

CONSTITUTION AND BYLAWS
THE COUNTY OF SAN DIEGO CHAPTER
OF SEIU LOCAL 221

Revised May 13, 2014

**SEIU LOCAL 221
CONSTITUTION & BYLAWS**

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**ARTICLE I
NAME**

The name of this organization shall be “The County of San Diego Chapter of the Service Employees International Union, Local 221.”

**ARTICLE II
PURPOSE AND OBJECTIVES**

The purpose of this chapter is to achieve for these employees fair wages, hours and working conditions. We shall achieve these objectives through active participation in the policies and operations of our workplace, to promote recognition and respect for the value of our work, to advance the lives and welfare of our represented employees in economic, social, political, and other areas, and to follow democratic principles.

**ARTICLE III
MEMBERSHIP**

Membership is open to classified employees of the County of San Diego in bargaining units for which SEIU Local 221 is the exclusive bargaining representative, who are full dues-paying members in good standing.

All persons, without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, or disability, subject to the exceptions contained in applicable law and these Bylaws, shall be eligible for full membership status. Every member, by virtue of her/his membership in this Local Union, is obligated to follow the terms of the International Constitution and Bylaws and those of this Local Union.

**ARTICLE IV
DUES**

Section 1. General Membership SEIU Local 221

Dues shall be determined by the recommendations of SEIU Local 221 and agreed upon by the chapter members. Notification of a proposed dues change shall be presented at a general meeting of the chapters preceding the one at which it is to be voted.

Section 2. County of San Diego Members

In addition to any dues charged to the County of San Diego members for affiliation with SEIU Local 221, Chapter dues may be assessed and collected if the amount is approved by a simple majority of the members voting, not to exceed 10¢ per member per pay period. Information regarding the proposal must be posted on the SEIU 221 web site. The ballot must be conducted through notification through US Mail or mail notification with ballot enclosed and polling locations available to all of those eligible using Article 6, Section 2, Part F as an outline. These monies collected if ratified shall go into the County of San Diego Chapter Treasury. The monies collected are for exclusive use by County of San

Diego Chapter exclusively in the interest of its dues paying members. In the event of disillusion of the County of San Diego Chapter any remaining funds after expenses will be returned to those who were members immediately prior to the disillusion or disbursed as otherwise required by law.

Section 3. Dropping or Changing Membership Status

If a member desires to drop his or her membership or change their status to an agency fee payer, s/he shall be allowed to do so only during the time beginning on June 1 and ending on June 31. The member must inform Local 221 in writing.

ARTICLE V LEADERSHIP COUNCIL

Section 1. Composition

The Leadership Council of the San Diego County Chapter, shall consist of the chapter officers and (12) Council Seats as indicated below. The Chapter President shall act as the chairman of the Leadership Council.

Officers

- President
- Vice President
- Secretary
- Treasurer

Council Seats

- AE - Appraisal, EDP, Fiscal and purchasing
- CL - Clerical
- FS - Food Services
- HS - Health Services
- MM - Middle Managers
- PR - Professional
- PS - Public Services
- RN - Registered Nurses
- SS - Social Services Supervisors
- SW - Social Welfare

Section 2. Powers and Duties

The Leadership Council shall have general supervision of the affairs of the Chapter, make recommendations to the Chapter membership and perform such other duties as specified in these bylaws. The Leadership Council shall constitute Chapter authority in deciding matters of Chapter policy not otherwise stated.

- A.** Shall ratify all appointments to vacancies of elected offices and council seats.
- B.** Shall review all resolutions to be voted on prior to a membership vote at a regular special membership meeting or referendum.
- C.** Shall adopt and establish rules and regulations governing the affairs and activities of the Chapter.
- D.** Shall enforce all applicable provisions of these Bylaws.

- E.** Shall not independently endorse any political candidate, initiative, bills or propositions.
- F.** Shall not use money to work against Local 221 programs and/or initiatives.
- G.** Shall not assist Local 221 staff with intra-union contract negotiations.
- H.** Shall not collaborate with Local 221 staff or members to work against the good of SEIU Local 221 programs, elections, bargaining and other members.
- I.** Shall appoint such committees as it deems necessary in connection with the affairs of the Chapter.
- J.** Shall recruit members to assist with activities of importance to the Chapter.
- K.** Each council seat shall be automatically nominated to compete for a position on their respective bargaining committee as a representative of their Bargaining Unit.
- L.** 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.
- M.** Shall not hire staff

Section 3. Governance

- A.** No less than five (5) members of the Leadership Council or 50% of the seated members shall constitute a quorum for the transaction of business at Leadership Council meetings.
- B.** If any Leadership Council member is absent for more than two (2) regular meetings in a calendar year, the Chapter President shall advise that Leadership Council member that her/his seat is declared vacant.

Section 4. Powers and Duties of Officers

- A.** Chapter President – Officer
 - 1.** Shall be the presiding officer of this Chapter and shall preside over all Leadership Council and general membership meetings of this Chapter.
 - 2.** Shall be a spoke person for the County of San Diego Chapter on all necessary and appropriate occasions.
 - 3.** Shall make a report on all matters of importance at each Chapter Membership meeting.
 - 4.** Shall establish and be an ex-officio member of all committees.
 - 5.** Shall make recommendations to the Leadership Council for appointments of Committee Chairpersons.

6. With the approval of the Leadership Council, shall make recommendations to the Office of President of Local 221 for the replacement of vacant County Division Seats.
7. Shall develop and propose policy questions for the Leadership Council's consideration.
8. Shall be responsible for developing and implementing programs.
9. Shall be one of four (4) persons authorized to countersign all orders on funds, contracts and agreements after such expenditures of funds, financial contracts and agreements have been approved by the Leadership Governing Board.
10. Shall perform all the duties imposed upon the Chapter President by this Chapter's Bylaws, this Board and, in general, shall perform all duties incident to the office and such other duties as may be assigned by Local 221, Executive Board.

B. Vice President – Officer

1. Shall assist the President in the performance of the President's duties and conduct the meetings in the President's absence.
2. Shall be the Chief Steward for the County Chapter.
3. Shall Chair the Appeal/Grievance Analysis Committee
4. Shall report any important issues related to Appeals and Grievances and all steward activities at meetings.
5. Shall be one of four (4) persons authorized to countersign all orders on funds, contracts and agreements after such expenditures of funds, financial contracts and agreements have been approved by the Leadership Governing Board.
6. Shall perform all the duties imposed upon the Vice President by this Chapter's Bylaws, this Board and, in general, shall perform all duties incident to the office and such other duties as may be assigned by the Chapter President and/or the Leadership Council.

C. Secretary – Officer

1. Shall keep, or cause to be kept, a correct and impartial account of the proceedings of each membership and Leadership Council meeting.
2. Shall provide copies of the minutes of all Leadership Council meetings within fifteen (15) days after each Board meeting. The minutes shall be posted on the Chapter website as they become available.
3. Shall furnish the chairperson of each committee a copy of such resolutions as may be adopted by this Chapter, applicable to the committee's respective duties.

4. Shall notify the Secretary of Local 221 of the names of all officers and council members elected to office within fifteen (15) days after the elections.
5. Shall have custody of the records of the proceedings of all meetings of the Chapter and the Leadership Council, as prepared by the Secretary or by such person authorized to record such proceedings. Shall keep important documents, papers and correspondence.
6. Shall coordinate all correspondences with Local 221 in writing and shall sign such documents along with the Chapter President.
7. Shall be one of four (4) persons authorized to countersign all orders on funds, contracts and agreements after such expenditures of funds, financial contracts and agreements have been approved by the Leadership Governing Board.
8. Shall perform all the duties imposed upon the Secretary by this Chapter's Bylaws, this Board and, in general, shall perform all duties incident to the office and such other duties as may be assigned by the Chapter President and/or the Leadership Council.

D. Treasurer – Officer

1. The assets and funds of the Chapter are held in trust for the benefit of the membership. The Treasurer shall be responsible for all financial records and transactions.
2. The Treasurer shall be responsible for the preparation and submission of all Chapter financial reports. Financial reports shall be presented at every Leadership Council meeting. 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.
3. The Treasurer shall oversee all financial transactions and maintain accurate records of all funds received and expended, and shall provide record of payment of all bills approved by this Chapter. At the expiration of the official term of office, the Treasurer shall turn over to his or her successor all monies and property of this Chapter whatsoever that may be in his or her possession.
4. Consistent with Section 201 of the Labor-Management Reporting and Disclosure Act, the Treasurer 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.
5. The Treasurer shall insure that all records pertaining to income, disbursements and financial transactions of any kind be maintained for a period of not less than six years, in accordance with the regulations of the Department of Labor, Internal Revenue Service, and State of California.

6. Shall be one of four (4) persons authorized to countersign all orders on funds, contracts and agreements after such expenditures of funds, financial contracts and have been approved by the Leadership Council.
7. Shall perform all the duties imposed upon the Chapter Treasurer by this Chapter's Bylaws, this Board and, in general, shall perform all duties incident to the office and such other duties as may be assigned by the Chapter President and/or the Leadership Council.

Section 5. Qualifications, Powers and Duties of Council Seats

- A. Shall be a member in good standing within the Bargaining Unit in which they represent.
- B. Shall report any important issues pertaining to the Bargaining Unit at meetings.
- C. Shall advise the Bargaining Team of language issues and concerns that need revising or inclusion in subsequent negotiations that are pertinent to the Bargaining Unit.

Section 6. Succession

- A. In the event of a vacancy by reason of death, resignation or otherwise, the office of the Chapter President shall be assumed by the Vice President.
- B. In the event of a vacancy by reason of death, resignation or otherwise, the Leadership Council may in its discretion fill such vacancy for the unexpired term of all other Officers or Council Seats by a simple majority vote. Appointees may be any member in good standing that would be otherwise eligible to serve.

Section 7. Vacancy

The vacancy of a council seat will take place according to the following:

- A. At the end of term of the seat.
- B. Upon submitting a letter of resignation to the Chapter President.
- C. Pursuant to absences as defined in Article 4, Section 3(B).
- D. Pursuant to a recall as defined in Article 5, Section 4.
- E. Upon a finding of one or more violations as specified in the County of San Diego Chapter Bylaws, notice shall be posted at designated areas accessible to members including this Chapter's website within thirty (30) days of a hearing when the prospect of office removal is possible for an elected Leadership Council member.

Section 8. Hearing and Removal

This Chapter's Officers, Leadership Council and its members may be charged with violations as stated in Article XIV of SEIU Local 221 Constitution and Bylaws. The procedure for those charges is as

outlined in Article XVII of SEIU International's Constitution and Bylaws.

ARTICLE VI ELECTIONS

Section 1. Election Committee

- A.** The Election Committee, composed of not less than three (3) nor more than five (5) members, shall be appointed by the Chapter President with the approval of the Leadership Council at least ninety (90) days prior to the elections. Only members in good standing shall be eligible for appointment to the election committee.
- B.** Nominations and elections shall be conducted and governed by the Election Committee in accordance with the rules and regulations as determined by the Leadership Council, in accordance with this Chapter Bylaws, SEIU Local 221 Bylaws and the SEIU International Union Constitution and Bylaws to ensure a fair and honest election.
- C.** The Election Committee may request from the Chapter President to obtain assistance as necessary to conduct the election and count the ballots.
- D.** No member running for office shall be a member of the Election Committee.

Section 2. Election Procedure

- A.** The Leadership Council shall advise the Election Committee of the voting Offices and Bargaining Units from which the Leadership Council members are to be elected.
 - 1.** A report shall be submitted to the Leadership Council and it shall include the election rules, procedures and schedules.
 - 2.** The Election Committee shall notify any nominee not eligible for election as to the reason in writing.
 - 3.** If any member desires to question the nomination process or election, they shall notify the Election Committee within 5 working days, of the election certification, challenging a nomination, demanding a recount or another election and stating the reasons. A decision from the Election Committee shall be rendered within 5 working days in writing to the member, subject to the right of appeal to the Leadership Council and Executive Board as outlined in Art. IX.
- B.** The Leadership Council, composed of (16) seats, shall be elected by the membership of the County of San Diego Chapter in the following manner:
 - 1.** The entire Chapter membership shall have the opportunity to vote in the election of the officer seats for:
 - a)** Chapter President

- b) Vice President
- c) Secretary
- d) Treasurer

2. Only members based in a particular voting Bargaining Unit may nominate or vote for a nominee for Leadership Council seat representing that particular Bargaining Unit. The Leadership Council seats are:

- a) AE = Appraisal, EDP, Fiscal and Purchasing
- b) CL = Clerical
- c) FS = Food Services
- d) HS = Health Services
- e) MM = Middle Managers
- f) RN = Registered Nurses
- g) PR = Professional
- h) PS = Public Services
- i) SS = Social Services Supervisors
- j) SW = Social Welfare

C. A notice will be sent to all members, at least 60 days prior to the election, of a description of the available seats, their area of responsibility and nomination procedure. Such notice will be directed to the member's last known address as listed in Local 221 records.

D. Nominations for Officers and Council Seats of this Chapter shall be made by means of a petition signed by twenty-five (25) members in good standing. If for any reason a Bargaining Unit does not have twenty-five (25) members, then 25% of the members of the said Bargaining Unit are acceptable. Nominating petitions shall be filed with the Chair of the Election Committee no later than forty (40) days prior to the date set by the Leadership Council for the announcement of the election date and locations for voting. To be a eligible to be a candidate of this Chapter:

- 1. The nominee must have been a member of Local 221 in continuous good standing for at least (1) year immediately preceding the nomination and employed by the County of San Diego.
- 2. All eligibility requirements must be complied with in accordance with the Constitution and Bylaws of the International Union and the Constitution and Bylaws

of Local 221 and may be appealed through the appeal process as outlined in Article IX.

- E.** The Election Committee shall run elections in such a way as to encourage participation. They shall prepare ballots for each bargaining unit that includes a) nominees for Chapter President, Vice President, Secretary, Treasurer and b) ballot listing the nominees for the Council Seats. The ballot and voting instructions shall be mailed by the Election Committee to the eligible members last known home address. Instructions shall include marking, mailing, voting deadline, counting place, time and date. Ballots shall be collected by mail, polling locations or combination of the two. Even though elections itself does not have to be conducted by mailing, the notice of process must be mailed to members.
 - 1.** The Election Committee shall have the option to set-up a poll location(s) in lieu of mailing ballots as deemed necessary if a cost-prohibited factor exists.
- F.** A secret ballot envelope and self-addressed envelope shall be furnished to each eligible member as necessary. The marked ballot to be placed in the envelope, marked “Secret Ballot”, sealed and placed in the mailing or poll envelope which shall be signed and printed by the members for checking purposes. The secret ballot shall be removed by the Election Committee and placed in the ballot box and the mailing envelope filed before the secret ballot envelopes are opened and counted.
- G.** As part of the ballot mailing, each candidate shall be entitled to submit the following: 1) a statement not to exceed two hundred (200) words, and 2) a picture. The Election Committee shall determine the rules of this mailing.
- H.** Proxy voting is prohibited. A proxy is an authorization by a member to allow another member to cast his/her vote.
- I.** Any eligible voter may witness the opening and counting of ballots.
- J.** The candidate receiving the greatest number of the total votes cast for each office shall be declared elected.
- K.** If more than one nominee ties for the highest number, all these nominees shall be placed on the run-off ballot. The nominee on the runoff election ballot receiving the greatest number of votes shall be declared elected.
- L.** The Election Committee shall submit a written report to the current Leadership Council the next business day following the election certification. The report shall include candidate/issue vote totals, any challenges filed, and names and phone numbers of the Election Committee members.
- M.** To assure that the Election of Officers and Council for the County Chapter coincide with the Elections of the County Bargaining Team, a notice will be posted on the Local 221 County Chapter Website at least 30 days prior to the Election of a description of the available seats, their area of responsibility and nomination procedure for the purpose of the 2010 Election only.

- N. To assure that the Election of Officers and Council for the County Chapter coincide with the Elections of the County Bargaining Team, nominations for officers and Council Seats of this Chapter shall be made by means of a petition signed by no less than twenty - five (25) members in good standing. If for any reason a Bargaining Unit does not have twenty-five (25) members, then 25% of the members of the said Bargaining Unit are acceptable. Nominating petitions shall be filed with the Chair of the Election Committee no later than thirty (30) days prior to the date set by the Leadership Council for the announcement of the election date and locations for voting for the 2010 Election only.

Section 3. Rules and Dates

- A. The term of the office for elected officers and Leadership Council members shall be three (3) years, or until their successors have been duly elected.
- B. No member shall hold more than one (1) Leadership Council position.
- C. No Leadership Council member shall hold an Executive Board position.
- D. No Chapter member shall be eligible to run for more than one Leadership Council Seat during each election.
- E. All elected officers and Leadership Council Members shall assume office upon taking oath of office at the next Leadership Council meeting.
- F. Nominees who are unopposed shall be deemed elected.
- G. Candidates may not make use of Local 221 resources for campaign purposes

Section 4. Recall

A Recall vote may be called if a petition is signed by a) 10% or 250 of eligible voting members for Officer Positions or b) 33% or 150, whichever is less, of the eligible voting members of a given bargaining unit for a Council Member. The recall petition must have the reason(s) for the recall stated in writing.

- A. The Chapter membership shall be sent a notification of the recall, with the reasons for the recall and the Officer or Member's rebuttal, with the ballot, 30 days prior to voting on the recall.
- B. Voting for the recall shall follow all procedures mentioned in Article V.
- C. The person being recalled and the petitioner for the recall shall be allowed a statement not to exceed 250 words.

ARTICLE VII COMMITTEES

Section 1. Standing Committees

There shall be 17 standing committees, which will be responsible to the Chapter President, Leadership Council and Chapter Membership. These committees will be responsible for, establishing, coordinating and implementing Chapter operating activities. These committees shall be the 12 Bargaining Unit Committees, Labor/Management Oversight Committee, Communication Committee, Membership Committee and Bylaws Committee, Appeal and Grievance Analysis Committee. The efforts of these committees shall be in keeping with the goals of the chapter.

A. Bargaining Unit Committees

The Bargaining Unit Committees shall be chaired by the Leadership Council member representing their particular unit. The Bargaining Unit Committees shall hold regular meetings with the members of their individual bargaining units. The primary goals of these committees are to organize members in the bargaining units, develop leaders within their membership, address and advocate for issues, and concerns regarding their members. Each BU Committee shall provide and present an update of all activities within the committee.

B. Labor/Management Oversight Committee

The primary goals of the Labor/Management Oversight Committee are to monitor and support the efforts of the members within each Departmental Labor/Management committee.

C. Bylaws Committee

The Bylaws Committee shall review and make recommendations to the Leadership Council as needed to update the chapter bylaws.

D. Communication Committee

The Committee shall coordinate efforts for the communication with the membership which may include the bulletin boards at all County of San Diego worksites, assist with the design of the Chapter web page, provide Chapter articles/updates to the SEIU Local 221 Newsletter and the Chapter Newsletter. Utilize any form of technology that will assist with messaging to the membership. Provide and present a quarterly report to the Leadership Council addressing all efforts to establish and maintain appropriate communication with the membership.

E. Membership Committee

The Membership Committee shall encourage membership retention and promote membership through membership drives, agency shop elections and social activities. Prepare a quarterly report to the Leadership Council addressing the issues, concerns and all activities addressing membership. The committee shall coordinate with the Local in maintaining an accurate membership data base and report status, name and address changes to Local 221.

F. Appeal and Grievance Analysis Committee

The Grievance Committee shall be chaired by the Chief Steward. The primary goals of this

committee are to review and track appeals and grievances filed by the Local on behalf of the County Employees. Prepare a quarterly report to be presented at the Leadership Council Meetings. Advise the Negotiating Team of issues that need revising or inclusion in subsequent negotiations. This committee will always include a Union Staff member.

Section 2. Special Committees

Special committees may be authorized as needed by the Leadership Council. The Leadership Council will establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Leadership Council. The Leadership Council shall review the charter of each committee annually and make any necessary changes including Chair Person to maintain and support the original purpose, authority and outcomes. The President shall appoint the chairman of the committee, with the agreement of the Leadership Council. The chairman of the committee then appeals to the membership to fill the committee. These committees shall hold regular meeting to achieve their goals.

Section 3. Tenure

All committees shall serve until new committees are appointed in their stead or until the duties assigned to the committee have been discharged.

ARTICLE VIII MEETINGS

Section 1. Chapter Membership Meetings

Regular Chapter membership meetings shall be held quarterly at regular times and place.

A. Special Meetings

The Chapter President may call special meetings at any time as requested by the Chapter President, by a majority of the Leadership Council, or by a petition signed by 10% of the membership. A special meeting called by the Leadership Council or by petition must be held within ten (10) business days from the time the petition was submitted.

Section 2. Leadership Council Meetings

The Leadership Council shall meet at the call of the Chapter President, provided however, the Leadership Council shall meet at least quarterly, one month prior to the Chapter Meeting. These quarterly meetings must be set at regular time and place. The information shall be known to the membership. Only members of the Leadership Council may make motions or vote, although members may address the Leadership Council on the subject under consideration. Members, who wish to address the Leadership Council on an Agenda item, or who wish to request an item be added to the Agenda, should do so at least forty-eight (48) hours in advance of the meeting date. Requests to add new items to the Agenda may be taken under consideration at the scheduled meeting or at a subsequently scheduled meeting, at the discretion of the Leadership Council.

A. Special Meetings

Leadership Council members shall have the option to meet more frequently. The time and place of such meetings shall be made known to the membership.

1. At no time shall a Leadership Council vote take place outside the forum of an open meeting that has been appropriately noticed to the membership.

Section 3. Procedure and Debate

The Chapter meetings shall be governed by Roberts Rules of Order, latest edition, 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.

ARTICLE IX STEWARDS

Section 1. Appointment of Stewards

- A. The Vice President shall act as Chief Steward as outlined in Art. V, Sec. 4 B.
- B. Members shall submit a petition to the Local, signed by ten (10) or 10% of the members (which ever is less) in their representation area.
 1. A representation area is defined as the Bargaining Units that are in a Memorandum of Agreement in which a Steward is a member at their worksite.
- C. After the petition has been submitted and the signatures have been verified as full members, the potential Steward will attend Steward Training.
- D. Lead Steward shall be appointed by the Stewards at their worksite.
 1. The Lead Steward shall notify the assigned Local 221 Representative of their designation as Lead Steward for the worksite.

Section 2. Powers and Duties of Stewards

- A. The Steward has no greater rights than any of the members of his/her representation area.
- B. In the absence of the members, the Steward represents his/her representation area in all meetings of the Union.
- C. The Steward is responsible for the enforcement of the Memorandum of Agreement in his/her representation area.
- D. Stewardship requires complete subordination of self interests to those interests that represent the highest good to the members of his/her representation area.
- E. The Steward may conduct regular meetings among their represented area.

Section 3. Powers and Duties of Chief Stewards

The Chief Steward shall serve as the Chair of the Appeal and Grievance Analysis Committee and coordinate the activities of all County of San Diego Stewards, such as recruiting new Stewards and organizing resources to support Stewards. Shall provide a report regarding all issues and concerns of the Stewards to the Leadership Council. Shall investigate all issues and concerns brought before the Leadership Council regarding Stewards.

Section 4. Powers and Duties of Lead Stewards

There shall be one Lead Steward per worksite. The Lead Steward shall coordinate all activities of the Stewards and membership at the worksite. Shall assist with the recruitment of additional Stewards as needed for the worksite. Shall be the primary contact person for the Local 221 representative. Shall be aware of all appeals and grievances that are in process within the worksite.

Section 5. Removal of a Steward

- A. The Chapter President has jurisdiction to recommend to the Local Executive Board the removal of a Steward if it is deemed necessary by the Leadership Council for the welfare of the Chapter and/or the Steward's representation area.
- B. A petition signed by twenty-five (25) percent of the members in the representation area of the Steward or a request by the Chapter President shall cause the beginning of an investigation of the concerns within (10) days by the Chief Steward.
 - 1. When a petition and/or request by the Chapter President to remove a Steward has been made, the Chapter President shall notice the Secretary of the Executive Board of their intent to remove a Steward.
- C. A vote by the Leadership Council shall be held within sixty (60) days of the receipt of the petition and/or request to recommend to the Local Executive Board to remove the Steward.
- D. The Steward will be noticed of the date and time of the vote by the Leadership Council and will be given the opportunity to provide a 250 word statement and allowed 15 minutes to speak to the Leadership Council prior to the vote.

Section 6. Code of Conduct of Stewards

- A. A Steward shall not actively participate in or organize activities that would inhibit the communication between Local 221 and the membership.
- B. A Steward shall not conduct activities that would discredit this Local or this Chapter.
- C. A Steward shall fulfill its duty of loyalty, putting the members' interests as the foremost priority.

**ARTICLE X
CONTRACT NEGOTIATIONS**

For the purpose of bargaining, all ratification decisions will be made by one body that will consist of SEIU County of San Diego members.

**ARTICLE XI
APPEALS**

Section 1. Appeals to Leadership Council

An appeal to the Leadership Council may be filed by any member who wishes to question a final decision by a committee. During the pendency of any appeal, the decision appealed shall remain in full force. The Leadership Council will carefully consider all information present in the appeal and render a decision within ten (10) business days. A letter of decision will be sent to the appealing member.

- A. All appeals related to elections shall be filed in writing with the Chapter Secretary with in five (5) working days after the decision.
- B. All appeal other than those related to an election shall be submitted in writing with the Chapter Secretary with in thirty (30) calendar days after the decision. No specific form or formality shall be required, except that such appeal shall clearly set forth the decision being appealed and the grounds for the appeal.

Section 2. Appeals to the Executive Board

Appeals from any decision of the Leadership Council may be taken to the Executive Board of Local 221. Any such appeal shall be filed in writing with the Local 221 Secretary within five (5) business days after the appealed decision is rendered by the Leadership Council. During the pendency of such appeal, the decision appealed shall remain in full force.

**ARTICLE XII
DISSOLUTION**

The vote to dissolve the Chapter must be by written ballot and must be approved by two-thirds majority of the Chapter members voting. Local 221 must be notified at least thirty (30) days prior to the vote and must be notified of the results immediately thereafter.

**ARTICLE XIII
AMENDMENTS**

Amendments to the County Chapter Constitution and Bylaws may be proposed by the Leadership Council or by petition of 10% of the members. Any amendments to this Constitution and Bylaws must be presented in writing to the membership within thirty (30) calendars before a meeting of the general membership. If a quorum of 2% of members in good standing is present, the amendments may be

approved by at least two thirds of those present. Otherwise, a ballot vote on the amendments must be held and approved by at least two thirds of the ballots received.

ARTICLE XIV SAVINGS CLAUSE

These County Chapter Constitution and Bylaws and any amendments are subordinate to the Constitution and Bylaws of the International Union and SEIU Local 221. In the event any portion of the Chapter's Bylaws conflict with the International Union and/or Local 221 Constitution and Bylaws, such provisions shall be null and void.

The Bylaws in this document and any amendments to it shall not supersede or supplant the legal processes and responsibilities of the International Union and SEIU Local 221 to its membership with regard to negotiations, grievance processing, and any and all matters legally due its membership. The International Union and SEIU Local 221 Constitution and Bylaws will be the governing documents for all subjects not addressed in these Bylaws.