

CONSTITUTION AND BYLAWS
OF THE
SAN LEANDRO CITY EMPLOYEES ASSOCIATION

A Chapter of the
International Federation of Professional and Technical Engineers (IFPTE),
Local 21, AFL-CIO



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SLCEA BYLAWS

ARTICLE 1 - NAME

Section 1. This organization shall be known as the San Leandro City Employees' Association (the "SLCEA"). Effective June 29, 1999, SLCEA affiliated with the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO (the "Union") and constitutes a chapter of said Union. These Bylaws constitute the rules and operating procedures for this chapter excepting, however, that in instances of conflict, the Bylaws of the Union shall prevail.

ARTICLE II - PURPOSE

Section 1. Purpose. The purpose of SLCEA is the mutual protection and general welfare of its members, the advancement and improvement of the field of public service, the promotion of friendship and harmony of action among employees and officers of the various departments of the City, the promotion and maintenance of cooperation between employees and management, and to actively represent its members both individually and collectively in matters relating to wages, hours and other terms and conditions of employment.

Section 2. Cooperation. In matters of common concern, SLCEA may act cooperatively with other similarly constituted independent public employee organizations, both in the Bay Area and the State of California. Where appropriate, SLCEA may become affiliated with leagues and similar groupings of such organizations. Affiliation shall take effect only if approved by a 2/3 vote of the Executive Board.

ARTICLE III - MEMBERSHIP

Section 1. Membership. A member is one who is employed by the City of San Leandro in a classification covered under the provisions of the most current Memorandum of Understanding between the City of San Leandro and SLCEA. He or she shall have the right to attend meetings, vote, hold office and be represented by SLCEA with respect to employment, wages, benefits, and other conditions of work.

Section 2. Admission. An employee, upon signing a Union "Application for Membership" card and a payroll deduction form for the deduction of dues by the City shall have made application for membership in the SLCEA Chapter. Upon hiring, the Human Resources Department shall be requested to file such payroll deduction form with the Finance Officer. The "Application for Membership" shall be forwarded to the Union administrative offices.

Section 3. Termination of Membership. Membership in this Chapter shall terminate at the time a member ceases to be an employee of the City of San Leandro. Upon termination of membership, the individual shall not be liable for further dues or assessments and shall forfeit all rights and benefits of SLCEA.

ARTICLE IV - OFFICES AND ELECTIONS

Section 1. Elective Officers. The elective officers of SLCEA shall be: President, Vice-President, Secretary, Treasurer, and Executive Board (composed of 15 stewards).

Section 2. Outgoing President. The outgoing President shall be a non-voting member of the Executive Board for the year following his or her term as President.

Section 3. Elections. Nominations for elective officers of SLCEA and representatives to the Delegate Assembly of the Union shall be made in September and elections shall be held in November. Terms of office for elective officers of SLCEA shall commence at the next regularly scheduled Executive Board meeting.

The number and term of representatives to the Delegate Assembly of the Union shall be as provided for in the Bylaws of said Union.

Section 4. Elective Officers. All elective officers shall hold office for two years. Stewards shall be elected within each unit. Those stewards representing Division A units shall be elected in even numbered years and those representing Division B units shall be elected in odd numbered years.

Division A units shall consist of:

- Library Services Department
- Engineering and Transportation Department
- Police Department: Non-sworn personnel - AM Section
- Public Works Services: Administration, Building Maintenance Section
- Public Works Services: Equipment Maintenance
- Public Works Services: Water Pollution Control Division
- One At-Large Steward

Division B units shall consist of:

- City Clerk, City Manager/Mayor, Information Services
- Community Development Department
- Police Department: Non-sworn personnel - PM Section
- Public Works Services: Parks, Marina
- Public Works Services: Streets, Electrical, Trees
- Finance and Human Resources Departments
- Recreation and Human Services Department
- One At-Large Steward

Section 5. Vacancies. In the event of a vacancy in any office of SLCEA, the President, with the approval of the majority of the Executive Board, shall appoint at the next meeting of the

Executive Board a member to fill the vacancy and said appointee shall hold the office until the end of the term for which the predecessor was elected.

Section 6. Forfeiture of Office. Any officer of SLCEA or member of a standing committee absent from three consecutive meetings of SLCEA or a committee without valid excuse acceptable by SLCEA or by said committee shall forfeit his or her office or place upon said committee and the vacancy shall be filled as provided in Section 5 of Article IV hereof.

Section 7. Removal of Steward Represented members may petition for removal of any or all of the Executive Board. Said petition shall request removal of the steward and shall be signed by a simple majority of all represented members of the unit who are in good standing. Said petition shall be presented to the Executive Board at any Executive Board meeting. After acceptance of said petition, the Executive Board shall set a date, time and place for a special meeting for the purpose of voting on the removal of said steward. At said special meeting the individual steward may be removed from office by a vote of the majority of the members represented by said steward who are entitled to vote, provided the represented membership has been notified in accordance with Article VII, Section 6. Any stewards removed may be replaced by new stewards elected at the same meeting.

Section 8. Removal of Other Officers. Any elected officer, other than a steward, may be removed from office by a 2/3 majority vote of all ballots cast by members. The petition must have at least 25 signatures of members and should be presented to the head of the Nominating Committee. The Nominating Committee will, when presented with a proper petition, hold a special, secret ballot election in accordance with the provisions of Article IV, Section 9 so that all members may vote to remove or retain the officer. If 2/3 of all votes cast by members vote to remove the officer, a special general meeting will be called for nominations, followed by a secret ballot election by all members.

Section 9. Voting. Voting for election of the Executive Board and delegates, removal of steward and/or officer, contract approval, bylaws revisions and/or other benefit changes shall be done by secret ballot, the time and place to be set by the Executive Board. A majority of all votes cast shall be necessary. The election of all section stewards shall require a majority of all votes cast in their section.

Section 10. Absentee Ballot. Voting for election of members of the Board of Directors, removal of director or officer, bylaws revisions and/or other benefit changes may be executed by an absentee ballot cast by any member as provided for in these bylaws.

Absentee ballots shall be on a form approved by the Executive Board prior to said election. The absentee ballot shall be placed in an envelope which shall be properly signed in ink, sealed by the voting member, and forwarded to and received by the Chair of the Nominating Committee no later than 24 hours prior to said election. It shall be the responsibility of the voting member to insure that the absentee ballot is received by the Chair of the Nominating Committee in a timely manner as required by this section. Such absentee vote shall be final and the member shall have

no further voting rights or privileges in said election. The Chair of the Nominating Committee shall compile a list by name of all absentee ballots for reference purposes during the vote of said election. Absentee ballots will be held in the sealed envelopes by the Chair of the Nominating Committee until after voting is complete. At such time, the absentee ballots will be opened in the presence of the members of the Nominating Committee, counted and tallied with all other ballots cast in said election.

Any absentee ballot that appears to have been tampered with (i.e. erasures, signature strikeouts, torn or otherwise damaged envelopes) or that is improperly executed (i.e. more votes cast than allowed) shall be null and void. Any absentee ballots received after the 24 hour deadline shall be so marked by the Chair of the Nominating Committee and shall be null and void.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings when present, call meetings in accordance with the Bylaws, vote on all issues before the Executive Board and head the Meet and Confer team. The President shall have the ability to delegate, as needed, other members of the Executive Board to represent him in matters of SLCEA business.

Section 2. The Vice-President shall act as the presiding officer and perform all other duties in the absence of the President. The Vice-President shall be the Chair of the Employee Advisory Committee. The Vice-President shall vote on all issues before the Executive Board.

Section 3. The Secretary shall keep the minutes of all meetings, attend to all correspondence and publicity, and perform all other duties usually performed by a Secretary. The Secretary shall have the power to designate the most recent past president to act in the absence of the President and Vice-President. The Secretary shall vote on all issues before the Executive Board.

Section 4. The Treasurer shall keep and maintain adequate and correct records of the membership enrollment and business transactions of SLCEA. The Treasurer shall vote on all issues before the Executive Board.

Section 5. Executive Board. The Executive Board shall have the power and duty to hold meetings, elect and install officers to fill vacancies, and transact any and all business in the name of SLCEA which is incidental to the carrying out of its objective and purpose. The Stewards shall vote on all issues before the Executive Board.

The Executive Board shall devise and recommend legislation for the benefit of the members, consistent with the objectives of SLCEA.

The Executive Board, upon written request, shall investigate complaints of individuals concerning conditions of employment and related natures with the objective of protecting the interests of the entire membership of SLCEA.

Section 7: IFPTE, Local 21 Delegate Assembly. As provided for in the Bylaws of the Union, representatives and alternates to the Delegate Assembly shall be: President, Vice President, Treasurer, Secretary, and any Director so appointed by the Executive Board as may be needed to fill the per capita representation to the Delegate Assembly. Delegate Assembly representation shall be specifically listed during the election process for officers.

ARTICLE VI - DUES

Section 1. Dues. The dues of this Association shall be the dues of Local 21.

ARTICLE VII - MEETINGS

Section 1. Annual Meetings. There will be one annual meeting of the members in each calendar year at a time and place fixed by the Executive Board.

Section 2. Month and Purpose. The meeting shall be held in September to nominate officers and stewards. The potential nominee must be present or send written consent for the nomination to be valid. Elections shall be held in November in accordance with Union Bylaws. Newly elected members to the Executive Board shall be seated at the next scheduled meeting.

Section 3. Meetings of the Executive Board and General Membership. The Executive Board of Directors shall meet at least once a month at a time and place designated by the President. Said meetings are open to the general membership. Two-thirds (2/3) of the Executive Board shall constitute a quorum for the transaction of business. It is expected that Stewards attend all regularly scheduled meetings. If unable to attend the regularly scheduled meeting, Stewards shall either send a substitute representative or notify the Secretary prior to the date of the regularly scheduled meeting. Upon such notification, Secretary will record the absence as an excused absence. Stewards or officers will be eligible for removal from the Executive Board upon recordation of three unexcused absences during a twelve month period.

Section 4. Special Meetings. Special meetings of the members for any purpose may be called at any time by any one of the following:

- a) President
- b) Executive Board
- c) Three members

Section 5. Quorum. The presence in person of fifteen (15) members at the annual meeting constitutes a quorum for the transaction of business.

The presence in person of twenty (20) members at any special meeting constitutes a quorum for the transaction of business.

Section 6. Notice of Meetings. Notice of meetings shall be given in writing by the Secretary to the Executive Board for distribution to the members and, where possible, a copy shall be posted on bulletin boards in each department. Said notice shall be distributed not less than three (3) days before such meeting.

Notice of special meetings shall specify time and place of the meeting and the general nature of the business to be transacted.

Section 7. Place of Meetings. All meetings shall be held at a place and time selected by the Executive Board.

Section 8. Order of Business. The order of business at monthly meetings of the Executive Board or annual meetings shall be as follows:

1. Report of Union Representative
2. Call to Order, Roll Call
3. Reading of the Minutes
4. Report of the Treasurer
5. Communications
6. Report of Committees
7. Unfinished Business
8. New Business
9. Good of the Order
10. Adjournment

The order of business at special meetings of the Executive Board or annual membership meetings shall be as follows:

1. Call to Order, Roll Call
2. Purpose of Meeting, as stated in the call of meeting by Secretary
3. Business of Meeting
4. Adjournment

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees. The standing committees of SLCEA shall be the Grievance Committee, Employee Advisory Committee, and Labor/Management Committee.

The standing committees of SLCEA shall consist of not less than three (3) nor more than seven (7) members.

a. Grievance Committee. The Grievance Committee shall consist of the President, Vice-President, and Union representative. The grieving employee may select one temporary member

for the committee. The Grievance Committee shall represent SLCEA on all grievances with management.

b. Employee Advisory Committee. The Employee Advisory Committee shall consist of the Vice-President and one member from each of the following work areas of the City: Public Works Service Center, Water Pollution Control Division, Library, City Hall and Police Department. The Employee Advisory Committee shall review and evaluate employee concerns to determine further action.

c. Labor/Management Committee. The Labor/Management Committee shall consist of the President, Vice President, Union Representative and other members as appointed by the President. The Committee shall meet on items of mutual concern with management as needed.

Section 2. Special Committees. Special committees may be appointed at any time by the President with the approval of the Executive Board.

ARTICLE IX - CONTRACT NEGOTIATIONS

Section 1. Contract Negotiating Team. SLCEA's representatives in meet and confer session shall be the President, Vice-President, union representative and at least one other person nominated by the President and approved by the Executive Board.

ARTICLE X - MISCELLANEOUS

Section 1. Rules of Order. "Robert's Rules of Order, Revised" shall be used to govern the conduct of the meetings of SLCEA unless otherwise provided for by this Constitution, or by rules passed by SLCEA.