

IMPERIAL COUNTY SUPERIOR COURT CHAPTER

SEIU LOCAL 221, CLC, CTW

4004 Kearny Mesa Road

San Diego, California 92111

CHAPTER BYLAWS

Revised 06/19/18

ARTICLE I - NAME AND AFFILIATION

Section 1 - Recognition

The Imperial County Superior Court (ICSC) Chapter is a recognized Chapter of SEIU Local 221 and complies with the Bylaws of SEIU Local 221, CLC, CTW, and SEIU International Bylaws.

Section 2 – Jurisdiction

The jurisdiction shall be all Clerical, Technical, and Court Reporter employees eligible for membership that are employed by the Imperial County Superior Court.

ARTICLE II - STRUCTURE

Section 1 - General

The structure of this chapter shall consist of a general membership and an Executive Council.

Section 2 - Policy

Any policy decision made by the Executive Council that directly affects the general membership shall be printed and distributed to the membership at the next general membership meeting pursuant to Article VII, Section 1.

ARTICLE III - EXECUTIVE COUNCIL

Section 1 - Membership

The Executive Council shall consist of the Chapter Officers and no more than three (3) Members At-Large. The Chapter President shall preside over the Executive Council.

Section 2 - Meetings

The Executive Council shall meet at least once a month at a scheduled time and place known to the membership. The Chapter President may call special meetings of the Executive Council at any time. Minutes of the regular and special meetings shall be recorded and presented in writing at the next regular Executive Council meeting.

Section 3 - Quorum and Agenda

A simple majority of the Executive Council shall comprise a quorum for Executive Council meetings. The Executive Council President shall cause an agenda to be presented for each meeting of the Executive Council prior to that meeting and, whenever possible, a copy of the agenda shall be distributed with the notice of the meeting to all Executive Council Members.

In the event any Officer or Member-at-large of Executive Council fails to attend three (3) consecutive Executive Council Meetings without prior approved excuse, the Executive Council may declare that member's seat vacant.

ARTICLE IV – OFFICERS

Section 1 - Chapter Officers

The officers of this Chapter shall be a President, a Vice-President, Secretary, and a Treasurer. Each of these Officers shall be a member of the Executive Council.

Section 2 - President

The President shall be the presiding officer of the Chapter and shall preside over all general membership meetings; shall have general supervision of the work of the chapter in accordance with the Bylaws; shall have authority to act in all matters not otherwise expressly delegated; shall appoint members to any Management requested committees. The President shall be the Chief Negotiator for the Chapter.

The President may create, on a volunteer basis, special committees, define their tasks, and appoint the members. The President shall give a full report of his/her activities at each regular Executive Council meeting and general membership meeting.

Section 3 - Vice President

The Vice-President shall perform the duties of the President in his/her absence and shall assist the President in the operation of all the affairs of the chapter; shall succeed the President if the President is unable to complete the term.

Section 4 - Secretary

The Secretary shall keep a correct and accurate record of proceedings of all regular and special Executive Council and general membership meetings of the Chapter; shall attend to all correspondence in connection with chapter affairs; shall make necessary arrangements for meetings; shall maintain a current membership list; and, shall prepare a summary of all chapter meetings to be distributed to the membership via e-mail or other means necessary.

Section 5 – Treasurer

The Treasurer shall keep an accurate account of all receipts and disbursements of the monies of the Chapter. Said monies shall be deposited in a local bank and may be drawn upon only when a check upon the account is signed by the Treasurer and countersigned by the President, Vice-President or Secretary. The Chapter Treasurer shall provide an accurate accounting record to the SEIU Local 221 Treasurer on a regular basis, or as required by the local.

Section 6 - Succession

In the event of a vacancy in the Executive Council offices by reason of death, resignation, or otherwise, the Executive Council may in its discretion fill such a vacancy for the unexpired term by majority vote of the Executive Council.

ARTICLE V – CHAPTER ELECTIONS

Section 1 - Term of Office

The term of elected office shall run from February 1 to January 31 for a term of three (3) years. The following election and all elections thereafter shall be held in January in the year following the Local 221 Executive Board elections.

The initial election of officers will be no later than 60 days after the ratification of the chapter bylaws. The initial term shall be extended beyond (3) years, to include the period of time between the initial election and regular February 1 to January 31 term.

Section 2 - Nominations

Nominations for all Executive Council positions shall be made via the designated *Imperial County Superior Court Chapter Executive Council Nomination Form*, which will be distributed to all Clerical, Technical, and Court Reporter members at least 30 days before the expiration of the Officer's terms. Each nominated member shall have four ICSC members supporting the nomination. All nomination forms, with supporting signatures, shall be submitted to SEIU no later than 15 days after distribution to the membership.

Section 3 - Qualifications

No member shall be a candidate for more than one Executive Council position at a time.

Section 4 - Eligibility

A person shall be eligible for candidacy and serve as an Executive Council position who has been a member in continuous good standing in the Chapter for at least six (6) months immediately preceding the nomination.

Section 5 - Elections

SEIU Local 221 shall be responsible for verifying eligibility of all candidates and preparing all election materials, including declaration of candidacy forms and printed ballots.

Section 6 - Voting

Voting shall be by members in good standing within the Chapter. In order for a member to be in good standing, his/her full dues must be paid on/or before the last day of each month in which they fall due.

Section 7 - Absentee Voting

Absentee voting will not be allowed.

ARTICLE VI – RECALL

Section 1 - Meeting

An Executive Council Member or negotiating team member may be removed from Office at a recall meeting to be called upon written petition of 20% of the membership of the Chapter being presented to the Executive Council. A notice of the recall meeting shall be forthwith mailed to each member by the Secretary stating the time and place of the recall meeting. The notice must be mailed at least 10 days prior to the meeting.

Section 2 - Petition

The petition must be headed “Recall Petition” and must specify the person to be recalled and the charge.

Section 3 - Quorum

No action can be taken at the recall meeting if a quorum is not present. A quorum shall be twenty percent (20%) of the members in good standing. The recall vote shall be by secret ballot and shall require a two-thirds majority of those voting to remove the elected official(s) from office.

ARTICLE VII – MEETINGS

Section 1 - General Membership

A general membership meeting of the Chapter shall take place at least one (1) time annually at such time and place as the Executive Council may designate. Reasonable notice shall be given. The Executive Council may call for additional membership meetings as needed.

Section 2 - Policy

Any action taken by the membership at a general membership meeting, pursuant to this Article, shall prevail as the official policy and directives of the Chapter.

Section 3 - Quorum

A quorum for a general membership meeting of the Chapter shall be one Executive Council Member and one member in good standing. In the event there is no quorum for a general membership meeting, the regular business for that meeting shall be conducted by the Executive Council and their action shall represent the official policies and directives of the Chapter.

Section 4 - Special Membership Meetings

The Executive Council is authorized to call a special membership meeting at any time the Executive Council deems it necessary, with a least five (5) days advance written notice and the purpose, time, date and place noted. Whenever twenty percent (20%) of the membership in good standing requests in writing a special membership meeting, the President must call a membership meeting within ten (10) days after receipt of such a request. The membership must be notified in writing five (5) days prior to the meeting of the time, date and place noted.

ARTICLE VIII – GENERAL NEGOTIATION COMMITTEES

Section 1 - Structure

The President shall be the Chief Negotiator for the Chapter. Other members of the negotiating team shall be nominated and elected by the general membership in accordance with the voting provisions contained herein. Negotiation Committee members must be members of the Chapter in good standing for a least six (6) months.

Section 2 - Duties

The duties of the Negotiation Committee shall be to meet with management and negotiate any changes to the Negotiated Agreement or any other matters that may require Meet and Confer, or any other negotiations during their term, which is the term of the current contract.

Section 3 - Negotiated Agreement Meeting

Upon completion of Negotiations, the Committee shall meet with the general membership to discuss the changes that may be recommended, to explain the new Agreement, to recommend ratification. Minority opinions by individual Committee members should be expressed at this time.

Section 4 - Ratification

Votes to ratify a tentative agreement and votes to authorize extension of work under an expired agreement must be by SIMPLE MAJORITY vote by secret ballot of the membership present at a meeting expressly called for that purpose. Upon ratification by the membership the committee will obtain approval from SEIU Local 221 for joint signature between the Union and management.

Section 5 - Strike Vote

A strike vote must have a quorum of sixty percent (60%) of the membership attending a meeting call for a strike. Notice of this meeting must be given to the membership at least ten (10) days prior to the meeting. Sixty percent (60%) of those members attending must vote for a strike for it to be valid.

Section 6 - Strike Authorization

No strike against any employer shall be called until strike sanction is secured from the Service Employees International Union and the Executive Board of SEIU Local 221.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by sixty six percent (66%) vote of those members attending a general membership meeting provided that written notification of the meeting was given to all members at least 15 days prior to the meeting. Notification shall be considered sufficient if and when made in accordance with the customary means of notification for membership meetings.

A copy of all Chapter Bylaws changes and/or amendments shall be submitted to the SEIU Local 221 Executive Board for review so as to ensure that there is no conflict with the International Constitution and Bylaws or with the Constitution and Bylaws of this Local Union. Chapter Bylaws shall not become effective until approved by the Executive Board.

Article X – PARLIAMENTARY AUTHORITY

Where not in conflict with these bylaws the parliamentary authority for all meetings of the Chapter shall be Robert’s Rules of Order Revised.

Article XI – STANDING RULES

Section 1 – Attendance of Meetings with Management

Any Chapter member (Officer, Executive Council Member, or general member-at-large) when meeting with management on Union matters, will notify and discuss the agenda with an Executive Council Member prior to said meeting. An Executive Council Member must be present with the Chapter member when meeting with management on Union matters.

ARTICLE XII-INTERNATIONAL CONSTITUTION AND BYLAWS

Constitution and Bylaws of the Imperial County Superior Court Chapter shall be at all time subordinate to the International Constitution Bylaws and SEIU Local 221 Constitution and Bylaws, as it may be amended.