of the president, the vice president shall preside; in the absence of the president and the vice president, the recording secretary shall preside; in the absence of the president, vice president and recording secretary, the corresponding secretary shall preside; in the absence of the president, vice president, recording secretary and corresponding secretary, the treasurer shall preside.

Section X

These by-laws may be amended, superseded, or replaced by two-thirds vote of the members present and voting in any regular meetings, provided any such proposed amendment, supersession or replacement shall have been presented in writing, signed by at least ten members, at the last preceding regular meeting. A copy of the pertinent section of the by-laws in force, together with a copy of the same as it will appear with proposed amendments incorporated therein, shall be posted and circulated as part of the meeting notice and agenda at least one week prior to the regular meeting at which the amendment shall be acted upon.

Section XI

The Association is an independent organization, a chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

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