

General Membership Bylaws

ARTICLE 1 – NAME

The name of this organization shall be the Santa Rosa Junior College Chapter of Service Employees International Union, Local ~~707~~1021, hereafter referred to in these Bylaws as “the Chapter.”

ARTICLE 2 – PURPOSE

The purpose of the Chapter shall be to represent eligible classified employees at Santa Rosa Junior College, hereafter referred to as “SRJC,” in the areas of wages, hours of employment, and working conditions with their employer, the Sonoma County Junior College District, hereafter referred to in these Bylaws as “the District.”

ARTICLE 3 – MEMBERSHIP AND DUES

Section 1. Membership

A Chapter Member is any regular district classified employee, whether permanent, probationary, full-time, or part-time, who is not excluded by law (example; management, student employees).

A Fee Payer is a Chapter Member who pays the service fee set by Local ~~707~~1021 and determined by law.

A Union Member is a Chapter Member who has applied for membership in SEIU and pays SEIU union membership. Union members are eligible to vote in contract ratifications or in elections for Chapter officers or negotiators.

Section 2. Dues and Service Fees

~~Membership dues are set by SEIU Local 707.~~

3.2.1 Membership dues are determined by a vote of the SEIU Local 1021 Membership. This vote encompasses all the Chapters represented by SEIU Local 1021.

3.2.2 Non-member service fees are determined and administered in accordance with applicable state and federal law.

Section 3. Termination from Membership

Termination of union membership shall be in accordance with the existing Agreement between the District and SEIU and applicable state and federal laws.

ARTICLE 4 – MEETINGS

Section 1. General Membership Meetings

- 4.1.1 There shall be a minimum of one general membership informational meeting each academic year (August – May).
- 4.1.2 The CEC shall call a general meeting of the Chapter within fifteen (15) working days of the conclusion of negotiations for the purpose of discussing and/or voting on the tentative agreements reached with the Districts.

Section 2. Special Meetings

- 4.2.1 The CEC President shall have the right to schedule special meetings as necessary.
- 4.2.2 Upon written request of twenty-five (25) members of the Chapter, a General Membership meeting shall be called, and publicized by the CEC.
- 4.2.3 A quorum for a General Membership meeting shall be 15% of the Chapter Union Membership

ARTICLE 5 – VOTING

Section 1. Voting Rights

Any Chapter member who is a **Union Member** at the time of balloting may vote in an election or contract/agreement ratification.

Section 2. Contract Ratification

- 5.2.1 Informational meetings about the proposed contract will be held to allow for maximum participation of Chapter members.
- 5.2.2 Contract Ratification shall require an affirmative vote of 50% plus one of valid, eligible votes cast.
- 5.2.3 The CEC and SEIU Worksite Organizer ~~Field Representative~~ shall confer to determine an appropriate method of voting. Consideration shall be given to distant sites, varying work schedules, and nature of the proposal. If deemed necessary, a U.S. mail ballot may be used.
- 5.2.4 Absentee ballots will be available through the Local ~~7071021~~ office in case of varied work schedule, absence for scheduled vacation, or illness. Absentee ballots shall be received in the SEIU Local ~~7071021~~ office or in the SEIU Santa Rosa campus mailbox no later than 5:00pm of the first working day following the day of Contract Ratification/voting.

Section 3. Election of Officers

Election of officers will normally occur every two years in the months of ~~April and/or May~~ September or October. The candidates for CEC office(s) will be confirmed by the Elections Sub-Committee and elected by the Chapter members by majority vote (50% plus one) of all valid ballots cast. New officers will assume their duties on ~~July 1~~ the first CEC meeting following the election.

- 5.3.1 An officer shall be a current Union Member.
- 5.3.2 Individuals seeking office are required to submit a brief candidacy statement of no more than 250 words to the Elections Committee
- 5.3.3 All statements of candidacy will be publicized at least 10 working days prior to the election.
- 5.3.4 Should an ~~April/May~~ September or October election be detrimental to the continuity of negotiations, the CEC may elect to extend the term of the regularly elected officers. The CEC may postpone the election until completion of that year's negotiation. New officers will assume their duties at the first regularly scheduled CEC meeting following the election.
- 5.3.5 In the event that there are no eligible candidates for open office(s), the CEC shall have the right to reschedule the election until such time as there are eligible candidates.
- 5.3.6 In the event an officer leaves office, the CEC may appoint an interim eligible CEC member to fill the vacancy until a general election is held.
- 5.3.7 If there is no eligible CEC member to fill a vacancy, the CEC may choose to seek candidacy from the general Union membership by an application process.
- 5.3.8 In case of a tie vote for CEC office(s), another vote shall be taken for that specific office(s) as soon as possible.

Section 4. Election of Negotiators

- 5.4.1 Election of members of the Negotiations team shall occur every year.
- 5.4.2 In years when Officers are elected, the Vice President and one or two team members will be elected; in alternate years, two team members will be elected, ensuring that no team will consist of entirely new members.
- 5.4.3 Requirements for election and service as a Negotiator shall be the same as described in Sections 5.3.1 through 5.3.8 above.

Section 5. Election of Stewards

5.5.1 A steward's term of service shall be two years.

5.5.2 Election of stewards shall take place every year, at the time of election of Officers and Negotiators.

5.5.3 In years when Officers are elected, three stewards will stand for election; in alternate years, three other stewards will stand for election, ensuring that the complement of stewards shall consist of some new and some experienced stewards. At such time as the contract calls for more than six stewards, half will stand for election at each annual election.

5.5.4 Eligibility for election shall be:

(a) A candidate must have been an SEIU member in good standing for not less than 90 days prior to the election.

(b) Completion of or commitment to complete Basic Stewards' Training provided by SEIU Local 1021 within six weeks of election as a steward. Failure to complete Basic Stewards' Training within this time period constitutes resignation from the elected position.

5.5.5 In the event a steward leaves employment at SRJC or resigns his/her position as steward, CEC shall appoint a member meeting eligibility requirements delineated in 5.5.4 above for the remainder of the vacancy left by the resigning steward.

ARTICLE 6 – CLASSIFIED EXECUTIVE COUNCIL

Section 1. The authority to govern the SRJC Chapter of SEIU, Local ~~707~~1021, is vested in the Classified Executive Council (herein also referred to as the CEC) ~~; formerly called the Classified Advisory Council, or "CAC.~~ The Classified Executive Council has the authority to determine policy and direct the operation of the Chapter, in accordance with approved Chapter bylaws.

Section 2. The Classified Executive Council shall consist of the following positions.

Officers:

President (1)

Vice President/Negotiator (1)

Secretary/Treasurer (1)

Communications Officer (1)

Other Elected members:

~~SRJC Representative to Local 707 Exec. Board (1)~~

Negotiations Team (3-4)

Steward (6)

Recruited or Appointed members, who may include: (7)

Committees Specialist

Liaison to Classified Senate

Representatives to Major College Standing Committees:

Budget Advisory

College Council

IPC

Fringe Benefits

Classification Review

~~Other:~~ At Large (up to 4 if standing committee representatives serve dual functions)

Section 3. The Classified Executive Council is empowered to create all Policies and Procedures necessary for the operation of the Classified Executive Council. Approval or deletion of any CEC Policy or Procedure shall require an affirmative vote of 50% plus one of the Classified Executive Council.

Section 4. The term of an elected office shall be two years (or less in the case of delayed elections). *See Article 5, Section 3.*

Article 7 – AMENDMENTS AND INTERPRETATION OF THESE BYLAWS

Section 1. The General Membership Bylaws shall be amended as necessary in order to conform with Local ~~707~~1021 Bylaws.

Section 2. Union members may vote.

Section 3. The General Membership Bylaws may be amended at a general membership meeting by a majority vote of 50% plus one of valid eligible votes cast. Such amendments shall become effective immediately upon their adoption, unless otherwise specified, and the bylaws under which the chapter has operated heretofore shall be deemed repealed..

Section 4. Notice of proposed amendments to these articles must be submitted in writing to the Chapter Membership by the Classified Executive Council at least fifteen (15) working days prior to a general membership meeting.

Section 5. In the event of any ambiguity in these Bylaws, they shall be interpreted to conform to law and the Bylaws of Local ~~707~~1021.