

Bylaws
IFPTE Local 21
Dublin San Ramon Services District (DSRSD) Chapter

Name

The name of this chapter shall be Dublin San Ramon Services District (DSRSD) Chapter of the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

Jurisdiction

The jurisdiction of this chapter shall include employees of the Dublin San Ramon Services District.

Objectives

The objectives of this chapter shall be to unite into one labor organization all workers eligible for membership, regardless of race, color, creed, religion, sex, sexual preference, national origin, physical handicap, age, political affiliation, or opinion; 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. Nothing herein shall be in conflict with the constitution and bylaws of IFPTE, Local 21, AFL-CIO.

Membership

Any professional or technical employee, employed by Dublin San Ramon Services District, is eligible for membership in this chapter.

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. Members shall treat all business transacted in meetings as confidential, and, unless authorized, shall not divulge the same to any other than a member known to be in good standing. No member shall slander or libel the Chapter, the Local, or the international union, its members or its officers, or be party to any activity to secure the disestablishment of the Local as a collective bargaining agent, or maliciously interfere with any business agent, officer, or steward in the performance of their duties.

A member shall lose their good standing in the Chapter by suspension or expulsion from membership after appropriate proceedings in conformity with the IFPTE constitution, or automatically by non-payment of dues for a period of three (3) months.

Admission and termination of members shall be governed by Article IV, Membership, of the Local 21 Bylaws.

1 Executive Board Executive Board

1.1 The Executive Board as defined in the Constitution shall have control of the of the Chapter, subject to the wishes of the majority of the Chapter membership.

The duties of the Executive Board are:

- a. To establish goals and aims of the chapter and to work toward these goals.
- b. To handle all Chapter problems that arise between general membership meetings, such as wages, examinations, classification matter, etc. and develop solutions, formulate policies, and make recommendations of same to the general membership.
- c. To represent the Chapter between membership meetings when urgent business requires prompt action.
- d. To vote on and accept rules of procedures for the conduct of its meetings.
- e. To perform such other duties as a Board as are herein provided, or from time to time delegated to it or to delegate duties to specific Executive Board members.
- f. To present its minutes at each membership meeting as part of an Executive Board report by the President.

1.2 The Executive Board shall meet not less than four times a year at the call of the President or the Vice President.

1.3 The Executive Board will be the responsible body for all negotiating sessions with DSRSD.

2 Officers

The Officers of this Chapter shall be the President, the Vice President, the Secretary and the Treasurer.

2.1 The President shall

- a. Maintain general supervision of the affairs of the Chapter, subject to the approval of a majority in the Executive Board;
- b. Preside at all meetings of the Executive Board and at all meetings of the Executive Board and at all general membership meetings;

- c. Lead the Executive Board to appoint such special committees as may be required to accomplish the objectives of the Chapter;
- d. Enforce the bylaws of the Chapter;
- e. Assist all officers in the performance of their respective duties;
- f. Make pro-tem appointments as necessary;
- g. Serve as a delegate to the Local Union Delegate Assembly.

2.2 The Vice President shall assist in the performance of the President's duties and act in the absence of the President. In the event of a vacancy in the office of President, the Vice President shall assume the duties and title of that office for the remainder of the Vice President shall assume the duties and title of that office for the remainder of the term. In the event the office of Treasurer is vacant, the Vice President shall assume the duties of the Treasurer.

The Vice President serves as a delegate (or alternate) to the Local Union Delegate Assembly should the Chapter's membership numbers warrant an additional delegate (per the formula established by the Local Union bylaws).

2.3 The Secretary shall act as a scribe at meetings and publish minutes and other documents as required by the President. The Secretary shall send meeting announcements for all membership meetings at least five (5) days before the meeting. In the event of a vacancy of Vice President, the Secretary shall assume the duties and title of that office for the remainder of the term. The Secretary serves as a delegate (or alternate) to the Local Union Delegate Assembly should the Chapter's membership numbers warrant an additional delegate (per the formula established by the Local Union bylaws).

The Treasurer Shall

- a. Receive, deposit and disburse funds provided by Local 21;
- b. Open and maintain a checking account for said funds. All financial disbursements from the Chapter accounts must be signed by the Treasurer and countersigned either by the President or the Vice-President;
- c. Ensure that all expenditures are approved by the Executive Board and that all payments are covered by petty cash vouchers duly supported by receipts;
- d. Keep and maintain a cash record. To periodically report to the Executive Board the status of the Chapter's finances;
- e. Keep records, statements, vouchers and supporting documents for purposes of audit;

- f. Promptly give to their successor all vouchers, documents and records that may have been entrusted by virtue of the office as Treasurer upon termination or expiration of their term of office;
- g. Handle other Chapter monies, if any, when directed by the Executive Board.
- h. Serve as an alternate delegate to the Local Union Delegate Assembly.

2.4 No officer or committee chairman of the Chapter shall incur any liability on behalf of the Chapter except with the approval of the Executive Board.

3 Terms or Office

3.1 The terms of office for the officers shall be two years and commence with the installation of officers at the first Executive Board meeting following their election.

4 Nomination and Election of Officers

4.1 Elections shall be held every two years in even numbered years. Nominations shall be received by the sitting Executive Board in February of the election year.

Every member in good standing shall be eligible to submit a nomination. Every member in good standing shall be eligible to hold office if otherwise qualified under the provision of the IFPTE and Local 21 constitutions. Any question of eligibility of candidates made in writing by a member in good standing shall be decided by the Executive Board within twenty-four (24) hours of the question being received.

If more than one member is nominated for one of the Executive Board positions, an election shall be held for that position or positions. The candidate receiving the most votes shall be elected to that position. Elections shall be held within one (1) week after the close of nominations. Only members in good standing shall be permitted to vote. The distribution of ballots and conducting of the election shall be performed in coordination with the Local 21 office.

5 Committees

5.1 Participation in ad-hoc committees will be solicited by the Executive Board as needed.

5.2 The findings of the committees will be reported to the Executive Board for any needed actions.

5.3 Unless otherwise specified, the term for all committees shall be six months.

6 Membership Meetings

6.1 There shall be periodic general meetings held at a time and place selected by the held at a time and place selected by the Executive Board.

6.2 Any member of the Chapter may request the Executive Board to call a general meeting to discuss a topic pertinent to the Chapter. Special membership meetings of the Chapter may be called by either the President or by a majority of the Executive Board by action taken at a duly called Executive Board meeting. The only business that may be transacted at the special membership meeting shall be that for which it was called.

6.3 Notice of membership meetings and an agenda for the meeting listing the topics of discussion will be distributed by the Executive Board to the members five business days prior to the meeting.

6.4 To establish a quorum for deciding voting issues by the Chapter, 50% of the membership plus one member must be present.

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 bylaws, 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.

6.5 Any member can provide a written proxy vote upon notice to the Chapter President which can be delivered by any other by any other member in good standing at a membership meeting.

7 Fiscal Year and Chapter Finances

7.1 The fiscal year for the Chapter will cover the period beginning July 1 of one calendar year through June 30 of the following calendar year.

The Chapter may raise additional funds, provided that the methods of collecting such additional funds shall not be in conflict with any policies established by the Executive Council of the Local Union or the International. Any funds obtained by this Chapter, exclusive of dues and initiation fees, shall be retained by the Chapter to be expended in accordance with the desires of this Chapter.

All necessary operating expenses for this Chapter will be included in the Local 21's budget and will be paid by said Local.

All funds including income and expenditures shall be recorded and the proper financial records shall be maintained and audits shall be made on a quarterly basis. The financial report shall be transmitted to the Executive Council of the Local Union.

The Chapter shall not incur any obligation in excess of its current operating balance except by approval of the Executive Council of Local 21.

A majority vote of the Chapter's Executive Committee members present and voting in the Executive Committee meeting shall be required on financial matters.

8 Operating Procedures

8.1 The Executive Board will distribute the constitution and bylaws of the Chapter each new member of the Chapter.

Pursuant to the bylaws of Local 21, the Chapter is an operating unit consisting of Professional and Technical employees and such other classes of professional or technical employees deemed appropriate for membership by the Chapter.

The affairs of the Chapter shall be conducted through the authority vested in the Executive Committee.

The actions of the Executive Committee shall be recorded in minutes for which copies thereof shall be filed with the Secretary of the Local Union.

9 Dues and Fees

The dues of IPFTE Local 21 shall be the dues of this Chapter.

10 Amendments to the Bylaws

10.1 Amendments to the bylaws may be submitted in writing by any Chapter member to any member of the Executive Board.

10.2 The Executive Board will place the proposed bylaw amendment on the agenda for the next membership meeting. The Executive Board will moderate the discussion on the proposed bylaw amendment.

10.3 Amendments to the bylaws require a majority vote of the members at the membership meeting.