

**East Bay Municipal Utility District Chapter
Professional and Technical Engineers (IFPTE), Local 21**

BY-LAWS

Section I. Statement of Purpose

The purpose of the East Bay Municipal Utility District Chapter of the International Federation of Professional and Technical Engineers (IFPTE) Local 21, AFL-CIO, is to represent designated East Bay Municipal Utility District employees, including the Administrative, Professional, and Supervisory Employees, in collective bargaining and to otherwise improve their economic status, conditions of employment, and to encourage the highest standards of professional proficiency amongst the membership.

Section II. Membership

Employees are eligible for membership regardless of religion, race, creed, color, national origin, age, gender, disability, or sexual orientation.

It shall be the duty of every member to uphold the ideals and principles of the Union.

All members shall be required to pay the established Local Union dues.

Membership status shall entitle the member to vote, hold office, and all other benefits afforded to active union members.

Section III. Name of Organization

The name of this chapter shall be the East Bay Municipal Utility District Chapter, International Federation of Professional and Technical Engineers (IFPTE), Local 21, AFL-CIO.

Section IV. Jurisdiction

The jurisdiction of this Chapter shall include all eligible employees, including the Administrative, Professional, and Supervisory Unit, employed by the East Bay Municipal Utility District.

Section V. Officers

A. The Executive Board shall be the Chapter officers. The Executive Board shall be comprised of the President, the Executive Vice President, the Administrative Vice President, immediate past president, Chief Steward, and a member from each grouping within the chapter.

B. In the instance when members from another Unit may be added to representation, that group will have a seat on the Executive Board. Should there be a group with no union members, that seat on the Executive Board shall not be filled.

C. No office shall be combined with another office and held by one member.

Section VI. Duties of the Officers

A. President

The duties of the President shall be as follows:

1. Preside at all Chapter meetings which shall be held monthly.
2. Preside at and call all Executive Board meetings which shall be held monthly.
3. Present the minutes of the Executive Board and previous Chapter meetings to the membership at each membership meeting.
4. Appoint committees and their chairs, following recommendations from the Executive Board.
5. Call special meetings of the Chapter.
6. Review or sign all official documents or correspondence.
7. Make official representation, either written or oral, of the Chapter. Consult with the Executive Board on all policy matters.
8. Serve as delegate to the Delegate Assembly of the Local Union.
9. Perform such duties as commonly pertain to the office of President.
10. On urgent matters demanding immediate attention, the President will act on behalf of the chapter solely or in consultation with the Executive Board/membership.
11. Serves on the negotiation committee.
12. Serves as a member of the Labor/Management Committee.
13. Conduct all meetings according to Robert's Rules.

B. Executive Vice President

The duties of the Executive Vice President shall be as follows:

1. Assume all the duties of the President during the absence of the President.
2. Attend all Executive Board meetings.
3. Assist the President at Chapter meetings.
4. To serve as delegate to the Delegate Assembly of Local 21.
5. Coordinate all financial matters as necessary.
6. Serves as a member of the Labor/Management Committee.

C. Administrative Vice President

The duties of the Administrative Vice President shall be as follows:

1. Call monthly Chapter meetings.
2. Keep minutes of the Chapter and Executive Board meetings.
3. Upon approval of the Chapter membership, these minutes shall be filed with the secretary of Local 21.

4. Maintain Chapter files which includes records of minutes, negotiations, pertinent correspondence, and other matters deemed important by the Executive Board.
5. Assure that a roster is taken of all members in attendance.
6. Serve as President in the absence of the Executive Vice President and the President.
7. Attend all Executive Board meetings.
8. To serve as delegate to the Delegate Assembly of Local 21.

D. Immediate Past President

1. Attend all Executive Board meetings.

E. Chief Steward

The duties of the Chief Steward shall be as follows:

1. Act as the Chief Steward on labor matters.
2. Track all grievances and report results to the Executive Board monthly.
3. Recommends to the Executive Board candidates for Steward positions.
4. Train and coordinate activities of all Stewards.
5. Attend all Executive Board meetings.
6. To serve as Alternate Delegate to the Delegate Assembly of Local 21.
7. Serve as a member of the Labor/Management Committee.

F. Executive Board

The duties of the Executive Board shall be as follows:

1. Meet prior to the monthly meeting, unless it is necessary to meet more often, such as during negotiations. A quorum shall be a majority of the Board.
2. Establish the goals and objectives of the Chapter.
3. Make recommendations to the membership on matters such as wages, hours, and working conditions. The Executive Board develops solutions, formulates policies, and makes recommendations to the membership on those issues.
4. Conduct all meetings according to Robert's Rules.
5. Fill all vacancies among the officers until the next regular election. This does not supersede the order of ascendancy as described above.
6. Nominates the Negotiating Committee. The nomination shall be ratified by the membership at the next Chapter meeting.
7. Nominate the Stewards. The nominations will be presented to the general membership for election.

Section VII. Election of Officers

A. During the general meeting every other September, the officers of the Executive Board shall be nominated. Election of officers will be accomplished by mail ballots sent to each member, by the Local Union, during the month of November. The term of office shall be two (2) years. The new officers serve from December 1 through November 30, except for the first term which shall extend from the initial election through November 30, 2000.

B. Each election year, the President shall appoint a nominating committee to select nominees for

offices of this Chapter. The nominating committee shall post and circulate its slate as part of the notice procedures of the election nomination meeting. Additional nominations may be made from the floor at the election nomination meeting. All union members of the Chapter shall be eligible to seek the nomination and/or vote for the office of President, Executive Vice President, Administrative Vice President, and Chief Steward. Group Representatives will be elected by the members of the group.

- C. The bi-annual election of all officers shall be by secret mail-in ballot and only union members are eligible to vote. The candidate for office who receives the most votes will be declared the winner.

Section VIII. Expulsion of Officers

Officers may be removed from office by resolution of majority vote of the Chapter membership present at a regular general meeting. The following shall constitute reasons for removal:

1. Absence without cause/and or excuse from three (3) consecutive chapter meetings.
2. Misappropriation of chapter funds.
3. Failure to perform his/her duties of elected office.
4. Using the name of the chapter to actively work against an official endorsement made by the chapter.
5. Intentional violation of any of the provisions of these by-laws.
6. All persons subject to removal procedures shall be afforded an opportunity to present their case to the membership prior to any vote for removal.

Section IX. Standing Committees

- A. The President, with the recommendation of the Executive Board, may appoint committees as appropriate, however, the president shall appoint the following committees:
 1. Legislative & Human Resources Committee
 2. The Nominations Committee
 3. By-law Review Committee
 4. Planning Committee
 5. Retirement Board Committee
 6. Contracting Out Committee
 7. Safety Committee

The committees will meet as necessary, attend the meetings concerning their committees and make reports, either verbal or written, to the Executive Board. Membership level of each committee will be set by the Executive Board.

- B. The Executive Board will create additional committees, or change or delete existing committees, including those in A. above, as necessary. All changes to committees require a majority vote of the Executive Board.

Section X. Revision of By-Laws

- A. The by-laws may be amended, superseded or replaced by two-thirds (2/3rds) vote of the members present and voting in any regular meeting, provided any such proposed amendment, supersession or replacement was presented in writing and signed by at least twenty (20) members at a regular membership meeting.
- B. A copy of the pertinent section of the by-laws in force, together with a copy of same as it will appear with proposed amendments incorporated therein, shall be posted and circulated as part of the meeting notice and agenda at least one (1) week prior to the regular meeting at which the amendment shall be acted upon.
- C. The Administrative Vice President shall revise the by-laws in time for the next month's membership meeting. The Administrative Vice President shall make the by-laws available to any member upon request.

Section XI. Meeting Schedule

- A. Regular general meetings of the Chapter shall be held once a month, on a day determined by the Executive Board, from 11:30 a.m. to 1:00 p.m. Members shall receive advance notice of these scheduled meetings.
- B. Special general meetings may be called by the Executive Board or on the written request of twenty (20) active members. Members shall receive a five (5) day notice of these special meetings.
- C. The presence of fifteen (15) active members shall constitute a quorum to vote on issues at any meeting.
- D. Non-binding advisory votes will be taken at the request of Chapter meeting attendees or by the Presiding Officer.
- E. Binding votes shall be by secret ballot in the event a member requests one or the Executive Board designates the particular issue for secret ballot vote.
- F. Ratification of each negotiated contract shall be by secret ballot.

