

International Federation of Professional and Technical Engineers,  
Local 21

**Rehabilitation Professionals Chapter  
BYLAWS**

ARTICLE I Chapter Name

- A. The name of this organization shall be the "Rehabilitation Professionals Chapter," (hereinafter referred to as the Chapter) a chapter of the International Federation of Professional and Technical Engineers (IFPTE), Local 21, AFL-CIO (hereinafter referred to as the Local Union).
- B. The provisions of these bylaws shall be in complete agreement with the bylaws of the Local Union.

ARTICLE II Objectives

The objectives of this Chapter shall be:

- A. To unite all eligible members into one professional organization;
- B. To promote high standards of professionalism among personnel employed by the City and County of San Francisco and to provide for the full exercise of professional duties subject only to review by like professionals;
- C. To promote a cooperative spirit among all employees, regardless of rank and/or classification;
- D. To secure improved compensation benefits, working conditions and any other professional or economic advantage for its members;
- E. To promote professional development through training, continuing education, and certification of its membership and to pursue these objectives through collective bargaining;
- F. To protect and enforce the privileges and responsibilities covered by the Memorandum of Understanding (MOU) between and for the members of IFPTE Local 21 and the City and County of San Francisco.

ARTICLE III Membership

- A. Membership in the Chapter shall be open to any person employed by the City and County of San Francisco in rehabilitation-related Civil Service classifications, including:

2538	Audiometrist
2539	Audiologist
2542	Speech Pathologist
2548	Occupational Therapist
2550	Senior Occupational Therapist

2551	Mental Health Treatment Specialist
2555	Physical Therapist Assistant
2556	Physical Therapist
2558	Senior Physical Therapist
2566	Rehabilitation Counselor

- B. It shall be the duty of every member to uphold the ideals and principles of the Local Union. No member shall maliciously interfere with any Union representative, officer or steward in the performance of their duties.

#### ARTICLE IV            Officers

- A. The elected Officers of the Chapter shall be President, Vice President, and Secretary and Coordinators of the following areas: California Children Services (CCS), Health at Home, Laguna Honda, San Francisco General Hospital Medical Center Physical Rehabilitation, San Francisco General Hospital Medical Center Psychological Rehabilitation, Mental Health Rehabilitation. Other coordinators may be designated as appropriate.
- B. The Officers shall comprise the Executive Board and shall be empowered by the membership to represent the Rehabilitation Professionals Chapter as needed. The Officers will hold periodic Board meetings.
- C. The duties of the Officers shall be:
- ◆ President- shall act as the principle executive officer and spokesperson of the Rehabilitation Professionals Chapter and its Executive Board; oversee and guide all Chapter activities; chair general meetings of the Chapter and of the Executive Board; provide and promote active leadership, appoint members of committees and be and ex-officio member of all committees; perform all other functions which are necessary and proper to conduct the Chapter's business. In accordance with the Local Union's bylaws, the President shall serve as a Rehabilitation Professionals Chapter delegate to the Local Union's Delegate Assembly.
  - ◆ Vice President- shall assist the President to ensure that all administrative responsibilities are carried out; represents the President and performs the duties of the President in his/her absence; and while so acting will have all powers and be subject to all restrictions of the office of President. In accordance with the Local Union's bylaws, the Vice President shall serve as Rehabilitation Professionals Chapter delegate to the Local Union's Delegate Assembly.
  - ◆ Secretary- shall keep the minutes of the general and Executive Board meetings and other records of all Chapter activities; preside at Chapter meetings in the absence of the President and Vice President; make arrangements for all Chapter general meetings and determine the presence of a quorum at any meeting; perform other appropriate functions as deemed necessary by the President. In accordance with the Local Union's bylaws, the Secretary shall serve as Rehabilitation Professionals Chapter delegate (or alternate) to the Local Union's Delegate Assembly.
  - ◆ Coordinators- shall be responsible for promoting the interests of Chapter members within their respective jurisdictions, including bringing matters of

concern to the attention of the Chapter, administration and other duties as assigned by the President.

## ARTICLE V Committees

The President, after consulting with Chapter officers, shall be authorized to appoint standing and ad hoc committees to address matters of common concern to Chapter members. Committees may include those established for the purpose of negotiations, grievance processing and review, Chapter elections, political education, and related matters. Committees shall provide periodic reports of their activities to the President and the Chapter.

## ARTICLE VI Meetings

- A. The Chapter shall hold monthly membership meetings. Members shall receive (at least) five day notice of these meetings.
- B. Special meetings may be called by the Executive Board or on written request of twenty of the active members. Members shall receive (at least) five day notice of these meetings.
- C. A majority (50% plus 1) of the active members present shall constitute a quorum to vote on issues at any meeting, provided a minimum of ten members are present.
- D. Executive Board meetings
  - 1. The Executive Board shall meet at least two times per year.
  - 2. Special Executive Board meetings may be called by the President or by request of two-thirds of the Executive Board members. Twenty-four hour (at least) notice shall be given to all Executive Board members and members shall be provided with an agenda of items for special meetings.
  - 3. A majority (50% plus 1) of the Executive Board members present at all Board meetings shall constitute a quorum.
  - 4. In instances when the Executive Board takes action on behalf of the Rehabilitation Chapter, such actions will be reported to the membership at the next general meeting.
- E. All members shall be entitled to attend any meetings as described in these bylaws.

## ARTICLE VII Terms of Office, Nominations, Elections

- A. The terms of office for all elected officers shall be two years and all officers shall be elected bi-annually in even-numbered years. Elections shall be held in November to coincide with Local Union officer terms, as described in Local Union bylaws. The term of office shall commence on January 1 following the election.
- B. Nominations and Election of Officers:
  - 1. Every member in good standing shall be eligible to hold office.

2. Every member in good standing shall have the right to nominate, vote for, or otherwise support candidates for office.
3. An Elections Committee composed of no less than three members in good standing shall be appointed by the President no later than August 31. Members of the Elections Committee shall not be candidates for office in the current election.
4. The Elections Committee shall be responsible for determining whether candidates are eligible to hold office; tabulate ballots; and decide on all questions concerning the validity of any ballots.
5. Nominations for elected officers may be made from the floor of a Chapter general meeting, or may be submitted to the Elections Committee at least three weeks prior to the election date.
6. Election of officers shall be held in November of each election year.
7. The candidate receiving a simple majority of the eligible votes cast shall be declared elected.

#### ARTICLE VIII Expulsion of Officers and Members

- A. Officers may be removed from office by resolution of majority of the Chapter membership present at regular general meeting. The following shall constitute reasons for removal:
  1. Absence without just-cause from three consecutive general membership meetings;
  2. Failure to perform duties of the elected office;
  3. Using the name of the Chapter in an inappropriate manner;
  4. Intentional violation of any of the provisions of these bylaws or the bylaws of the Local Union.
- B. Vacancies shall be filled in accordance with Local Union's bylaws.

#### ARTICLE IX Amendments

Amendments to these bylaws may be proposed by the Chapter Executive Board or signed petition of five Chapter members. Proposed bylaw amendments shall be provided to all Chapter members thirty days prior to consideration. These bylaws can only be amended by a two-thirds vote of the total votes cast.