

**Professional Managers Association Chapter**  
**International Federation of Professional and Technical Engineers**  
**Local 21 AFL-CIO By-Laws**  
Effective July 1, 2009

**Article I. Name of Organization**

The name of this chapter shall be the Santa Clara Valley Water District Chapter of Local 21 of the International Federation of Professional and Technical Engineers (IFPTE), AFL-CIO, heretofore known as the Professional Managers Association Chapter (*PMA*), *IFTPE Local 21, AFL-CIO*.

- A. Location of Office. The office for the transaction of business is located at the Santa Clara Valley Water District, 5750 Almaden Expressway, San Jose, County of Santa Clara, California.

**Article II. Jurisdiction.**

The jurisdiction of this chapter shall include all eligible persons employed by the Santa Clara Valley Water District and serving in classes represented by PMA.

**Article III. Statement of Purpose**

The purpose of the Santa Clara Valley Water District Professional Managers Association Chapter of IFPTE Local 21 AFL-CIO (PMA) is to:

- Represent Santa Clara Valley Water District employees serving in classes represented by the PMA regardless of race, color, religion, national origin, gender, sexual orientation, disability, or age. in collective bargaining;
- Ensure fair compensation and equitable treatment of its members; and
- Encourage the highest standards of professionalism among the membership.

**Article IV. Membership**

- A. All persons serving in a classification represented by the PMA are eligible for membership.
- B. Employees who otherwise qualify for membership shall, upon submission of a dues payroll deduction authorization, become a member of PMA Chapter, IFTPE Local 21, AFL-CIO. All members are required to pay the established Local Union dues.
- C. Membership entitles the member to vote, hold office, and all other benefits afforded to union members in good standing.

**Article V. Organization**

- A. The PMA Chapter Executive Board ("Board") members are the Chapter officers and shall act as delegates and alternates to the Delegate Assembly of the Local Union. The Executive Board is comprised of the five (5) Executive Board ("Board") Members: President, Vice President, Secretary, Treasurer, and a member from within the classified managers group (Member at Large).
- B. No office shall be combined with another office and held by one member.

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**Article IV. DUTIES OF OFFICERS**

**A. President.** The duties and responsibilities shall be as follows:

1. Preside over all Chapter meetings which shall be held monthly.
2. Preside at and call all Executive Board meetings, which shall be held monthly.
3. Present a report of the Executive Board meeting to the membership at each membership meeting.
4. Appoint committee chairpersons, following recommendations from the Executive Board.
5. Call special meetings of the Chapter as required.
6. Review or sign all official documents or correspondence on behalf of the Chapter.
7. Make official representation, either written or oral, of the Chapter. However, the president will bring all basic policy matters to the Executive Board for decision prior to making any official representation thereon.
8. Serve as delegate to the Delegate Assembly of the Local Union.
9. Perform such other duties as the Board may direct.
10. On urgent matters demanding immediate attention, the President will act on behalf of the chapter solely or in consultation with the Executive Board/membership.
11. Serve on the negotiating committee.
12. Serve on the Labor/Management committees.

**B. Vice President.** The duties and responsibilities shall be as follows:

1. Assume all the duties of the President during any absence.
2. Attend all Executive Board meetings.
3. Assist the President at Chapter Meetings.
4. Serve as the alternate delegate to the Delegate Assembly of the Local 21.
5. Serve on Labor/Management committees.

**C. Secretary.** The duties and responsibilities shall be as follows:

1. Call monthly Chapter Meetings.
2. Keep minutes of Chapter and Executive Board meetings.
3. Maintain chapter files, which include minutes or records of meetings, resolutions, negotiations, pertinent correspondence, and other organizational and operational papers deemed important by the Board.
4. File a copy of the meeting minutes of the Chapter with the Secretary of the Local Union.
5. Attend all Executive Board meetings.

**D. Treasurer.** The Treasurer shall:

1. Have custody of all the funds and property of the PMA.
2. With the President, Vice President, or Secretary, sign checks, drafts, and other instruments pertaining to the financial business and obligations of PMA.
3. Maintain a full and complete financial record of the accounts of PMA.
4. Ensure that all expenditures are duly and properly authorized.
5. Provide financial reports as directed.
6. Perform such other duties as the President or the Board may direct.

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**E. Member At Large.** The duties and responsibilities are as follows:

1. Coordinate PMA and Union activities.
2. Implement annual communications plan.
3. Conduct outreach to members as directed.
4. Propose, plan and coordinate PMA social and community events.
5. Serve on labor committees as directed by the PMA Board.

**F. Executive Board.** The duties and responsibilities are as follows:

1. Meet prior to monthly Chapter meeting, unless it is necessary to meet more often such as during negotiations.
2. Establish the goals and objectives of the Chapter.
3. Make available the minutes of the Delegate Assembly of the Local Union.
4. Have certified by the Local Delegate Assembly the appropriate number of Delegate Assembly representatives to which the Chapter is entitled.
5. Notify the Delegate Assembly of any dissenting action taken on the minutes or action of the Delegate Assembly of the Local Union.
6. Make recommendations to the membership on matters such as wages, benefits, conditions, and classification and other bargaining issues.
7. Conduct all meetings according to Robert's Rules of Order.
8. Take appropriate action based on Committee recommendations.
9. Fill all vacancies among the officers until the next regular election. This does not supersede the order of ascendancy described above.
10. Nominate the Negotiating Committee.

**Article VII. ELECTION OF OFFICERS**

- A. The term of office for Officers is two years and election shall be by Ballot Election.
- B. Each election year the Board shall appoint an Election Committee. The Election Committee shall call for nominations in September for elections in November and post and circulate the outcome of the election nomination process. Additional nominations may be made from the floor at the monthly general membership meeting held the month prior to elections. All PMA Chapter IFTPE Local 21 members in good standing are eligible to seek the nomination and/or vote for the office of President, Vice President, Secretary, Treasurer, and Member at Large.
- C. The election of all officers shall be by secret ballot and only union members in good standing are entitled to vote. The election shall be based on a simple majority of the votes cast based on at least forty percent of the membership casting a vote.

**Article VII. Removal of officers.**

Officers may be removed from office by resolution of majority vote of the Chapter membership present at a regular general meeting. The following shall constitute reasons for removal:

1. Absence without cause and/or excuse from three (3) consecutive chapter meetings.
2. Misappropriation of chapter funds.
3. Failure to perform his/her duties of elected office.

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4. Using the name of the chapter to actively work against an official policy made by the chapter.
5. Intentional violation of any of the provisions of these Bylaws.
6. All persons subject to removal procedures shall be afforded an opportunity to present their case to the membership prior to any vote for removal.

**Article VIII. STANDING COMMITTEES**

The President, with the recommendation of the Executive Board, may appoint committees as appropriate; however, the President shall appoint the following standing committees and representatives:

- A. Labor-Management Council (LMC). The purpose of this committee is to represent the Chapter in all matters relating to the terms and conditions of employment of Chapter members. The PMA Executive Board shall serve as LMC members.
- B. Nominations Committee. The purpose is to select nominees for the offices of this Chapter.
- C. Bylaws Review Committee. The purpose is to propose revisions to these Bylaws and present them for the Executive Board and membership approval.

**Article X. MEETING SCHEDULE**

- A. Regular general meetings of the Chapter shall be held once per month, on a day and time determined by the Executive Board. Members shall receive advance notice of these scheduled meetings.
- B. Special meetings of the general membership may be called by the Board. Members shall be given reasonable notice of a special meeting. Emergency membership meetings may be called as needed by the Board.
- C. The presence of 40 percent of active members shall constitute a quorum to vote on issues at any meeting.
- D. Non-binding advisory votes will be taken at the request of the Chapter meeting attendees or by the Presiding Officer.
- E. Binding votes shall be by secret ballot in the event that a member requests one or the Executive Board designates the particular issue for secret ballot vote.
- F. Ratification of each negotiated contract shall be by secret ballot.

**Article XI. Bylaws**

The Bylaws may be amended, superseded or replaced by two-thirds vote of the members present and voting in any regular meeting, provided any such proposed amendment, supersession or replacement was presented in writing and signed by at least ten members at a regular membership meeting.

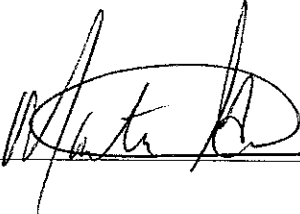
A copy of the pertinent section of the Bylaws in force, together with a copy of same as it will appear with the proposed amendments incorporated therein, shall be posted and circulated as part of the meeting notice and agenda at least one week prior to the regular meeting at which the amendment shall be acted upon.

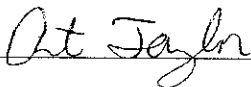
The Secretary shall revise the Bylaws in time for the next month's membership meeting. Secretary shall make the Bylaws available to any member upon request.

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I certify that the foregoing Bylaws are correct as adopted by the membership of this Chapter.

Adopted: May 11 2009

By  \_\_\_\_\_ President

By  \_\_\_\_\_ Vice President