

Constitution and By-laws of the PACE Chapter Int'l. Federation of Professional & Technical Engineers, Local 21

I NAME

The name of this chapter is the PROFESSIONAL ASSOCIATION OF COUNTY EMPLOYEES, a chapter of Professional & Technical Engineers (IFPTE), Local 21, AFL-CIO, hereinafter referred to as the CHAPTER.

II PLACE OF BUSINESS

The mailing address for the Chapter shall be the Local 21 office; currently, 1182 Market Street, Suite 425, San Francisco, CA 94102.

III PURPOSE

The purposes for which this Chapter is formed are:

1. To advance the health, morale, social, economic and educational welfare of the first line supervising employees and other management and professional employees of the Alameda County Social Services Agency, and in other jurisdictions as approved by the Union.
2. To support the principle of equal opportunities regardless of religion, race, creed, color, national origin, age, sex, sexual orientation, gender identity, marital status, physical or mental disability, or political affiliation or opinion, and the concept of affirmative action.
3. To promote the recognition of first line supervision and other managers and professionals as a vital part of the management team.

4. To participate actively in the policy-forming and decision-making processes which affect our members, our agencies, and the citizens of Alameda County.
5. To support the goals and objectives we hold in common with the Social Services Agency and the County.
6. To develop ways and means of improving our management techniques, standards and professionalism.
7. To represent employees of our bargaining units in employment matters.
8. To subscribe to a philosophy of maintaining the highest standards of professional service and to consistently provide such service to the citizens of Alameda County.
9. To maintain our management standing.
10. To administer the funds of the Chapter treasury to achieve these ends.
11. To secure improved working conditions, wages, hours, and other economic advantages; and to deal with a broad spectrum of economic and social issues, as the members may determine.
12. To participate fully in the activities of Local 21 of the International Federation of Professional and Technical Engineers.

IV OFFICERS AND DUTIES

Section 1. The Chapter shall be governed by an Executive Board. This Board shall consist of a minimum of seven (7) members: President, Executive Vice President, Secretary, Treasurer, and three (3) Vice Presidents representing professional groupings. There shall be a Vice President

representing eligibility workers (SETs), a Vice President representing child welfare services (CWS), and a Vice President representing other represented classifications (Appeals Officers, Patient Services Supervisors, etc.)

Section 2. The members of the Executive Board at their first meeting shall appoint committee chairs for all standing committees as set forth in Article XI; however, committee chairs may be appointed at future meetings as needed.

Section 3. The duties of the officers shall be as follows:

- President: shall be the principal executive officer and spokesperson of the Chapter and its Executive Board; shall oversee and guide all Chapter activities; shall preside at all meetings of the Chapter and the Executive Board; shall be a member ex-officio of all standing committees; and shall perform all other functions which are necessary and proper to conduct the Chapter's business as prescribed by these by-laws and by the Executive Board; and shall see that all resolutions of the Chapter and of the Executive Board shall be given effect. In accordance with the Local Union by-laws, the President shall serve as a delegate to the Local Union Delegate Assembly.
- Executive Vice-President: shall, in the absence, vacancy or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as prescribed by these by-

laws and the Executive Board. The Executive Vice President shall serve as a delegate to the Local Union Delegate Assembly.

- Secretary: to keep a record of the minutes of all meetings of the Chapter and of the Executive Board and a record of all matters so ordered by the vote of the members, the Executive Board, or the President. S/he shall receive copies of communications and reports designed to be presented at each meeting and shall read and respond to them when requested to do so by the President, and shall perform such other duties as may be assigned to him/her by the Chapter, the Executive Board, or the President. The Secretary is responsible for placing on file in the Local 21 office a copy of the minutes from each chapter/special meeting. The Secretary shall serve as a delegate to the Local Union Delegate Assembly.

- Treasurer: shall take charge of and at the direction of the Chapter and the Executive Board, disburse all funds of the Chapter's Treasury; s/he shall keep regular accounts in books belonging to the Chapter, which s/he shall render in a report when requested to do so by the President. On an annual basis, or upon request, he/she shall make a full report of the receipts and disbursements of the past year, suitably classified, and all outstanding obligations with an estimate of the probable expenses of the coming year; and he/she may make any suggestions pertinent thereto that he/she may deem proper. All disbursement of funds must be

countersigned by the President. An audit of the Treasurer's books and accounts shall be conducted by a committee appointed by the President prior to the installation of the new Treasurer and at least once annually. Special audits may be ordered at any time by the President or pursuant to a majority vote of the membership. The Treasurer shall perform such other duties as may be assigned to him/her by the Chapter, the Executive Board, or the President. The Treasurer shall serve as an alternate delegate to the Local Union's Delegate Assembly.

- Vice Presidents: shall be responsible for promoting the interests of the members within their respective jurisdictions, including bringing matters of concern to the attention of the Chapter. Each Vice President shall serve as an alternate delegate to the Local Union's Delegate Assembly.

Section 4. The Executive Board shall have full power and authority, during the intervals between meetings of the Chapter, to do all acts and perform all functions which the Chapter might do or perform, providing that it act only upon the approval of the majority of the Board; except that it shall have no power to amend the Chapter Constitution and By-laws, and shall not have the power to authorize expenditures from the Chapter's Treasury in excess of a total of five hundred dollars (\$500.00) between any two meetings of the Chapter.

Section 5. The Executive Board shall meet as prescribed in Article VII, Section 2.

Section 6. All actual expenses incurred by such meetings or necessarily incurred by

the Executive Board in conducting the affairs of the Chapter shall be borne by the Local Union.

Section 7. The Executive Board shall report its proceedings at each meeting of the Chapter. It shall make such reports and present such matters for action at the regular meetings or at other meetings of the Chapter as in its judgement may require the action of the membership.

V TERM OF OFFICE

Section 1. The Executive Board members and officers shall be elected and hold office for a term of two years, which will terminate upon the installation date of newly elected members/officers.

Section 2. The length of term for all Committee Chairs shall be at the discretion of the Executive Board.

VI ELECTIONS

Section 1. Chapter officers shall be elected by secret ballot by a majority vote of ballots cast by members in good standing.

Section 2. The terms of office for all elected officers shall be two (2) years and all officers shall be elected bi-annually. Nominations shall be in September and elections shall be held in November to coincide with Local Union officer terms, as prescribed by Local Union by-laws. PACE's election cycle will be in compliance with Local 21's Local Union officer terms by the year 2002.

Section 3. Nominations for Chapter officers shall be made by an Election Committee.

The Election Committee, consisting of no less than three (3) members in good standing, shall be appointed by the Executive Board. The Committee will solicit nominees for the Executive Board from Chapter membership. The Committee will contact all nominees and inquire into their willingness to serve. A nominee shall confirm his/her intention to run for office in writing, and will have his/her name placed on the ballot. Candidates may run for more than one (1) office, but, if elected to more than one (1) office, may serve in only one (1) position. The Elections Committee shall be responsible for determining whether candidates are eligible to hold office, decide on all questions concerning the validity of any ballots, and confirm the voting eligibility of members.

Section 4. The Elections Committee will be responsible for notifying the Local Union office of candidate names; the Local Union office staff will create the official ballot and handle all logistics of the secret ballot mail-in election.

Section 5. All members of the Chapter shall have the right to vote. Votes must be cast in accordance with the printed instructions on the ballot. Votes not cast per the instructions on the ballot may be voided.

Section 6. The President shall notify the candidates of the results and insure that the general membership is notified of the results, immediately thereafter.

Section 7. A majority (50% + 1) of those ballots received will constitute a win for any candidate to an office. In case no candidate receives a majority, a run-off

election between the two (2) candidates with the highest number of votes will be conducted by secret ballot and will take place as soon as possible.

Section 8. Any vacancy appearing in the membership of any committee or office shall be filled by appointment of the Executive Board for the unexpired term of office, subject to confirmation by the membership at its next regular meeting.

VII MEETINGS

Section 1. Regular general meetings of the chapter shall be held once a month on a day determined by the Executive Board commencing at 12:00 noon. The meetings will be held on a rotational basis throughout north, central and south Alameda County. Members shall receive a minimum of a five (5) day written notice of these scheduled meetings.

Section 2. The Executive Board shall hold regular meetings (minimum of four per year) at the direction of the Executive Board. The dates, time and location of such meetings shall be determined by the Executive Board.

Section 3. The Chapter shall hold special meetings of members upon the call of the Executive Board or upon petition to the President signed by fifteen (15) members in good standing.

Section 4. At all meetings of the Chapter, the President, or in his/her absence, the Executive Vice-President, or in his/her absence, the Secretary, or in his/her absence, the Treasurer, shall preside.

- Section 5. Any meeting of the Chapter may be adjourned to a future date by the vote of a majority present at the meeting and voting.
- Section 6. A majority of the Executive Board members together with fifteen percent (15%) of the members who are physically present shall constitute a quorum for the conduct of business at the monthly meetings or special meetings of the Chapter.
- Section 7. Except as otherwise provided by these By-laws, the meetings of the Chapter shall be conducted in accordance with Robert's Rules on Parliamentary Procedure.

VIII MEMBERSHIP AND DUES

- Section 1. The scope of representation of this chapter shall include professionals employed by the Alameda County Social Services Agency who are currently not members of other chapters. At present, this jurisdiction covers the following classifications: Appeals Officer, Supervising Appeals Officer, Child Welfare Supervisor, Patient Services Supervisors I and II, Supervising Eligibility Technician I, Licensing Evaluator Supervisor.
- Section 2. Members in good standing shall be construed to mean having currently paid up dues. Only members in good standing are voting members of this Chapter.
- Section 3. An applicant for membership shall submit a written application for membership on a form provided by the Local Union for this purpose.

Section 4. The regular monthly dues of this organization shall be 0.963% of a member's wage, payable in advance or by payroll salary deduction.

IX EXPENDITURES

Section 1. The Executive Board may adopt any convenient means not in conflict with any policies established by the Delegate Assembly, the Local Union, the International Union, or these by-laws whereby donations, gifts or bequests may be received, held, administered and disposed of in accordance with the desires of the Chapter. Any donation or gifts may be made at the discretion of the Executive Board, except as prescribed by Article IV, Section 4.

Section 2. No funds of the Chapter shall be used for the personal gain of any officer or member.

Section 3. All expenditures of Chapter funds shall be accounted for by proper receipts.

X ORDER OF BUSINESS

The suggested order of business for meetings shall be:

1. Call to order
2. Roll call of Executive Board and officers
3. Minutes of previous meeting
4. President's report and introduction of guest(s)
5. Secretary reads correspondence
6. Treasurer's report

7. Committee reports
8. Old business
9. New business
10. Installation of officers (as required)
11. Adjournment

XI COMMITTEES

Section 1. The Chapter may establish standing committees. The Executive Board shall have authority over all committees, and they may designate other standing committees or special committees as they deem necessary. The Executive Board may direct the disbandment of any committee.

Section 2. The Executive Board, at its first meeting each year, or when appropriate, shall appoint the committee chairs from the members of the Chapter. The chair shall select and appoint the committee members. Members of the Executive Board, as well as all other members, may be called upon to act as committee chairs. Committee chairs are expected to keep the Executive Board apprised of their activities.

Section 3. Each committee shall have power to fix its own time and place of meeting, and to adopt rules for its own government and course of proceedings consistent with these by-laws.

ELECTION COMMITTEE

It shall be the duty of this committee to be responsible for the conduct of elections as prescribed in Article VI, Sections 3, 4, 5 and 6.

NEGOTIATIONS COMMITTEE

It shall be the duty of this committee to draft and present to the employer proposals to improve the Chapter's contract with the employer and to negotiate for the adoption of those proposals.

XII REMOVAL OF BOARD MEMBERS OR OFFICERS

Any member of the Executive Board or officers thereof may be removed from office consistent with procedures set forth in the Constitution of the IFPTE.

XIII AMENDMENT TO THE BY-LAWS

These By-laws can only be amended by two-thirds (2/3) vote at a membership or special meeting of the Chapter. The Chapter members must be notified at least thirty (30) days prior to the consideration of any amendments. Amendments may also be made in accordance with the initiative and referendum procedures of the Local Union By-laws.

XIV DISSOLUTION

In the event of dissolution of this Chapter, disbursement of the total assets remaining after payment of all outstanding bills and debts shall be decided upon by a vote of the Chapter membership at the time of dissolution.

Any issue not covered by these Chapter By-laws will be governed by the Local Union's By-laws and/or the International Union's Constitution and By-laws.

We, the undersigned, do hereby ratify these by-laws and this Constitution of the PACE Chapter of IFPTE Local 21 on the 10th day of October, 1999 at San Francisco, California.

Executive Board members:

opeiu3aficio(260)sc