

SEIU CENTRAL VALLEY WOMEN'S COMMITTEE BYLAWS

PREAMBLE

We, the working women of the Central Valley and surrounding foothills, recognize the common bond we share as working women and the need to mutually support one another both in our workplaces and in our communities. We further recognize the importance of organizing, educating and empowering ourselves to improve our status and our ability to resolve workplace problems and social and health problems plaguing our communities. For the above stated reasons we have created this Committee and agree to adopt these bylaws, consistent with the Constitution of SEIU Local 535 and in the interest of our members and for the community we serve.

Article 1 - NAME AND PURPOSE:

This Committee will be known as the SEIU Central Valley Women's Committee. The purpose of this Committee is to unite, educate, organize and empower the working women of the Central Valley and surrounding foothills.

Article 2 - AFFILIATION:

This Committee is part of SEIU Local 535, CtW and shall be subject to the Constitution of that Union and all policies adopted pursuant thereto.

Article 3 - COMMITTEE STRUCTURE:

1. The Committee members shall elect, by February 1 of each year, an Executive Board of the following officers: Chair, Co-Chair and Secretary/Treasurer. The term of office shall be two (2) years.
2. The Executive Board shall have power to act for the Committee between General Membership meetings. The Executive Board shall meet at least once a month or as often as deemed necessary by the Board. A majority of Executive Board members shall constitute an Executive Board quorum
3. The General Membership is the highest authority within the committee structure.
4. The Committee shall hold regularly scheduled General Membership meetings at least once per month. Ten members shall constitute a quorum.
5. The Committee shall maintain a file of Committee minutes and make available a copy thereof to the Secretary/Treasurer of the Local Union upon request.
6. The Committee shall make available to the membership the minutes of the Executive Board of the Local Union upon request.
7. The Committee shall notify the State Executive Board of any dissenting action taken on the minutes or action of the Executive Board of the Local Union.
8. The Committee shall maintain financial records. All funds, including income and expenditures, shall be recorded and proper financial records shall be maintained in accordance with procedures established by the Local Union. These records shall be transmitted to the Executive Board of the Local Union upon request. All fiscal records shall be kept for a period of at least six (6) years or longer if required by applicable law. Two signatures (of Committee officers) shall be required to expend Committee funds. Committee financial records shall be regularly audited by a Committee officer or member of the Committee Executive Board who is not a signer on the Committee account.

Article 4 - OFFICERS AND DUTIES:

1. Chair: The Chair shall officiate at all meetings and shall be responsible for directing the implementation of directives voted on by the Committee membership. The Chair shall be an ex-officio member of all committees. The Chair shall be one of three (3) officers authorized to withdraw funds from a Committee account, after such expenditures have been approved by the Executive Board and/or General Membership.
2. Co-Chair: The Co-Chair shall act as Chair in the absence of the Chair. The Co-Chair shall be one of three (3) officers authorized to withdraw funds from a Committee account, after such expenditures have been approved by the Executive Board and/or General Membership.
3. Secretary/Treasurer: The Secretary/Treasurer shall keep a correct record of the proceedings of all Executive Committee and General Membership meetings and shall provide a copy thereof to the Secretary/Treasurer of the Local Union upon request. The Secretary/Treasurer shall receive all correspondence and communications on behalf of the Committee.

The Secretary/Treasurer shall be responsible for bank deposits and dispersals and for carrying out the duties described in Article 3.8. The Treasurer shall be one of three (3) officers authorized to withdraw funds from a Committee account, after such expenditures have been approved by the Executive Board and/or General Membership. The Treasurer shall present the Committee's financial records for audit at the direction of the Treasurer of the Local Union or his/her representative.

Article 5 - RECALL:

Recall of officers may be originated by a petition signed by at least 50 members. After the recall has been originated, the Committee Executive Board shall appoint an Election Committee and conduct a secret ballot election of the General Membership within sixty (60) days of the presentation of the recall petition. A majority of votes cast shall determine the recall.

Article 6 - VACANCIES:

An elective office shall be declared vacant when the holder of the position resigns from office, resigns from their job, is on an extended leave of absence, or is recalled. Vacancies that occur within six (6) months of the expiration of the term may be filled by appointment of the Committee Chair; otherwise, vacancies shall be filled by election of the General Membership.

Article 7 – COMMITTEE ELECTIONS:

1. Election Schedule: Committee elections shall be held with thirty days proper notice of election to take place.
2. Election Committee: The Committee Chair shall appoint 3 members to an Election Committee. Members of the election committee may not be candidates for office in the election. The Election Committee shall adopt all rules and regulations necessary to assure a fair and honest election and nominations procedure and shall provide each candidate with a copy of same. The Election Committee also hears challenges to the conduct of the election. The Election Committee shall submit a written report to the Committee Executive Board and Statewide President within 3 working days following the ballot count. The report shall include the election rules, procedures, schedule, candidate/issue vote totals, any challenges filed, and names and phone numbers of Election Committee members. Election results shall be provided to the members following the election.
3. Eligibility: In order to run for and serve as a Committee Officer, candidates shall be members in good standing and employed in a bargaining unit represented by SEIU Local 535 within the jurisdiction of the Central Region.

4. Nomination for Office: Nominations for office will be made from the floor at a general membership meeting or submitted in writing to the Election Committee. Nominees must be present or submit written notice of acceptance of nomination within three (3) days of the deadline set for nominations. In the event that only one nominee is accepted for each office, that candidate shall automatically be declared elected and no election will be held for that particular office.
5. Voting: Committee elections must be conducted by secret ballot. Proxy voting is prohibited. A majority of ballots cast shall determine the elected candidates. In the event of a tie vote, a run-off election shall be conducted. Write-in votes are prohibited.
6. Ballot Count: The Election Committee shall count ballots at a location, dates and times announced to the membership.
7. Election Materials: All election ballots – marked, unmarked, voided, unused – must be saved for 1 year.
8. Challenges: Challenges to or disputes arising from a Committee election must be submitted to the Chapter Election Committee within three (3) working days of the submission of the committee's election report to the Committee Executive Board. Challenges must be submitted in writing and must cite specific violation(s) of the Committee election rules and procedures, Committee bylaws, or this Constitution. Challenges to the election will be considered valid only if they cite specific violations of election rules and procedures or the Local 535 Constitution and if the alleged violation may have affected the outcome of the election. The Election Committee shall investigate and resolve challenges within ten (10) working days of receipt of the challenge. The Election Committee may order a re-run of all or part of the election.
9. Appeals: Challenges or disputes which are denied or cannot be resolved by the Election Committee may be appealed in writing to the statewide Constitution and Bylaws Committee within five (5) working days of receipt of the Election Committee's decision. The Constitution and Bylaws Committee shall investigate and respond within ten (10) working days of receipt of the challenge. Challenges to the election will be considered valid only if they cite specific violations of the Committee election rules and procedures, Chapter bylaws, or this Constitution and if the alleged violation may have affected the outcome of the election.

Article 8 - PROCEDURE AND DEBATE:

Committee meetings shall be governed by the Manual of Common Procedure, Rules of Debate, and Order of Business set forth in the Constitution of the International Union. Every member shall follow and be subject to such rules governing debate at all meetings of the Committee.

Article 9 - AMENDMENT:

Amendments to these bylaws may be originated by a majority vote of the Executive Committee or by petition signed by at least 25 members. These bylaws may be amended by majority vote of the General Membership at a membership meeting. Members must be notified at least thirty (30) days prior to the consideration of any amendment and provided with the proposed amendments and the original sections of the bylaws. Amendments to these bylaws shall be submitted to the Local Union headquarters office to be reviewed for conformity to the Local 535 Constitution and Bylaws and to be kept on file. No amendment shall be valid or become effective until approved by the Executive Board of the Local Union. Amendments required to bring these bylaws into compliance with the Constitution or guidelines of the Local Union or the International Union may be made by vote of the Executive Committee without submission to the General Membership.