



Service Employees International Union, CTW/CLC

Local 521

RETIREE CHAPTER

BYLAWS

Ratified by the Retiree Chapter on February 16, 2012

Approved by the SEIU Local 521 Executive Board on March 3, 2012



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ARTICLE 1 – NAME

This Chapter shall be known as the Retired Members' Chapter of SEIU Local 521. The Chapter shall comply with the Bylaws of SEIU Local 521 and hereby incorporates such Bylaws as its own.

ARTICLE 2 – PURPOSE OF THE CHAPTER

The purpose of this Chapter shall be:

- A. To work with the Local Union Executive Board to preserve, strengthen and protect the spirit of unionism, maintain ties among Local 521 active members and Local 521 retirees, and to keep the Local informed of the activities, interests and needs of its retired members;
- B. To encourage retired Local 521 members to join and actively participate in the Retired Members' Chapter and Caucuses within their local area; including organizing, legislative, political actions, and collective bargaining where applicable.
- C. To assist Local 521 retirees in being fully informed on economic, social, legislative and political developments which affect their lives, and to influence such developments in their mutual self-interests; to coordinate entertaining, interesting cultural or recreational networking events for retirees and friends.

ARTICLE 3 – MEMBERSHIP

Section 1 – Eligibility

- A. A person eligible to be a member is any worker retired from a jurisdiction represented by Local 521, (or its appropriate legacy unions) or staff can join the Retiree Chapter.
- B. A member who was a member in good standing, including those workers who promoted out of the bargaining unit but maintained their membership in good standing in Local 521 until that time can join the Retiree Chapter but cannot hold an Executive Board office. Refer to Local 521 Bylaws, Article VI Section 5 – Associate Members - Section 5.02 Transitional Members.
- C. Members of the Retired Members' Chapter shall enjoy all the benefits of membership in the Local Union (except as modified in the Local Union's Bylaws).
- D. Members shall have rights and responsibilities set forth in the SEIU Member Bill of Rights and Responsibilities. No member shall discriminate or advocate discrimination against any other member on the basis of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age or disability.

Section 2 - Good Standing

A member in good standing is a person who has paid the current dues obligation as prescribed by the Local 521 Executive Board.

ARTICLE 4 – OFFICERS and LEADERSHIP STRUCTURE

Section 1 – Structure

The structure of this Chapter shall consist of a General Membership, Regional Caucuses and a Leadership Group made up of Chapter Officers and one delegate from the six Regional Caucus areas.

A) Chapter Officers

The Chapter Officers shall consist of the Chapter Chair, a Vice Chairperson, one Secretary and one Treasurer.

B) Regional Caucuses

In each of the Local Union's Regions, groups of retirees shall be authorized to establish a Regional Caucus whose purpose is to implement the Mission of the Retiree Chapter at the local level.

C) Leadership Group

The Leadership Group is made up of Chapter Officers and one representative from each of the six Regional Caucus areas.

D) Executive Board Delegate

In addition to these leaders the Chapter also participates in the Local Union Executive Board with representatives elected at large during the Local Union election. Such retiree delegate may also hold any office in the Retiree Chapter or none. If he/she does not hold an elected position in the leadership group he/she will attend the quarterly general membership meetings and shall provide an oral or written report to the general membership. Refer to SEIU Local 521 Bylaws Article VI Section 3 – Retired Member (See Appendix 1)

E) General Membership

The general membership consists of any SEIU Local 521 retired member in good standing or retired member in good standing from an affiliated Legacy Local.

Section 2 - Duties of the Chapter Chair

The Chapter Chair: Presides over all meetings of the Chapter; coordinates with the Local Union Executive Board; shall appoint Committee Chairpersons and develop agendas for meetings with assistance of assigned staff.

Section 3 - Duties of the Chapter Vice-Chairperson

- A. The Chapter Vice Chairperson shall perform the duties of the Chapter Chairperson in his/her absence and shall assist the Chapter Chairperson in the operation of all the affairs of the Chapter.
- B. The Vice Chairperson shall perform any other duties assigned by the Chapter Chairperson.

Section 4 - Duties of the Secretary

- A. The Secretary shall keep a correct and accurate record of proceedings of all leadership groups and other official meetings. The Secretary shall submit minutes of meetings to the Chapter Retiree Membership and to the Local Union for administrative purposes.
- B. The Secretary shall review all incoming communications and present those that require action or response to the appropriate body.

Section 5 - Duties of the Treasurer

- A. The Treasurer shall, in coordination with Local Union staff, ensure that an accurate account is kept of all receipts and disbursements of the monies and shall give a report at each membership meeting. A written financial report shall be submitted at each regular chapter meeting.
- B. The Treasurer shall be assisted by the Leadership Group in preparing the annual Budget and shall submit it first to the Caucuses for review and then to the Local Executive Board for approval.

Section 6 - Duties of the Leadership Group

- A. The Leadership Group shall meet as often as needed each year. Special meetings may be called by the Chapter Chairperson at any time with advance notification to the General Membership whenever possible.
- B. The Leadership Group shall be authorized, on behalf of the Chapter, to make recommendations to the Local Union Officers and/or the Executive Board on emergency matters that require immediate action which cannot wait until the next membership meeting. Any such action shall be brought before the General Membership at the next regularly scheduled meeting and reported to the Caucuses.
- C. The retiree delegate(s) to the local Executive Board are required to attend the leadership group in the Retiree Chapter, and they should attend the appropriate Retiree Caucus or Chapter Meeting whenever possible and give written or oral reports to the quarterly general membership meeting.

ARTICLE 5 – NOMINATIONS AND ELECTIONS

Section 1 – Nominations

Nominations of officers shall take place every even-numbered year.

Note: Rules for nomination shall be developed by July 2012 for the first election.
The first election will commence in October 2012.

Section 2 - Officers Inauguration

Officers shall take office in odd years beginning in January 2013, following the swearing-in, for a two year term.

Section 3 - Vacancy in Office

- A. In the event of an officer vacancy the Leadership Group will appoint the replacement after announcing the vacancy for a minimum of one month.
- B. In the event of a vacant caucus representative that caucus will elect a new representative at their next regularly scheduled meeting.
- C. In the event of the vacancy of the Chair, the Vice Chair shall assume the duties for the remaining of the term.

ARTICLE 6 – MEETINGS

Section 1 – Frequency

Localwide Membership meetings shall take place at least four (4) times each year. Meetings shall be on video conference and rotate whenever possible at such time and place as the Chairperson shall designate. Caucus meetings will occur one time each month. Emergency meetings may be called by the Chapter Chairperson at any time with advance notification to the General Membership whenever possible.

Section 2 – Quorum

- A. A quorum for a Chapter Membership meeting shall be ten (10) regular members in good standing, at least two (2) of whom are the elected officers. In the event there is no quorum for a membership meeting, the Leadership Group shall conduct the regular business for that meeting and their actions shall represent the official policies and directives of the Chapter.
- B. No quorum is required for local area Caucuses but the names of all attendees must be reported in the minutes.

Section 3 - Submitting Motions

Any member shall have the right to submit motions in proper order of business.

Section 4 - Sergeant at Arms

The Chapter Chairperson may appoint a Sergeant at Arms to maintain order.

ARTICLE 7 – RATIFICATIONS & AMENDMENTS OF THE BY-LAWS

Section 1 - Amendments

- A) These Bylaws may be amended by a two-thirds (2/3) vote of those voting at a regular membership meeting, provided that notification to all chapter members have been given at least fifteen (15) days prior to the meeting at which action is to be taken.

- B) When any part of these Bylaws is judged as void for any reason, including conflict with the International Constitution and Bylaws or the Bylaws of the Local Union, all remaining parts will continue to be valid and in effect.

- C) These Bylaws and/or any amendments shall be subject to approval of the Local 521 Executive Board.

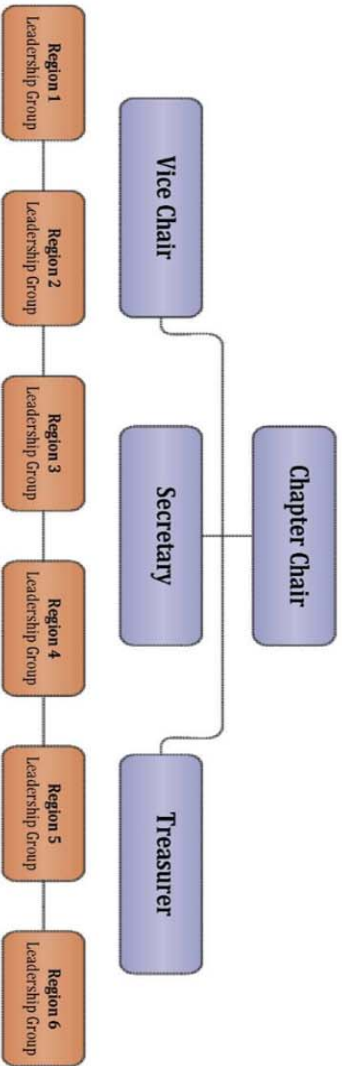
Section 2 - By-Laws Committee Recommendations

Bylaws committee shall review these Bylaws and shall draw up and report proposed amendments to the Leadership Group and, if approved, the proposed amendments shall then come to the General Membership for approval.

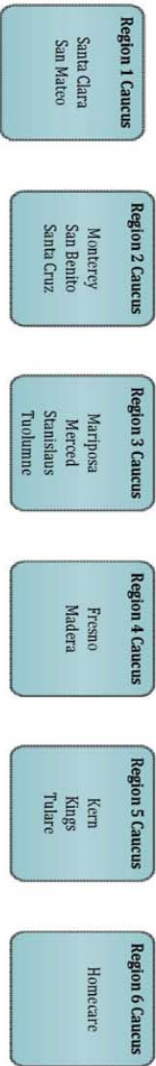
Retirees Chapter Structure Chart

Retiree Chapter

Retiree Chapter Officers & Leadership Group

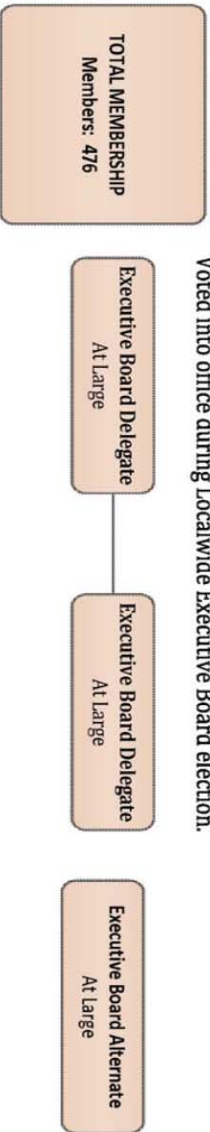


Local 521 Caucuses



Local 521 Executive Board

Voted into office during Localwide Executive Board election.



APPENDIX I: POLICY ON CONDOLENCE CONTRIBUTIONS AND EXPENDITURES

It shall be the policy of this Chapter, based on long-standing past practice and applicable Local Union policies and practices, that the Chapter, with its funds, shall send a card of condolence to the families of deceased members or their loved ones. In addition, and in keeping with past practice, the Chapter, with its funds, may send flowers or a plant to the member's family or send a contribution to a favorite charity in lieu of flowers, if so requested by a member of his/her family.

A Chapter vote is not required for individual cases; however, the Chairperson and/or the Treasurer at the next regular meeting of the Chapter shall make a report of such expenditures.

All contributions from the Retired Members' Chapter funds shall be made in both the name of the Chapter and, in a special tribute, the name(s) of recently deceased member(s).

APPENDIX II: RULES TO GOVERN 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. Report of officers, executive board and committees.
8. Unfinished business.
9. New business
10. Good and Welfare
11. Adjournment.