

San Francisco Superior Court Professionals
IFPTE, Local 21
CHAPTER BY-LAWS

ARTICLE I Chapter Name

Section A The name of this organization shall be: the **San Francisco Superior Court Professionals**, a chapter of the International Federation of Professional and Technical Engineers (IFPTE), Local 21, AFL-CIO (hereinafter referred to as the Local Union).

ARTICLE II Purpose, Goals and Objectives

The purpose, goals and objectives of the chapter are declared to be the following:

Section A The purpose of this chapter is to unite all eligible members into one professional organization.

Section B The goals and objectives of this organization are:

- To promote high standards of professionalism among the represented employees of the San Francisco Superior Court;
- To promote a cooperative spirit among all employees, regardless of classification;
- To secure improved compensation, benefits, working conditions and any other desired professional or economic advantage for its members;
- To protect and enforce the provisions of any agreement between and for the members of this chapter of the Local Union and all other members of the bargaining unit and SC3, and the San Francisco Superior Court.

ARTICLE III Membership

- Section A 1. Membership in this chapter shall be open to any person employed by the San Francisco Superior Court and represented by the Local Union.
2. All members shall be required to pay the established dues of the Local Union.
3. Membership status shall entitle the member to vote, hold office, and all

other benefits afforded to union members.

ARTICLE IV Elected Officers and Their Duties

Section A The elected Officers of this chapter shall consist of Chairperson, Vice-Chairperson, Recording Secretary and a Unit Representative for each of the following areas: Probate Examiners, Probate Investigators, Family Court Counselors, Management Information Systems, Court Staff Attorneys, and Court Legal Research Assistants. It is anticipated that additional Unit Representatives based on organizational or professional groupings will be added as the chapter expands.

Section B The Officers will comprise the Executive Board and shall be empowered by the membership to represent the chapter as needed and will hold Board meetings on the first Tuesday of January, March, May, July, September and November, at noon, Room 202 of the Civic Center Courthouse.

Section C The duties of the Officers shall be as follows:

- Chairperson: Shall be the principal executive officer and spokesperson of this chapter and its Executive Board; shall oversee and guide all chapter activities; shall chair the general meetings of the chapter and of the Executive Board; shall provide and promote active leadership; shall appoint members of committees and be an ex-officio member of all committees; and shall perform all other functions which are necessary and proper to conduct this chapter's business. In accordance with the Local Union by-laws, the Chairperson shall serve as this chapter's delegate to the Local Union Delegate Assembly.
- Vice-Chairperson: Shall assist the Chairperson to ensure that all administrative responsibilities are carried out; represent the Chairperson and perform the duties of the Chairperson in his/her absence including delegate to the Local Union Delegate Assembly, and while so acting shall have all powers of and be subject to all restrictions of the office of Chairperson.
- Recording Secretary: Shall make arrangements for the location of all general meetings and ascertain the presence of a quorum at any meeting; publish and mail the agenda of upcoming general meetings to all members at least five (5) working days prior to the meeting; conduct general correspondence of the chapter; keep the minutes of the general and executive meetings and other records of all activities; produce the minutes of the previous general meeting; file a copy of the minutes of the meetings of the chapter with the Local Union office.
- Unit Representatives: Unit representatives shall be responsible for promoting the interests of the members within their respective unit, including bringing

matters of concern to the attention of the chapter. Unit representatives shall be reasonably available to unit members to discuss issues and respond to inquiries concerning matters raised at Executive Board meetings.

ARTICLE V Committees

Section A The Chairperson, after consulting chapter officers, shall be authorized to appoint standing and ad hoc committees to address matters of common concern to chapter members. Such committees may include those established for the purpose of negotiations, grievance processing and review, chapter elections, and related matters. The committee established for the purpose of negotiations shall select the negotiating team to represent chapter members at the bargaining table. In the event the negotiations committee cannot agree on the membership of the negotiating team, the Chairperson shall make said appointments. Such committees shall provide reports of their activities to the Chairperson and the chapter as directed by the Chairperson at the time of appointment.

ARTICLE VI Meeting Schedules

Section A Regular general meetings of the chapter shall be held once every month on a day determined by the Executive Board at noon. Members shall receive a minimum of seven (7) days written notice of these scheduled meetings.

Section B Special general meetings may be called by the Executive Board or on the written request of five (5) members. Members shall receive a minimum of three (3) working days written notice of these special meetings.

Section C A majority of the members shall constitute a quorum to vote on issues at any general meeting. A majority of the quorum is required to pass on any issue voted on.

- Section D 1. Executive Board meetings shall be held as specified in Article IV, Section B.
2. Special Executive Board meetings may be called by the Chairperson or by the request of two-thirds of the Executive Board members. Three (3) working days notice shall be given to all Executive Board members of said meetings and all such members shall be provided with an agenda.
3. The quorum for all Executive Board meetings shall be a majority of the Executive Board. A majority of the quorum is required to pass on any issue voted on.
4. On urgent matters, the Executive Board may take action for the chapter;

this action will be reported to the membership at the next regularly scheduled general meeting.

Section E All members shall be entitled to attend any membership or Executive Board meeting as prescribed in these by-laws.

Section F Any action taken at a meeting (including an election) without proper notice as herein set forth shall be null and void.

Section G All meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VII Terms and Office, Nominations and Elections

Section A The terms of office for all elected officers shall be two (2) years and all officers shall be elected bi-annually. Elections shall be held every other November to coincide with Local Union by-laws.

Section B Nominations and Election of Officers:

1. The election of officers shall be held no later than November 15 of each election year.
2. An Elections Committee composed of no less than three (3) members in good standing shall be appointed by the Chairperson at a general meeting. Members of the Elections Committee shall not be a candidate for office in the election in question.
3. The Elections Committee shall be responsible for determining whether candidates are eligible to hold office by obtaining a list of members from the Local Union. The Elections Committee shall also be responsible for the distribution and tabulation of ballots, and confirming the voting eligibility of members.
4. Nominations for elective officers shall be made from the floor at a general meeting by members. Nominations may be submitted in writing to the Elections Committee subsequent to such general meeting by members, provided such nominations are made at least two weeks prior to the election date. Nominations by members may be accepted after the deadline if a specific elective office has not generated at least one candidate.
5. Members of each unit may only vote for a Unit Representative from their own unit.

6. A member elected as a Unit Representative may also be elected to serve as the Chairperson, Vice-Chairperson or Recording Secretary, however, shall be counted as one individual for the purpose of determining a quorum and shall be entitled to only one vote for the purpose of voting on any issues.
7. Voting will be by secret ballot prepared by the Elections Committee. Only official printed ballots will be counted.
8. A majority of those ballots cast is required for election to an office.
9. Should there be more than two candidates for an office, and no one candidate receives a majority of votes, a runoff election between the top two vote getters will take place as soon as practicable.
10. In the event of a tie vote between two candidates for an office, a majority of the Executive Board shall determine the election to that particular office.
11. In the event of a tie vote among three or more candidates for an office, a majority of the outgoing Executive Board shall select two candidates for a runoff election.
12. A member who is unable to vote in person may provide a written proxy only for an election or a vote to amend chapter bylaws. Said proxy must be received prior to the conclusion of the vote. A valid proxy must include the member's name, date, vote to be cast, and signature.
13. The Local Union office is available to assist in conducting Chapter officer elections on site or by mail-in balloting.

ARTICLE VIII Removal of Officers

Section A 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.

Section B The Executive Board shall appoint an Elections Committee to conduct an election at a special general meeting as set forth above to fill the vacancy.

ARTICLE IX General Rules, Regulations and Amendments

Section A These by-laws shall become valid and effective upon ratification and adoption by a majority of the member votes cast.

Section B New by-law amendments may be adopted by a vote of two-thirds of the active members present at a regular general meeting. Such amendment(s) to the by-laws may not be adopted unless a written copy of said proposed amendment(s) is provided to all chapter members thirty (30) days prior to its final approval adoption.

By-laws ratified by a vote of the membership 4/5/2000