



General Membership Bylaws

We, the employees of Santa Rosa Junior College, working as free and responsible individuals, recognize that the labor movement in general and SEIU Local 1021, can be instrumental in improving our status and resolving the social and health problems of our community; therefore we enter into union and agree to adopt these bylaws, consistent with the Constitution of Local 1021, as an instrument for concerted action and collective bargaining in the interest of our members and for the community we serve.

ARTICLE 1 - NAME

The name of this organization shall be the Santa Rosa Junior College Chapter of Service Employees International Union, Local 1021, hereafter referred to in these Bylaws as “the Chapter”.

ARTICLE 2 - PURPOSE

The purpose of the Chapter shall be to represent eligible classified employees at Santa Rosa Junior College, hereafter referred to as “SRJC”, in the areas of wages, hours of employment, and working conditions with their employer, the Sonoma County Junior College District, hereafter referred to in these Bylaws as “the District”.

ARTICLE 3 - MEMBERSHIP AND DUES

Section 1. Membership, Dues, and Service Fees

All persons, without regard to race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, disability status, or political affiliation shall be eligible for membership.

A Chapter Member is any regular district classified employee, whether permanent, probationary, full-time, or part-time, who is not excluded by law (example: management and student employees).

A Fee Payer is a Chapter Member who has not joined the union and pays only the service fee set by Local 1021. Fee Payer service fees are determined and administered in accordance with applicable state and federal law.

A Union Member is a Chapter Member who has applied for and has been granted membership in SEIU and pays SEIU union membership. Only union members in good standing are eligible to vote in contract ratifications and in elections for Chapter officers or negotiators. Union Member dues are determined by a vote of the SEIU Local 1021 Membership. This vote encompasses all the chapters represented by SEIU Local 1021.

Section 2. Termination from Membership

Termination of union membership shall be in accordance with the existing Agreement between the District and SEIU and applicable state and federal laws.

ARTICLE 4 - CLASSIFIED EXECUTIVE COUNCIL

Section 1. CEC Authority and Governance

The authority to govern the SRJC Chapter of SEIU, Local 1021, is vested in the Classified Executive Council, hereafter referred to in these Bylaws as the “CEC”. The CEC has the authority to determine policy and direct the operation of the Chapter, in accordance with approved Chapter bylaws. Approval or deletion of any CEC policy or procedure shall require an affirmative vote of 50% plus one of the CEC. Robert’s Rules of Order shall govern.

Section 2. CEC Officers and Members

The CEC shall consist of the following positions:

Officers:

President (1)

Vice President/Negotiator (1)

Secretary/Treasurer (1)

Communications Officer (1)

Other Elected Members:

Negotiations Team (3-4)

Stewards (as referenced in Article 13.2.1 of the current negotiated contract)

Recruited or Appointed Members (7), Who May Include:

Web Site Specialist

Committee Specialist

Liaison to Classified Senate

Representatives to Major College Standing Committees:

Budget Advisory

College Council

District Accessibility Committee

Institutional Planning Council

Fringe Benefits Committee

Classification Review Committee

At Large (up to 4 if standing committee representatives serve dual functions).

Section 3. Length of Term

The term of an elected office shall be two (2) years (or less in the case of delayed elections).

Section 4. Election of Officers

Election of officers will normally occur every two years in the months of September or October. The candidates for CEC office(s) will be confirmed by the Elections Sub-committee and elected by the Chapter members by majority vote (50% plus one) of all valid ballots cast. New officers will assume their duties on the first CEC meeting following the election.

- 4.4.1 An officer shall be a current Union Member.
- 4.4.2 Individuals seeking office are required to submit a brief candidacy statement of no more than 250 words to the Elections Committee.
- 4.4.3 All statements of candidacy will be publicized at least ten (10) working days prior to the election.
- 4.4.4 Should a September or October election be detrimental to the continuity of negotiations, the CEC may elect to extend the term of the regularly elected officers. The CEC may postpone the election until completion of that year's negotiation. New officers will assume their duties at the first regularly scheduled CEC meeting following the election.
- 4.4.5 In the event that there are no eligible candidates for open office(s), the CEC shall have the right to reschedule the election until such time as there are eligible candidates.
- 4.4.6 In the event an officer leaves office, the CEC may appoint an interim eligible CEC member to fill the vacancy until a general election is held.
- 4.4.7 If there is no eligible CEC member to fill a vacancy, the CEC may choose to seek candidacy from the general Union membership by an application process.
- 4.4.8 In case of a tie vote for CEC office(s), another vote shall be taken for that specific office(s) as soon as possible.

Section 5. Election of Negotiators

- 4.5.1 Election of members of the Negotiations team shall occur every year.
- 4.5.2 In years when Officers are elected, the Vice President and one or two team members will be elected; in alternate years, two team members will be elected, ensuring that no team will consist of entirely new members.
- 4.5.3 Requirements for election and service as a Negotiator shall be the same as described in Section 4.4.1 through 4.4.8 above.

Section 6. Election of Stewards

- 4.6.1 A steward's term of service shall be two years.
- 4.6.2 Election of stewards shall take place every year, at the time of election of Officers and Negotiators.

4.6.3 In years when Officers are elected, three (3) stewards will stand for election; in alternate years, three (3) other stewards will stand for election, ensuring that the complement of stewards shall consist of some new and some experienced stewards. At such time as the contract calls for more than six (6) stewards, half will stand for election at each annual election.

4.6.4 Eligibility for election shall be:

- (a) A candidate must have been an SEIU member in good standing for not less than ninety (90) days prior to the election.
- (b) Completion of or commitment to complete Basic Stewards' Training provided by SEIU Local 1021 within six (6) weeks of election as a steward. Failure to complete Basic Stewards' Training within this time period constitutes resignation from the elected position.

4.6.5 In the event a steward leaves employment at SRJC or resigns his/her position as steward, the CEC shall appoint a member meeting eligibility requirements delineated in 4.6.4 above for the remainder of the vacancy left by the resigning stewards.

Section 7 Election of Convention Delegates

Chapter delegates to the SEIU biennial convention shall be elected by secret ballot by Chapter members in good standing based on the following formula: two (2) delegates for each chapter and two (2) additional delegates for every additional one hundred fifty (150) members in each chapter. *In the absence of qualified candidates for convention delegates, elected chapter officers shall serve as automatic delegates to the convention.*

Section 8 Recall of Elected Officers

Elected officers may be recalled by a vote of the membership that elected them to office. A petition must be signed by at least fifteen percent (15%) of the membership in good standing. Recall elections shall not be scheduled if a petition is received within one hundred eighty (180) days of a general election. A special election committee shall be designated by the CEC to conduct the election within ninety (90) days of receipt of the petition.

Section 9 Confidentiality

The CEC upholds confidentiality during any interactions whether verbal or written. While individual privacy and institutional needs sometimes differ, it is expected that the CEC shall act in a thoughtful and professional manner that consistently improves both trust and cooperation among members of the college community.

ARTICLE 5 - MEETINGS

Section 1. General Membership Meetings

5.1.1 There shall be a minimum of one general membership informational meeting each academic year (August - May).

5.1.2 The CEC shall call a general meeting of the Chapter within fifteen (15) working days of the conclusion of negotiations for the purpose of discussing and/or voting on the tentative agreements reached with the District.

Section 2. Special Meetings

5.2.1 The CEC President shall have the right to schedule special meetings as necessary.

5.2.2 Upon written request of twenty-five (25) members of the Chapter, a General Membership meeting shall be called and publicized by the CEC.

5.2.3 A quorum for a General Membership meeting shall be 15% of the Chapter Union Membership.

ARTICLE 6 - VOTING

Section 1. Voting Rights

Any Chapter member who is a **Union Member** at the time of balloting may vote in an election and contract/agreement ratification.

Section 2. Contract Ratification

6.2.1 Informational meetings about the proposed contract will be held to allow for maximum participation of Chapter members.

6.2.2 Contract Ratification shall require an affirmative vote of 50% plus one of valid, eligible votes cast.

6.2.3 The CEC and SEIU Worksite Organizer shall confer to determine an appropriate method of voting. Consideration shall be given to distant sites, varying work schedules, and nature of the proposal. If deemed necessary, a U.S. mail ballot may be used.

6.2.4 Absentee ballots will be available through the Local 1021 office in case of varied work schedule, absence for scheduled vacation, or illness. Absentee ballots shall be received in the SEIU Local 1021 office or in the SEIU Santa Rosa Campus mailbox no later than 5:00 p.m. of the first working day following the day of contract Ratification/voting.

ARTICLE 7 - AMENDMENTS & INTERPRETATIONS OF THESE BYLAWS

The General Membership Bylaws shall be amended as necessary in order to confirm with Local 1021 Bylaws.

The General Membership Bylaws may be amended at a general membership meeting by a majority vote of 50% plus one of valid eligible votes cast. Such amendments shall become effective immediately upon their adoption, unless otherwise specified, and the bylaws under which the chapter has operated heretofore shall be deemed repealed.

Notice of proposed amendments to these articles must be submitted in writing to the Chapter Membership by the CEC at least fifteen (15) working days prior to a general membership meeting.

In the event of any ambiguity in these Bylaws, they shall be interpreted to conform to the law and the Bylaws of Local 1021.