
Service Employees International Union Local 521

CHANGE TO WIN (CTW)/CANADIAN LABOR CONGRESS (CLC)



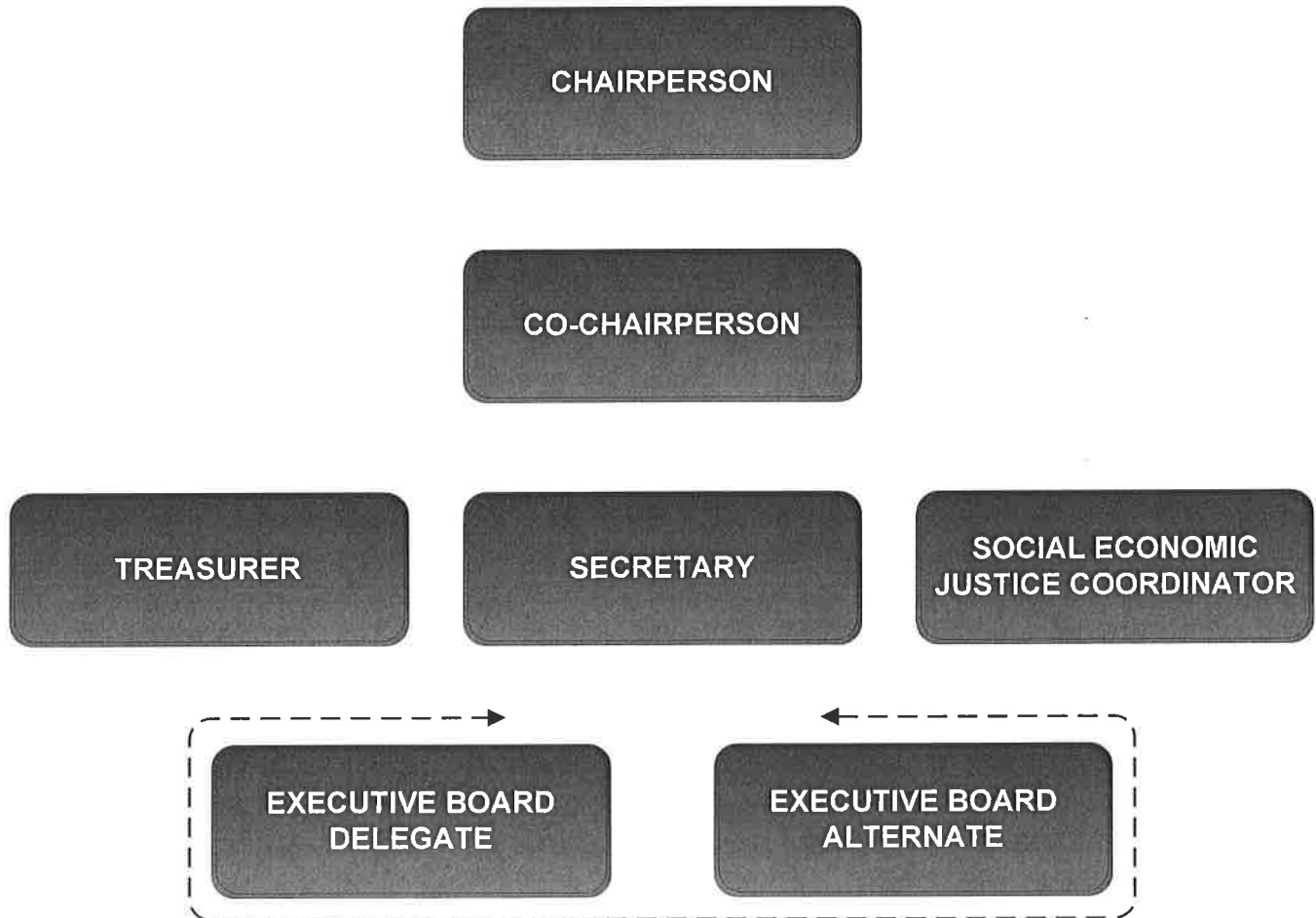
APALA CAUCUS CHAPTER BYLAWS



Adopted December 7, 2013

APALA STRUCTURE

Caucus Officers



Executive Board Delegates are under SEIU Local 521 and elected under Article 8 of the Local 521 Bylaws

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Service Employees International Union Local 521 ASIAN PACIFIC AMERICAN LABOR ALLIANCE CAUCUS BYLAWS

MISSION STATEMENT

The APALA Caucus will strive to promote a greater understanding and respect in the Asian and Pacific Islander cultures within the diverse membership of SEIU Local 521. APALA serves, as the bridge between labor movement and social economic justice – *be part of that bridge.*

Article I: Name of Caucus

Section 1: The name of the organization shall be **the SEIU Local 521 Asian Pacific American Labor Alliance (APALA)**, within SEIU Local 521 Region 1 to 6.

Article II: Purpose

Section 1: The purpose of the caucus is to better the conditions of working men and women by:

- a) Educating Asian Pacific American workers and their communities about labor unions and the principals of trade unionism, as well as to provide a vehicle for the particular concerns of Asian Pacific American workers;
- b) Promoting, supporting and assisting the organizing of Asian Pacific American workers into unions;
- c) Promoting political education and voter registration programs among Asian Pacific American Workers;
- d) Promoting the training, empowerment and leadership of Asian Pacific Americans within the labor movement and Asian Pacific American communities;
- e) Defending and advocating for the civil and human rights of Asian Pacific Americans, immigrants, non-immigrants, and all other people of color;
- f) Developing ties with international labor organizations, especially with labor unions in Asia and the Pacific; and seeking to promote world peace;
- g) Engaging in all such civic, social, legal, economic, cultural, educational, charitable, and other activities, as will advance this caucus standing in the community and in the labor movement and further all interests of our local and further interest of caucus and its membership.

Article III: Jurisdiction

Section 1: This caucus shall have jurisdiction over all public, publicly funded, and/or private non-profit workers.

Section 2: The geographical boundaries of the caucus are similar to Local SEIU 521 workers in 17 counties.

Article IV: Membership and Member Rights

Section 1: *Regular Member* – Membership into the chapter shall be open to any person who is a member in good standing of the SEIU Local 521 and who lives or works in the specified area in the caucus area, or whose local union address is within the area specified on the local chapter area. Regular members shall be allowed to participate in informal discussion and debate and caucus meetings, and may cast advisory votes.

Section 2: *Retired Member* – Members retired in good standing from a jurisdiction represented by Local 521 may join and pay the retiree dues rate. Retired members shall be allowed to participate in informal discussion and debate and caucus meetings, and may cast advisory votes.

Section 3: *Community Member* – Shall be any member of the community who agrees to promote the purpose of APALA and the union movement, and who pays the caucus dues for membership. Community members shall be allowed to participate in informal discussion and debate and chapter meetings, but cannot be elected as an officer and cannot cast advisory votes.

Section 4: *Staff Member* – Staff member whether they are represented or unrepresented by a bargaining agent, wishing to be members of the caucus shall register and pay full dues. Staff members shall be allowed to participate in informal discussion and debate and caucus meetings, and may cast advisory votes.

Section 4a: Other types of membership – refer to National Bylaws.

Section 5: Membership in the caucus shall be effective upon receipt of all payable dues from a person meeting the criteria for national membership by either the national APALA or the caucus. Annual memberships shall expire at the end of the calendar year no matter when dues are collected. Any member who then becomes two months or more delinquent in dues shall no longer be a member.

Section 6: No person shall be denied membership on the basis of language, race, creed, color, national origin, age, gender, political beliefs, religion, physical disability, or sexual orientation.

Section 7: Only regular, retired, and staff members shall be able to cast votes or make motions at meetings.

Section 8: Members may be disciplined or suspended by the caucus, after a fair opportunity to respond to any charges, for failure to comply with the APALA constitution and/or such rules as are adopted by the Local Executive Board. A member may appeal a disciplinary action taken by a local chapter to the Local SEIU 521 APALA Executive Board within ninety days after the action is taken. The decision of the Local Executive Board may be appealed to the next board meeting.

Section 9: All caucus officers and members of the Executive Board must be members of caucus and of the National APALA.

Section 10: A person may be a member of the caucus if he or she is an active a member of another caucus of APALA.

Article V: MEMBERSHIP MEETING

Section 1: Unless otherwise specified in these bylaws, any procedural matters raised at any membership meeting shall be governed by the most current edition of SEIU Local 521 Approved Constitutional Bylaws commencing from rule 1 to 29.

(See APPENDIX # 2 – SEIU Local 521 Approved Constitutional Bylaws adopted on November 20, 2009 and amended on January 1, 2013)

Section 2: The time and place of membership meetings shall be determined by the members at their membership meetings. A special meeting may be called by the Chairperson upon written notice to all members mailed at least 10 may not cast advisory votes unless they are members of SEIU Local 521.

Section 3: Quorum

Each regional caucus will determine their forum. Fifty percent + 1 (50%+1) of the APALA Caucus Executive Board shall constitute a quorum in Region 1.

Section 4: Any decision on any matter before a meeting shall be made by the members by a majority vote, except that after initial adoption, the caucus bylaws may only be amended by a two-thirds vote.

Section 5: Unless a higher number is required by law, a quorum shall consist of 50%+1 of the caucus membership.

Section 6: The members shall establish the policies of the caucus at their membership meetings.

Section 7: The Executive Board and Officers shall have such authority, as the membership meetings shall give to them, as well as any other duties provided by these bylaws.

Article VI: Officers

The Caucus officers shall be the Chairperson, Co-Chairperson, Secretary, Treasurer, Social Economic Justice Coordinator, and Executive Board Delegate/Alternate Delegate.

Article VII: Duties of Officers

Section 1: The Chairperson shall preside at all meetings, including membership meetings and Local Executive Board meetings, shall coordinate the work of the caucus, and shall implement the decisions of the membership meetings and the Executive Board. The Chairperson shall appoint the committees determined by any membership meeting to be necessary and shall be the official public spokesperson for the caucus.

Section 2: The Co-Chairperson shall assist the Chairperson and shall perform such duties as are assigned to him or her by the Chairperson. In the event of the Chairperson's absence or incapacity, the Co-Chairperson shall assume the duties of the Chairperson. In the event of the absence of the Secretary/Treasurer, the Co-Chairperson shall assume the duties of the Secretary/Treasurer. Co-Chairperson:

Region 1 to 6

Section 3: The Treasurer shall be responsible for keeping and making available accurate records of the budgets and finances records of the caucus; shall be responsible for providing a detailed financial report to all meetings of the caucus; shall maintain an account in a bank; and shall work with the chairperson in preparing an annual budget for consideration by the caucus.

Section 4: The Secretary shall keep a correct and accurate records of attendance and proceedings (minutes) of all meetings; shall be the keeper of all records of the caucus; shall be responsible for providing detailed minutes to all meetings of the caucus.

Section 5: The Social Economic Justice Coordinator shall be responsible for coordinating with the Social Economic Justice activities and report to the caucus membership.

Section 6: Executive Board Delegate and Alternate Delegate shall represent to the Local Executive Board seat and responsible to attend the local board meeting and report to the caucus membership.

Article VIII: Non-Profit Nature

Section 1: The caucus shall operate in a non-profit manner, and no part of the net income of the caucus shall inure to the benefit of or be distributable to the officers, Board, or other private persons, except that the caucus may pay reasonable compensation for services actually rendered, and make payments in furtherance of the purpose described in Article 1.

Section 2: No part of the assets or net earnings of the caucus shall not ever be used, nor shall the caucus be organized or operated, for purposes that are not exclusively for the betterment of the conditions of the workers and women.

Section 3: If the caucus dissolves for any reason, any remaining assets after payment of liabilities shall be distributed to the Local 521 Social Economic Justice.

Article IX: Budget and Revenues

Section 1: Approval of a budget by the caucus shall constitute authority to spend.

Section 2: The Caucus Chairperson shall forward to the Social and Economic Justice the annual budget and receives approval from the SEJ Committee.

Section 3: The caucus shall not contact, commit, or otherwise engage in any financial activity under the name of the caucus organization.

Section 4: The Treasurer shall prepare and submits the budgets to Social Economic Justice to be approved by SEJ in August and finalized in September-October to Budget Committee.

Section 5: The Treasurer, on behalf of the Executive Board, shall submit an annual report on caucus finances during the preceding calendar year to the local office and the caucus membership, showing all sources of income and all expenditures, as well as assets and liabilities.

Section 6: The Treasurer shall at any time make available the financial records of the caucus for copying and review by the Social and Economic Justice Committee or his or her designee.

Section 7: Contact your local union office for annual membership dues.

Article X: Caucus Activities

Section 1: Caucus activities shall comply in full with the requirements of the SEIU Local 521, the caucus bylaws, and the policies of the Social and Economic Justice.

Section 2: The Chairperson, on behalf of the caucus, seeks an association with the National APALA and other Asian labor organizations. The nature of this association shall be approved by the caucus at a regular membership meeting.

Article XI: Rules for the Caucus Election

Section 1: Notice of the election of APALA Caucus Officers and the Executive Board should be made to the following:

- (1) All the delegates to the Founding Convention who could become members of the caucus by virtue of living or working in the geographic area described in the caucus; and
- (2) All persons who have paid APALA dues and who live or work in the geographic area described in the caucus.

Refer to SEIU Local 521 Bylaws.

Section 2: Notice of the election shall be mailed out or emailed by the caucus coordinator at least ten days prior to the date of the election.

Section 3: Although a "Pre-Caucus" may establish a procedure for nominations to be made prior to the first election, the nominations shall be allowed from the floor at the time of the election.

Section 4: The election shall be conducted by a temporary Chairperson elected by a vote of the membership meeting.

Section 5: For purposes of this section, the caucus coordinator is the person who submitted the application for a chapter to the National APALA, or his/her designee. A "Pre-Caucus" is an existing alliance of Asian Pacific American trade unionists.

Section 6: These bylaws shall be adopted by the new elected officers.

Section 7: Except as described in this Article, the regular rules for an election shall apply to the first election.

Article XII: Regular Elections

Section 1: Notice of an election must be announced in writing or email to all members at least ten days in advance of the election.

Section 2: The nomination period shall be opened at a future designated date in the year 2014 and will be open for no less than 30 days.

Section 3: A membership meeting may direct the Chairperson to appoint a nominating committee prior to an election, and if such a committee exists, the complete report of the nominating committee shall be made at a point prior to the election.

Section 4: After the nominating report, nomination and election of officers will be held one office at a time beginning with the Chairperson. Nominations may be made from the floor, and any member may run for all officer positions.

Section 5: The officers shall be elected by a majority vote. If no candidate receives a majority, there shall be a run-off between the two top candidates.

Section 6: After the APALA Caucus officers are elected, the remaining members of the APALA Caucus Executive Board shall be elected in the following manner after allowing for nominations from the floor. Each member shall vote for a number of candidate's equivalent to the number of vacancies to be filled, or fewer at the discretion of the voter. The candidates with the largest number of votes shall win. In the case of a tie for the last position, there shall be a run-off between those tied for the last position.

Section 7: Caucus leadership should reflect the ethnic, union, and gender diversity of the membership of APALA and this goal should be taken into account by any nominating committee and by all voters.

Section 8: If only one candidate is nominated for an officer position, then that candidate shall be declared elected. If the number of persons nominated for the APALA Caucus Executive Board does not exceed the number of openings on the Executive Board, then those candidates will be declared elected. APALA Executive Board Delegates and Alternates – refer to SEIU Local 521 Bylaws, Article 8, Sections 1-8.

For the composition of the Executive Board Delegate, reference SEIU Local 521 Bylaws, Article 10, Section 15.

Section 9: No fund of official publication of the chapter may be used to support or advocate the election of a candidate for chapter office.

Section 10: Delegates to the National Convention shall be elected by a Membership Meeting on one ballot no later than 30 days prior to the National Convention.

Caucus representatives on the Executive Board shall be elected by a membership meeting one representative at a time no later than 60 days prior to the National Convention.

Article XIII: Term of Office

Section 1: A term of office for any elected position begins at the time of election and ends two years later or when a successor is qualified, except where the election is to fill a vacancy. In this case, the term of office ends when it would have ended in the absence of a vacancy.

Article XIV: Vacancies

Section 1: In the event of a vacancy in the office of the Chairperson, the Co-Chairperson shall perform the duties of the vacant office until a successor is elected for the period of the unexpired term.

Section 2: In the event of a vacancy in the office of the Secretary or Treasurer, the Co-Chairperson shall perform the duties of the vacant office until a successor is elected for the period of the unexpired term.

Section 3: In the event of a vacancy in the Social Economic and Justice Coordinator or Local Executive Board Delegate and Alternate Delegate, the vacancy shall be filled by an election at the next membership meeting.

Article XV: APALA Caucus Executive Board Member

Section 1: The APALA Caucus Executive Board shall consist of 7 members: The Chairperson, Co-Chairperson, Treasurer, Secretary, SEJ Coordinator, Executive Board Delegate and Alternate Delegate.

Section 2: The APALA Caucus Executive Board shall have the power to manage the caucus in the intervals between membership meetings, and shall have such additional powers as are delegated by the membership meeting.

Section 3: The APALA Caucus Executive Board may advise the Chairperson with regard to fulfilling his or her duties as coordinator of chapter activities

Section 4: The APALA Caucus Executive Board shall have any other powers given to it by these bylaws.

Section 5: The elected officers of the APALA Caucus shall be recommended to the SEIU Local 521 Executive Board seat for local wide election.

Section 6: Fifty percent +1 (50%+1) of the Executive Board shall constitute a quorum.

Section 7: In order to encourage attendance at Executive Board meetings, proxy voting will not be allowed unless required by law.

Section 8: The APALA Caucus Executive Board shall set the time and place of its meetings, but shall meet at least once a year. The Chairperson may also call a special APALA Caucus Executive Board meeting.

Article XVI: Recall

Section 1: Any caucus member may bring a charge against an officer or member of the Executive Board for reasons of misadministration or malfeasance. The Executive Board shall conduct an investigation of the charge, which shall afford the accused the right to present evidence and cross-examine the accuser, and shall provide a report to the membership meeting concerning the investigation. After affording the accused an opportunity to argue his or her case, the membership meeting shall then vote on whether the charge has been proven, which shall require a two-thirds vote and what penalty to impose. An elected officer or Board member of the caucus may only be recalled by a three-fourths vote of those attending a membership meeting.

Article XVII: Effective Date

These bylaws shall become effective upon adoption by a majority vote of a membership meeting.

APPENDIX 1

(SEIU Local 521 Approved Constitutional Bylaws Adopted on November 20, 2009 and Amended on January 1, 2013)

DEBATE from SEIU International Bylaws

The following rules shall be used to govern debate unless the Local Union has adopted its own rules or regulations:

Rule 1. The regular order of business may be suspended by a vote of the meeting at any time to dispose of urgent business.

Rule 2. All motions (if required by the chair) or resignations must be submitted in writing.

Rule 3. Any conversation, by whispering or otherwise, or any other activity which is calculated to disturb or may have the effect of disturbing a member while speaking or disturb the conduct of the meeting or hinder the transaction of business shall be deemed a violation of order.

Rule 4. Sectarian discussion shall not be permitted in the meetings.

Rule 5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as seconder must rise and be recognized by the chair.

Rule 6. Any member having made a motion can withdraw it with consent of the seconder, but a motion once debated cannot be withdrawn except by a majority vote.

Rule 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

Rule 8. A motion shall not be subject to debate until it has been stated by the chair.

Rule 9. A member wishing to speak shall rise and respectfully address the chair, and if recognized by the chair, he or she shall be entitled to proceed.

Rule 10. If two or more members rise to speak, the chair shall decide which is entitled to the floor.

Rule 11. Any member speaking shall be confined to the question under debate and avoid all personal, indecorous or sarcastic language.

Rule 12. Attending meetings under the influence of liquor or any controlled substance not lawfully prescribed is basis for removal.

Rule 13. No member shall interrupt another while speaking, except to a point of order, and the member shall definitely state the point, and the chair shall decide the same without debate.

Rule 14. Any member who is called to order while speaking shall be seated until the point of order is decided, after which, if decided in order, such member may proceed.

Rule 15. Any member who feels personally aggrieved by a decision of the chair may appeal such decision to the body.

Rule 16. When an appeal is made from the decision of the chair, the Vice President shall act as Chairperson; the appeal shall be stated by the chair to the meeting in these words: "Shall the decision of the chair be sustained as the decision of this Union?" The member will then have the right to state the grounds of appeal and the chair will give reasons for its decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to overrule the chair.

Rule 17. No member shall speak more than once on the same subject until all who wish to speak have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without consent of a two-thirds vote of all members present.

Rule 18. The presiding officer shall not speak on any subject unless such officer retires from the chair, except on a point of order or to make an official report or give such advice and counsel as the interests of the organization warrant. In case of a tie the presiding officer shall have the deciding vote.

Rule 19. When a question is before the meeting, no motion shall be in order except:

1. To adjourn;
2. To lay the question on the table;
3. For the previous question;
4. To postpone to a given time;
5. To refer or commit;
6. To amend.

These motions shall have precedence in the above order. The first three of these motions are not debatable.

Rule 20. If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall be put as follows:

1. Amendment to the amendment.
2. Amendment.
3. Original proposition.

Rule 21. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

Rule 22. A motion to adjourn shall always be in order, except:

1. When a member has the floor;
2. When members are voting.

Rule 23. Before putting a question to vote, the presiding officer shall ask, "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak or the debate is concluded, the presiding officer shall then put the question in this form: "All in favor of this motion say 'aye'"; and after the affirmative vote is expressed, "Those of the contrary opinion, say 'no'." After the vote is taken, the presiding officer shall announce the result in this manner: "It is carried [or lost] and so ordered."

Rule 24. Before the presiding officer declares the vote on a question, any member may ask for a division of the house. The chair is required to comply with this request. A standing vote shall thereupon be taken.

Rule 25. When a question has been decided it can be reconsidered only by two-thirds vote of those present.

Rule 26. A motion to reconsider must be made and seconded by two members who voted with the majority.

Rule 27. A member ordered to be seated three times by the chair without complying shall be debarred from participating in any further business at that session.

Rule 28. All questions, unless otherwise provided, shall be decided by a majority vote.

Rule 29. The presiding officer of the meeting shall enforce these rules and regulations and may direct that members be removed from the meeting for violation of these rules.

ORDER OF BUSINESS

1. Opening.
2. Roll call of officers.
3. Reading of minutes of the previous meeting.
4. Applications for membership.
5. Initiation of new members.
6. Communications and bills.
7. Reports of officers, executive board and committees.
8. Unfinished business.
9. New business.
10. Good and welfare.
11. Adjournment.

BYLAWS REVISION TIMELINE

- Original Bylaws Adopted: First Version
- Bylaws Revised by SEIU 521 Bylaws Committee: October 14, 2013
- Approved by Executive Board: December 7, 2013