

SAN FRANCISCO ASSOCIATION OF TECHNICAL ENGINEERS

BY-LAWS

I. NAME

The name of this chapter shall be San Francisco Association of Technical Engineers, affiliated with International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

II. JURISDICTION

The jurisdiction of this chapter shall include the City and County of San Francisco and other areas of Northern California as may be determined by this chapter.

III. OBJECTIVES

The objectives of this chapter shall be to unite into one labor organization all workers eligible for membership, regardless of religion, race, creed, color, national origin, age or sex; to secure improved working conditions, wages, hours, and other economic advantages for its members; and to deal with a broad spectrum of economic and social issues, as the chapter members may determine from time to time.

IV. MEMBERSHIP

- A. Any person employed in the general fields of technical engineering to include employees working in technical supportive capacities to engineers, or any other classification deemed appropriate by the chapter, all within the jurisdiction of this chapter, is eligible for membership in this chapter, unless his employment is covered by a contract or memorandum of agreement between his employer and another local union of the International Federation of Professional and Technical Engineers.
- B. An applicant for membership shall submit a written application for membership on a form provided by the chapter for this purpose, and shall tender the initiation or reinstatement fee and one month's dues in cash or by written authorization of salary deduction.
- C. At the first regular meeting following the receipt of an application for membership, it shall be presented by the Secretary. If there is no objection, the President shall administer the obligation set forth in Section E of this Article. If the chapter accepts the member, the local automatically accepts the member.

D. Should there be any objection to an applicant, the application shall be referred to the chapter executive committee, whose duty it shall be to investigate the applicant and make recommendations at the next regular chapter membership meeting. If there still is a question regarding an applicant's acceptance, it shall require a majority vote of the members present to elect the applicant to membership.

E. Upon satisfaction of the requirements of subsections A through D of this Article, the applicant shall assent to the following obligation administered by the chapter President:

"I, (candidate pronounces his name), do hereby sincerely pledge on my honor to uphold the ideals and principles of this chapter, to abide by all its rules and decisions, and to never knowingly wrong a fellow member, or see him wronged, if in my power to prevent it, as long as I remain a member of this chapter."

F. The chapter President shall then declare the applicant accepted as a member of the chapter and the local.

G. It shall be the duty of every member to uphold the ideals and principles of this union and abide by all its rules and decisions. He shall treat all business transacted in meetings as confidential, and, unless authorized, shall not divulge same to other than a member he knows to be in good standing. No member shall slander or libel the chapter, local, or international union, its members or its officers, or be a party to any activity to secure the disestablishment of the local as a collective bargaining agent, or maliciously interfere with any business agent or officer in the performance of his duties.

H. A member shall lose his good standing in the chapter by suspension or expulsion from membership after appropriate proceedings in conformity with Article XVI of the IFPTE International Constitution, or automatically by non-payment of dues for a period of three (3) months.

I. A member shall be considered to have voluntarily withdrawn from membership upon his submittal of a withdrawal or transfer card.

J. Every member not described by subsections H and I above remains in good standing.

K. A member losing his good standing because of his failure to pay his dues, provided he has not been suspended or expelled from membership, may reinstate his good standing by the payment of all delinquent financial obligations.

- L. In any case where the chapter is required to give a former member an honorable withdrawal card under the terms of the International Constitution, it may provide for the continuance of chapter or local union benefits to such former member under conditions which it shall set forth.

V. DUES AND INITIATION FEES

Dues and initiation or reinstatement fees shall be as set forth in the local union's by-laws:

- A. The regular monthly dues of this organization shall be eight dollars (\$8.00) per month, payable in advance or by salary deduction.
- B. The initiation or reinstatement fee for membership in this local union shall be ten dollars (\$10.00), provided, however, that such initiation fee may be waived or reduced in connection with the organization of employees, by the (local's) Executive Committee, subject to the limitations of the International Constitution.

VI. CHAPTER EXPENSES

All necessary chapter operating expenses shall be paid for by the local upon approval of the local's executive committee.

VII. MEETINGS

- A. Regular membership meetings shall be held at least six times a year in alternate months.
- B. Special membership meetings of the chapter may be called by either the President upon receipt of a petition by ten (10) members or a majority of the Executive Committee by action taken at a duly called Executive Committee meeting. The only business that may be transacted at the special membership meeting shall be that for which it was called.
- C. The membership shall be notified, in writing or by official union publication, at least five (5) days in advance of each regular membership meeting. All members in attendance at membership meetings shall have the right to express their opinions, upon any business properly before the meeting, subject to these by-laws, the rules and regulations adopted by the membership pertaining to the conduct of meetings, and Robert's Rules of Order, in that decreasing order of precedence.
- D. A quorum for a membership meeting shall consist of ten percent (10%) of members in good standing. In case of inability to obtain this quorum within one hour after the announced

meeting time, a special meeting of the Executive Committee may be called, if a quorum of the Executive Committee is present, to conduct the business of the chapter.

VIII. EXECUTIVE COMMITTEE

- A. The Executive Committee shall be comprised of the officers and six (6) members elected in accordance with Article X of these by-laws.
- B. The duties of the Executive Committee are:
 - 1. To meet monthly, or oftener as required. A quorum shall be a simple majority of its members.
 - 2. To establish goals and aims of the chapter and to work toward these goals.
 - 3. To handle all union problems that arise between general membership meetings, such as wages, examinations, classification matters, etc., and develop solutions, formulate policies, and make recommendations of same to the general membership.
 - 4. To represent the chapter between membership meetings when urgent business requires prompt action.
 - 5. To act as a review board in cases of misconduct charges.
 - 6. To adopt rules for the conduct of its meetings.
 - 7. To perform such other duties as are herein provided, or from time to time delegated to it, or conferred by law.
 - 8. To present its minutes at each membership meeting.
 - 9. To serve on local's executive committee when more than three (3) chapter's representatives are required.

IX. OFFICERS

- A. The officers of this chapter shall be President, Vice President, Secretary-Treasurer.
- B. The duties of the President are:
 - 1. To preside at membership and Executive Committee meetings of this chapter.
 - 2. To enforce the International Constitution and By-Laws of the chapter.
 - 3. To assist all officers in the performance of their respective duties.

4. To decide all questions of order, subject to appeal to the membership.
5. To sign all official chapter documents.
6. To appoint any general or special committees.
7. To appoint, from a list of recommended candidates submitted by members, a member in good standing to fill a vacancy on the Executive Committee, subject to confirmation by a majority of the Executive Committee.
8. In general, to have supervision of the conduct and affairs of the chapter, its officers, including, without limitation, the right to make pro-tem appointments.
9. To preserve order in the chapter.
10. To take such other action as, in his judgment, will advance the best interests of the chapter and its members.
11. To serve on local's executive committee.

C. The duties of the Vice President are:

1. To preside at the chapter and Executive Committee meetings in the absence of the President.
2. To render such assistance as may be required by the President.
3. To perform any and all duties of the President in his absence as will not wait on his return.
4. To serve on local's executive committee when two (2) chapter representatives are required.

D. The duties of the Secretary-Treasurer are:

1. To preside at the chapter and Executive Committee meetings in the absence of the President and Vice President.
2. To keep minutes of all membership and Executive Committee meetings, which need not be verbatim.
3. To maintain a current record of the chapter's membership.
4. To handle the correspondence of the chapter, at the direction of the President, insofar as it is not handled by the Business Manager.
5. To serve on local's executive committee when three (3)

chapter representatives are required.

6. To handle chapter monies, if any, when directed by the chapter's executive committee.

X. NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND EXECUTIVE COMMITTEE

- A. Every member in good standing, in accordance with Article IV of these by-laws, shall be eligible to hold office, if he is otherwise qualified under provisions of the International Constitution. Any member who is ruled ineligible to run for office may appeal within forty-eight (48) hours to the President or his designee, who shall decide such appeal within four (4) days.
- B. Every member in good standing shall have the right to nominate, vote for, or otherwise support the candidate of his choice.
- C. Nominations of officers shall be held during the regular order of business at the third to last regular membership meeting in each even-numbered year, and shall be ordered closed at the second to last regular meeting of that year. Nominations shall not be closed until a call for further nominations has been made by the chair. Specific notice of the date, time and place of the meeting, for nomination for the offices involved, shall be given to all members in writing at least twenty (20) days prior to the date of the designated meeting, and each member shall be advised in such notice of the nomination and election rules.
- D. Any question of the eligibility of candidates nominated at the nomination meeting shall be decided by the Executive Committee within twenty-four (24) hours. This decision may be appealed to the President as in subsection A of this Article.
- E. Not less than fifteen (15) days prior to the counting of ballots, a secret ballot shall be mailed to each member, at his last recorded address, with specific instructions and return date indicated.
- F. There shall be no proxy vote. Each member shall be entitled to one vote.
- G. A special chapter membership meeting shall be held for the purpose of counting the ballots. The ballots shall be opened and counted by three (3) tellers appointed by the President. Installation of newly elected officers shall take place as the last order of business at this meeting. Notice similar to that specified in subsection C above shall be given to all members in writing, at least twenty (20) days prior to the date of this meeting.

- H. Each candidate shall have the right to have an observer at the counting of the ballots. Candidates and their observers may challenge the eligibility of voters, and all challenged ballots shall be set aside pending determination of their validity. All such challenges shall be investigated as promptly as possible.
- I. When there are two or more candidates for an office, the candidate receiving the highest number of ballots cast shall be declared elected.
- J. Protests concerning the rulings or the eligibility of voters and the conduct and validity of the election shall be filed within forty-eight (48) hours with the Executive Committee, which shall make a decision within seven (7) days. The Executive Committee shall determine which officers shall conduct the affairs of the chapter pending final resolution of the protest. Decisions of the Executive Committee shall be binding, subject to appeal as provided in the International Constitution.
- K. All nomination and election records, including the minutes of the nomination meetings and a tally of the ballots cast, shall be preserved for one year.
- L. Executive Committee members shall be nominated and elected by the same procedure as for officers, at the end of each odd-numbered year, at the third to the last meeting.
- M. When the number of candidates for the Executive Committee exceeds the number of positions open, those candidates receiving the greatest number of votes shall be declared elected.

XI. REPRESENTATIVES TO LOCAL'S GENERAL EXECUTIVE COMMITTEE

Representatives to serve on the local's general executive committee shall be as follows:

- A. The President shall represent this chapter on the local's executive committee when one (1) representative is required.
- B. The President and Vice President shall represent this chapter on the local's executive committee when two (2) representatives are required.
- C. The President, Vice President, and Secretary-Treasurer shall represent this chapter on the local's executive committee when three (3) representatives are required.
- D. When more than three (3) representatives from the chapter are needed for the local's executive committee, these additional representatives shall be selected by and from this chapter's executive committee.

XII. AMENDMENTS

- A. Any proposed amendment to these by-laws shall be immediately submitted to the Executive Committee for recommendation and review. Upon the Executive Committee's recommendation and findings, said proposed amendment shall then be submitted to the chapter's membership at its next regular meeting.
- B. All members shall be notified of any proposed amendment, in writing, at least fifteen (15) days prior to the meeting at which action is to be taken.
- C. It shall take a simple majority vote to amend these by-laws.

XIII. EFFECTIVITY

- A. These by-laws shall become effective upon approval by the membership, by a simple majority vote of those present.
- B. All officers who have been elected prior to the date of approval under the preceding by-laws shall have their terms of office extended until new elections are held as provided herein. All representatives elected to local's executive committee prior to the approval of these by-laws shall remain in office until their term expires.
- C. Any provisions of the by-laws not provided for by the preceding by-laws shall be put into effect at the earliest practicable date, without regard to specified dates which would otherwise defer such action.