



Service Employees International Union, CTW/CLC

LOCAL 521 RETIREE CHAPTER BYLAWS



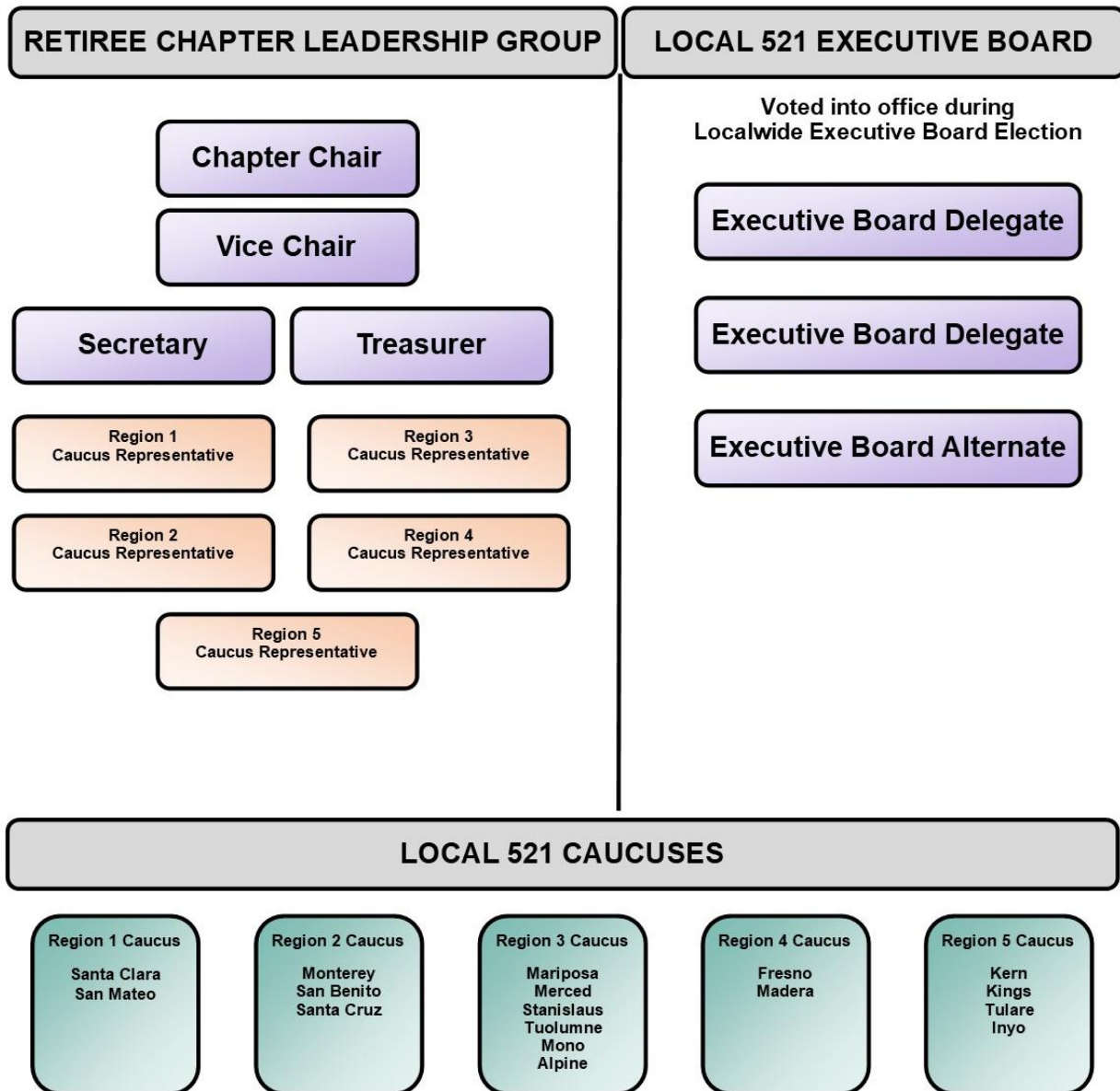
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RETIREE CHAPTER STRUCTURE CHART



ARTICLE 1 – NAME

This Chapter shall be known as the Retiree Chapter of SEIU Local 521. The Chapter shall comply with the Constitution and Bylaws of SEIU Local 521 and SEIU International Union 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 521 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 Retiree 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; and to coordinate entertaining, interesting cultural or recreational networking events for retirees and friends.

ARTICLE 3 – MEMBERSHIP

Section 1 – Eligibility

- A.** A member, who has retired in good standing from a jurisdiction represented by Local 521 (or its appropriate legacy unions) or retired staff who were members in good standing, may join the Retiree Chapter of the Local Union and pay the established retiree dues rate.
- 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 retirement may join the Retiree Chapter, but cannot hold an Executive Board office. Refer to Local 521 Bylaws, Article VI Membership and Member Rights Section 5 Associate Members 5.01 Transitional Members.
- C.** Members of the Retiree Chapter shall enjoy all the benefits of membership in 521 (except as modified in the Local 521 Bylaws).
- D.** Members shall have rights and responsibilities set forth in the SEIU Member Bill of Rights and Responsibilities. All members will be welcomed into our union, encouraged to participate, and shall not be discriminated against regardless of race, ethnicity, religion, age, physical ability, gender, gender expression and sexual orientation, marital status, creed, color, ancestry, disability, immigration status, or national origin.

Section 2 - Good Standing

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

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 five (5) Regional Caucus areas.

A. Chapter Officers

The Chapter Officers shall consist of the Chapter Chair, a Vice Chair, a Secretary, and a 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. Each Regional Caucus shall elect a representative and an alternate to the Retiree Leadership Group. The alternate representative will be the next highest vote-getter in the election. In the event of a permanent vacancy, the Retiree Chapter Officers shall decide whether to fill the vacancy by appointment or election.

C. Leadership Group

The Leadership Group is made up of Chapter Officers and one elected representative from each of the five (5) Regional Caucus areas.

D. Executive Board Delegate

In addition to these leaders the Chapter also participates in the Local 521's 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.

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 Executive Board, appoints the Committee Chair, and develops agendas for meetings with the assistance from SEIU 521 staff.

Section 3 - Duties of the Chapter Vice-Chair

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

Section 4 - Duties of the Secretary

- A. The Secretary shall keep a correct and accurate record of the proceedings of the Leadership Group and other official meetings. The Secretary shall submit minutes of meetings to the Chapter Retiree Membership and to the Local Union for administrative purposes three (3) calendar days prior to the next scheduled general membership meeting.
- 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 financials and shall give a report at each membership meeting. A written financial report shall be submitted for inclusion in the minutes at each regular general membership meeting.
- B. The Treasurer shall be assisted by the Leadership Group in preparing the annual budget for the chapter and shall submit it first to the Regional Caucuses for review. It will also include guidelines for the funds/budgets for the individual Regional Caucuses. Both the Chapter and Regional Caucuses' annual budgets will be submitted to the Local Executive Board for approval. Copies of the approved Chapter and Regional Caucus budgets will then be submitted to the SEIU 521 Director of Finance.

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 Chair at any time with seven (7) calendar days 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 General Membership 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, regional caucus representatives, and alternates shall take place every three (3) years.

A. Timeline of Nomination and Election Process:

Election Committee: The election committee shall be appointed by the Chapter Officers and consist of no less than three (3) Retiree Chapter members who are not running for office. The Election Committee shall set the rules and procedures for the election in accordance with the chapter and SEIU 521 Bylaws and hear any challenges or objections.

Nomination Process: The nomination period announcement shall be sent out by email and/or USPS mail to all Retiree members in good standing in the month of August (no later than August 15) announcing the nomination period commencing September 1 or the first business day of the month and shall run for fifteen (15) business days. Nominations shall only be accepted in writing and shall be received no later than the last business day of the month or by September 30, whichever is earlier.

B. Eligibility:

A member who has retired in good standing from a jurisdiction represented by Local 521 may join the Retiree Chapter of the Local Union and pay the established retiree dues rate. This qualifies the member for voting in any Retiree Chapter election. Retiree members may choose to retain full membership by paying the minimum level of full dues of an active, regular member. Any retiree paying full dues shall be eligible for nomination and election to any office of the Local Union for which he or she is eligible, according to his/her region of domicile including the Executive Board Delegate of the Retiree Chapter. Retired members paying less than full dues required for working members of the Local Union shall not be eligible for nomination for any office of the Local Union.

C. Verification of Eligibility:

In the event there is only one candidate per position, that candidate shall be considered automatically seated and no election shall be held. All candidates will still be required to submit written acceptance of nomination for the position they were nominated.

In the event there are multiple candidates for an open position, a candidate list of all nominees shall be sent out to all Retiree members electronically or USPS mail seven (7) business days prior to the election.

D. Notice of Election:

Election shall occur in the month of October no later than the 4th Wednesday of the month. Officer elections shall be held by mail-in ballot or by electronic vote of the Retiree membership.

Vote count shall take place within ten (10) business days of the close of the election. Vote count shall be available to all Retiree members in good standing by virtual viewing.

Section 2 - Officers Inauguration

Chapter Officers shall take office in the January general membership meeting following an election, for a three (3) year term.

Section 3 - Vacancy in Office

- A. In the event of an officer vacancy, the Chapter Chair shall call a special or regular general membership meeting to decide whether to make an appointment or hold a special election for the replacement after announcing the vacancy for a minimum of one month.

ARTICLE 6 – MEETINGS

Section 1 – Frequency

Retiree General 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 Chair shall designate. Regional Caucus meetings will occur one time each month. Unforeseen circumstances may hinder the frequency of meetings as necessary.

Section 2 – Quorum

- A. A quorum for a General Membership meeting shall be ten (10) Retiree members in good standing, at least two (2) of whom are elected to the Leadership Group. In the event there is no quorum for a general 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. A quorum for a Leadership Group meeting shall be fifty percent (50%) + one (1).
- B. A quorum for a regional caucus meeting shall be fifty percent (50%) + one (1); the names of all attendees must be reported in the minutes.

Section 3 - Submitting Motions

Any retiree member in good standing shall have the right to submit motions during the new business portion of the meeting.

Section 4 - Sergeant at Arms

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

ARTICLE 7 – RATIFICATIONS & AMENDMENTS OF THE BYLAWS

Section 1 - Amendments

- A.** These Bylaws may be amended by a two-thirds (2/3) vote of those attending a general membership meeting, provided that notification to all Retiree members in good standing have been given at least fifteen (15) business days prior to the meeting at which action is to be taken.
- B.** If any part of these Bylaws conflicts 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 the approval of the Local 521 Executive Board.

Section 2 - Bylaws Committee Recommendations

The 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 be submitted to the Localwide Bylaws Committee for approval. Once approval is granted from the Localwide Bylaws Committee, the proposed amendments are to be submitted to the General Membership for approval. Once the proposed amendments have been approved by the General Membership, the bylaws shall be submitted to the 521 Executive Board and SEIU International for final approval.

ARTICLE 8: 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 or loved ones 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 the family's favorite charity. (Not to exceed \$150.00 or as funds are available)

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

All contributions from the Retiree Chapter funds shall be made in both the name of the Chapter and/or the name(s) of the recently deceased member(s).

APPENDIX I: 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 the 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 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 chair; 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 a 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 member 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.

