

SEIU Local 221 Executive Board Policy

Adopted Date: April 13, 2010

CHAPTER GUIDELINES

The Local President may grant provisional Chapter status to any group of members seeking Chapter recognition, as outlined and governed by the Local Bylaws.

Further, the Local President will appoint the officers of any member group granted provisional status.

Further, until such time that a provisional Chapter has fulfilled the requirements to be recognized by the Local, as set forth in the Local Bylaws and the Guidelines for Bylaws Submission, and is recognized as a Chapter by the Local, the provisional Chapter, its officers, directors, and members shall be subject to the Local 221 Provisional Chapter Bylaws (attached hereto).

AMENDED Guidelines for Bylaw Submissions

Any legacy 535/2028/221 or new chapter may request recognition from the SEIU Local 221 Executive Board.

Provisional Chapter Status

The Local President may grant provisional Chapter status to any group of members seeking Chapter recognition, as outlined and governed by the Local Bylaws.

Further, the Local President will appoint the officers of any member group granted provisional status.

Further, until such time that a provisional Chapter has fulfilled the requirements to be recognized by the Local, as set forth in the Local Bylaws and the Guidelines for Bylaws Submission, and is recognized as a Chapter by the Local, the provisional Chapter, its officers, directors, and members shall be subject to the Local 221 Provisional Chapter Bylaws (attached hereto).

Chapter Defined

Refer to section Article VI of the SEIU Local 221 Constitution and Bylaws

Review Process Generally:

A group of not less than 3 Board members will comprise the Bylaws Review Committee. The purpose of the committee is to review all first submissions and offer changes, point out areas where there is conflict between the Local 221 or International bylaws and the Chapter proposed bylaws.

Bylaws are submitted to the Local Secretary and the Board is notified of this submittal of completed draft bylaws by mail or electronic notification.

All resolutions should be composed using these guidelines:

Submitting Draft Bylaws

1. Draft Bylaws shall be submitted via email a minimum of 2 weeks before a regularly Executive scheduled Executive Board Meeting held the third (3rd) Tuesday of January, March, June and September to the Local Secretary (as is the policy of all Board Motion).
2. The Board Secretary will inform (via email) the Board of receipt of the submission.

3. The draft bylaws will be reviewed by the Bylaws Review Committee as to format, content, relevance, scope and any conflict with the SEIU International Bylaws, Local 221 Bylaws/Policies/Programs of SEIU International or the Local and will meet all SEIU International/Local 221 ethics and financial guidelines.

4. If a draft copy has edits or comments that need to be addressed, it should be returned to the person or entity which submitted it with a request that the document be redrafted to comply with the suggestions and where appropriate assistance with redrafting shall be offered. The editing process shall continue until the committee feels the document is sound enough to forward to the entire Board.

5. The following Financial Guidelines will be in all Chapter Bylaws:
 - 1).The assets and funds of the Chapter are held in trust for the benefit of the membership

 - 2). All officers of the Chapter, whether elected or appointed, have a trust and fiduciary duty to honestly and faithfully serve the best interests of the membership

 - 3). On a monthly basis, the Chapter Treasurer shall forward copies of the Chapter's bank statements, disbursement records and deposit records to the Local's Controller. The Controller will record these transactions for inclusion in the consolidated financial reports filed by SEIU Local 221

 - 4). Consistent with Section 201 of the Labor-Management Reporting and Disclosure Act, the chapter shall permit an authorized employee or independent auditor assigned by the Local to examine any books, records and accounts necessary to verify the Local's annual financial report under that section to the Department of Labor.

6. Once approved by the committee the draft bylaws will be reproduced for distribution at the Executive Board Meeting. The Committee will then forward its recommendation to the Executive Board at large and ask that copies be give to the Executive Board at the next Board meeting and that a discussion item be placed on the agenda.

7. At the Board meeting, following discussion of the draft bylaws, members present at the meeting can be given the opportunity speak.

8. The Executive Board may then either vote to postpone approval pending incorporation of their edits or approve the by laws.

9. Following the approval of the Chapter Bylaws by the Executive Board, ~~the Executive shall grant Provisional Status to the Chapter and they shall have a ratification vote as the Bylaws are written~~ **must be held on the Bylaws as approved.** This will be a General Chapter Meeting open to all potential Chapter Members and Publicly Noticed. Once voted on the Chapter Status is granted.

10. The following Political Guidelines will be all Chapter Bylaws:
 - 1). Will not independently endorse any political candidate, initiative, bills or propositions
 - 2). Will not use money to work against Local 221 programs and/or initiatives
 - 3). Will not assist SEIU Local 221 neither staff with intra-union contract negotiations nor will collaborate will staff or members to work against the good of SEIU Local 221 programs, elections, bargaining and members.

Chapters should understand that violating any of the aforementioned rules may result in The Executive Board of the Local removing Chapter Status and placing the Chapter in Provisional Status until the Executive Board re-grants or removes Chapter Status.

Provisional Chapter BYLAWS

(Name of Chapter)
of
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221

These articles shall constitute the provisional bylaws of the (Chapter name) upon approval of the formation of said Chapter by Local 221 President for one year. If required, the Chapter may request an extension of provisional status for one additional year at the discretion of Local 221 President.

1. The name of this Chapter is _____ of Service Employees International Union, Local 221 (hereinafter referred to as Local 221).
2. The purposes of this Chapter are:
 - a. To be a source of information to Chapter/Local 221 membership regarding the actions and policies of Local 221.
 - b. To be a source of input to Local 221 regarding the management of the union and its adoption of policies.
 - c. To promote good will and solidarity of Chapter/Local 221 members.
 - d. To elect leaders to represent and operate the Chapter.
3. Any member in good standing of _____ can be a member of this Chapter.
4. The officers of this provisional Chapter will be appointed by SEIU Local 221 President and are as follows:
 - a. President - The President shall be the executive head of the Chapter and shall preside at all meetings of the Chapter. The President shall have no power to bind the Chapter contract or otherwise unless specifically authorized by a majority vote at a chapter meeting. The President shall be a member ex-officio of all committees but with no vote except in case of a tie. It shall be the duty of the President to appoint members to all committees and to appoint all committee chairpersons.
 - b. Vice President - The Vice President shall act for the President in his/her absence and succeed to the Presidency upon the occurrence of a vacancy in that office.

- c. Secretary - The Secretary shall keep a record of all meetings of the Chapter. The Secretary will carry on all necessary correspondence. The Secretary shall give adequate publicity, and the time, location, and agenda of each annual and regular Chapter meeting. Notification shall be made at least 3 weeks prior to the meetings. Notices of special meetings shall be posted prominently with adequate notice.
- d. Individual Chapters have the option of collecting Chapter Dues in addition to dues paid to Local 221 or fundraising activities per Local 221 Bylaws Article VI (D) (9). The Treasurer shall receive all Chapter monies and give a proper receipt of same and shall keep a true record of all receipts and disbursements. The Treasurer shall:
- Keep the Chapter funds in an account under the name of the Chapter and shall submit all books and accounts to SEIU Local 221 Controller when requested or 10 days prior to a General Membership meeting when elections are scheduled.
 - Present a report to the Chapter at regular meetings.
 - *The assets and funds of the Chapter are held in trust for the benefit of the membership.
 - *All officers of the Chapter, whether elected or appointed, have a trust and fiduciary duty to honestly and faithfully serve the best interests of the membership.
 - *On a monthly basis, the Chapter Treasurer shall forward copies of the Chapter's bank statements, disbursement records and deposit records to the Local's Controller. The Controller will record these transactions for inclusion in the consolidated financial reports filed by SEIU Local 221.
 - *Consistent with Section 201 of the Labor-Management Reporting and Disclosure Act, the Chapter shall permit an authorized employee or independent auditor assigned by the Local to examine any books, records and accounts necessary to verify the Local's annual financial report under that section to the Department of Labor.
*Statements are required Ethics updates

5. Elections

Elections for officers shall be held per SEIU Local 221 Bylaws Article VI (D) (1) and Board Policy #24 after Chapter Bylaws have been approved by SEIU Local 221 Executive Board.

Following the approval of the Chapter Bylaws by SEIU 221 Executive Board, a ratification vote must be held on the Bylaws as approved. This will be a General Chapter Meeting open to all potential Chapter Members and Publicly Noticed. Once voted on the Chapter Status is granted

6. Committees:

The chapter president shall appoint, with the approval of this chapter's officers, the following standing committees and any other committees deemed necessary for the successful operation of this chapter:

1. Bylaws
2. Nominating

Optional Committees

- **Membership/Program**
- **Social**

Standing committees shall consist of not less than three (3) members appointed from the chapter membership. The chapter president shall name their chairman and this individual shall be responsible for calling the meetings of the committee and shall report to the Chapter's Executive Committee. The chairman may vote to break a tie.

7. Committee Duties

1. Bylaws. This committee shall review proposed amendments and recommend changes to the Chapter by-laws in preparation for ratification.
2. Nominating. This committee shall meet to prepare a slate of candidates for the annual election of the chapter in accordance with SEIU Local 221 Bylaws Article VIII Section 1 and Chapter Election Policy.

Optional Committees: Choose the duties of the Committees you selected:

Membership/Program:

This committee will promote membership drives and develop Union 101 programs to educate employees who are not members in an effort to increase chapter membership and membership in the Local.

Social:

This committee may provide refreshments at meetings and will coordinate all membership social activities.

8. Meetings:

Chapter membership meetings will be held at least quarterly, per Article VI D. (4) SEIU 221 By-Laws.

- a. Special meetings shall be called by the President with adequate notice to Chapter membership.
- b. Financial records (if applicable) and minutes for all Chapter membership meetings will be recorded by the Treasurer or Secretary as applicable.
- c. Chapters shall forward copies of the aforementioned documents per Article VI D. (4) for all meetings to SEIU 221 Executive Board

9. Political Guidelines:

- a) Will not independently endorse any political candidate, initiative, bills or propositions
- b) Will not use money to work against Local 221 programs and/or initiatives
- c) Will not assist SEIU Local 221 neither staff with intra-union contract negotiations nor will collaborate will staff or members to work against the good of SEIU Local 221 programs, elections, bargaining and members.

10. Robert's Rules of Order.

Robert's Rules of Order, latest edition, shall govern the Chapter meetings on all points where they are applicable and not in conflict with the Constitution and By-Laws of Executive Board of Local 221. The President shall make decisions on points of order.

11. The Constitution and Bylaws of this Chapter shall at all times be subordinate to the International Constitution and Bylaws and SEIU Local 221 Constitution and Bylaws, as it may be amended.