

VALLEY WATER EMPLOYEES ASSOCIATION BYLAWS

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FREQUENTLY USED TERMS

Union Member - A Union Member, also known as a Member, is an employee who has applied for Membership and pays the prescribed dues.

Bargaining Unit - A group of employees having a clear and identifiable community of interest. Once established, this group is entitled to select a single representative for collective bargaining and representation in matters with the employer.

Broadest Possible Representation - Indicates representation which crosses the diversity of our Membership, including but not limited to classification, geographic location, and shift.

Business Agent (Union Representative) - A full-time, paid representative of a Council of one or more local unions. Responsibilities may include negotiating contracts, administering existing contracts, handling grievances, and organizing.

Bylaws - A set of rules established for the self-governance of a group or organization.

Candidate Statement - A statement of intent to run for office, or of interest in appointment to a position within the Union; the statement shall include a list of qualifications for the office/position and any pertinent details in support of their own candidacy and as may be required by these Bylaws.

Contract Action Team (CAT) - A group of volunteer Members that act as liaisons to the Negotiating Team on issues relevant to collective bargaining, and for their respective classifications. The Director of Membership shall be the Chair of the CAT.

Delegates - Employees Association (EA) Members appointed to represent the EA Chapter at the Local 101 Executive Board and/or at the Council 57 Executive Board.

Executive Board - Comprised of the elected volunteer officers of the Chapter. The affairs of the Union shall be conducted through the authority vested in the Executive Board.

General Membership Meeting - A monthly meeting, typically the first Wednesday of every month, at which the Membership Agenda Packet is presented, and topics of interest are discussed with the Union Members and volunteer committee Members, Executive Board, and Stewards.

Job/Class Family - Several classes or class series in the same broad occupational area that relate to a common compensation benchmark for purposes of: (1) salary adjustment; (2) external salary comparison; and (3) internal alignment. Example: The Water Plant Operations Family (Family Code A04) comprises the following series: Water Plant Operator, Systems Control Operator, and Water Resources Technician.

Member Action Committee (MAC) - A committee comprised of the Director of Membership, shop stewards, and activist Members who work to educate employees on the importance of a strong Union in the workplace and the benefits negotiated by the Union on their behalf.

Member Organizing Team (MOT) - A group comprised of the Director of Membership, shop stewards, and activist Members who work to recruit new employees to join the Union and re-sign employees who have withdrawn from the Union.

Member Action Team (MAT) - A group of Member volunteers that serve as a two-way communication channel on behalf of the Executive Board and Union to disseminate information to Members throughout the organization and/or solicit feedback on business matters relevant of the Union; promote visibility of the Union and working in conjunction with the MOT and the Executive Board, help to plan and carry out worksite events and campaigns.

Contract Action Team (CAT) - A group of volunteer Members that act as liaisons to the Negotiating Team on issues relevant to collective bargaining, and for their respective classifications. The Director of Membership shall be the Chair of the CAT.

Negotiating Team - The officers and/or members chosen to represent the Chapter in contract bargaining at the table.

Non-Member - Any employee covered by the Memorandum of Understanding that chooses not to join or withdraws from the Union.

Steward - The Union's representative in the workplace, communicating with members, investigating concerns, and engaging with both members and management to address issues as they arise.

Tentative Agreement (TA) - A proposed contract settlement reached between the Union and Valley Water during negotiations. It is not final or binding until it is reviewed and approved (ratified) by the Union's membership.

Union - An organization of workers who have joined together to achieve common goals, including fair wages and better working conditions. The Employees Association affiliated with the American Federation of State, County and Municipal Employees (AFSCME) in 1991. It was at this point that the Employees Association became a Union.

EMPLOYEES ASSOCIATION BYLAWS

ARTICLE 1 - NAME

This organization shall be known as the Valley Water Employees Association (EA), hereinafter referred to as the Union. The Union is a Chapter of Local 101 of the American Federation of State, County, and Municipal Employees (hereinafter, AFSCME).

ARTICLE 2 - OBJECTIVE

The objective of the Union shall be to improve the wages, hours, working conditions, and the health and safety of its Members, promote their intellectual, social, and economic welfare, and represent its Membership in disputes between its Members and Valley Water.

ARTICLE 3 - JURISDICTION

The jurisdiction of the Union shall be all employees who are eligible for Membership according to these Bylaws and the AFSCME International Constitution, and who the Valley Water Board of Directors recognizes as being formally represented by the Union.

ARTICLE 4 - MEMBERSHIP

Section 1 - No Discrimination

There shall be no discrimination against any Member, or applicant for Membership, for reason of race, color, national origin, religion, sex (including pregnancy, childbirth, and/or related conditions), age, citizen status, genetic information, disability, marital status, sexual orientation, sexual identity, gender expression, medical condition, political activities or affiliations, military or veteran status, or any protected class as defined in California State Law and Federal Law.

Section 2 - Members in Good Standing

Members in Good Standing include employees who have applied for Membership and pay dues as prescribed by these Bylaws. Only Members in Good Standing shall be eligible to vote on matters of contract negotiations, strikes, attend the General Membership Meetings, obtain the monthly newsletter, and participate in the adoption of bargaining demands and the election of Officers.

Section 3 - Application for Membership

Application for Membership shall be made on an AFSCME Local 101 dues deduction form that can be obtained from the Director of Membership or any other Officer.

Section 4 - Authorization to Act

Every Member, by virtue of Membership in the Union, authorizes the Union to act as the exclusive bargaining representative with full and exclusive power to execute agreements with Valley Water.

Further, every Member authorizes the Union to act for Members and have final authority in presenting, processing, and adjusting any grievance, difficulty, or dispute arising under any collective bargaining agreement or out of his or her employment with Valley Water, in such manner as the Union determines.

Section 5 - Member Conduct

Each Member shall adhere to the terms and conditions of applicable collective bargaining agreements and shall refrain from any conduct that would interfere with the performance by the Union of its legal or contractual obligations.

Section 6 - Open Window

The timeframe during which withdrawal applications can be submitted, as specified in the current AFSCME Membership Card.

Section 7 - AFSCME Member Code of Conduct

Pursuant to Article X of the AFSCME International Constitution, charges may be filed by any Member against another Member for actions taken while a Member of the Union. The basis for filing charges, the procedure, the rights of the individual, and the penalties are set forth in Article X of the AFSCME International Constitution.

ARTICLE 5 - STRUCTURE

Section 1 – Structure

The structure of this Union shall consist of the following, but not limited to, General Membership (Membership), an Executive Board, Steward Council, Negotiating Team, and Volunteer and Standing Committees.

Section 2 - Final Authority

The Membership (Members in Good Standing) is the final authority of the Union and is authorized to take lawful action, consistent with these Bylaws, and to act on behalf of the Union at a General Membership Meeting.

Section 3 - Executive Board Officers

The Membership shall elect the Executive Board (volunteers), consisting of the following:

- President
- Vice-President
- Director of Grievances (also the Chief Steward)
- Director of Membership
- Director of Benefits
- Officer at Large

- Secretary
- Treasurer

Section 4 - Affairs of the Union

The affairs of the Union shall be conducted through the authority vested in the Executive Board. The Executive Board shall ensure that the Membership's policies and directives are followed.

Section 5 – Reporting

The Executive Board shall report on all matters that, in its judgment, require consideration by the Union or which may have been committed to the Executive Board by the Membership.

ARTICLE 6 - GENERAL MEMBERSHIP MEETINGS

Section 1 - Meeting Frequency

The Membership shall meet at least ten (10) times per calendar year at regularly scheduled times and places published in advance to all Members (on-site and/or virtually). Special meetings may be called by the President or upon the written request of three Members of the Executive Board. Reasonable notice of all General Membership meetings shall be given except in the case of an emergency.

Section 2 - Membership Authority

The Membership shall have the authority to ratify or reject its negotiated contract, to strike, and to elect its officers, all in accordance with the appropriate procedures set down in these Bylaws. The Membership shall have all the authority granted to it by these Bylaws, including, but not limited to:

- Authorizing expenditure of Chapter funds
- Ratification of the MOU and any side letters of agreement
- Appointment of Election Committee Members
- Ratification of Bylaws

Section 3 – Quorum

The quorum for all General Membership meetings shall be 20 Members in Good Standing. The Executive Board shall prepare an agenda for each meeting.

Section 4 - Attendance

All elected Officers, Stewards, and Member Organizers, who are all volunteers, shall make every effort to attend all Membership meetings. Any Member of the Executive Board who cannot appear at a Membership meeting shall notify the President, or appointed agent, that the officer will be absent and state a bona fide reason for such absence. The President, or appointed agent, may deem an Officer's absence as excused, subject to the reasoning of the absence and approval of the Executive Board. In the event any Officer of the Executive Board accumulates three (3)

unexcused Membership meetings absences within a calendar year, the President may declare that Officer's seat vacant, subject to the approval of the Executive Board.

Section 5 - Meeting Notification

A schedule of General Membership meetings shall be published to all Members at the beginning of each calendar year. The Membership will be notified of any schedule changes with reasonable advance notice. In addition, meeting notices shall be by email, posted on the website, or distributed no later than five (5) business days prior to the meeting date.

Section 6 - Recorded Minutes

Minutes of all actions taken at regular and special General Membership meetings shall be kept and posted on the website, with draft copies made available to all Members within 25 calendar days of the meeting at which they were taken. After the minutes are approved, they will be posted.

ARTICLE 7 - EXECUTIVE BOARD

Section 1 - Executive Board Structure

The Executive Board shall consist of the President, the Vice President, the Director of Grievances (Chief Steward), the Director of Membership, the Director of Benefits, the Officer at Large, the Secretary, and the Treasurer, to be elected in accordance with Article 12 of these Bylaws.

Section 2 - Executive Board Authority

The Executive Board shall have all the authority granted to it by these Bylaws, including, but not limited to, the following:

- A. Authorizing expenditure of chapter funds up to \$500 per year;
- B. Initiation of policy subject to approval of the Membership at the General Membership meetings;
- C. Making decisions concerning the affairs of the Union and directed by the Membership by way of approved motions at Membership meetings;
- D. Establishing a negotiating team, for the purpose of negotiating the MOU, consisting of the President, a minimum of two additional Members of the Executive Board, and an appropriate number of Members, to accomplish the goals set forth by the Membership.

Section 3 - Business Agents (Union Representatives)

The Executive Board shall have the authority to make recommendations to the Local 101 Board regarding the selection, evaluation, or reassignment of the Business Agent (Union Representative) assigned to the Association. The Business Agent (Union Representative) shall:

- A. Be an advisor to the Executive Board and Membership;

- B. Participate in contract negotiations with the employer, and at the discretion of the Executive Board, may be called upon to be the chief spokesperson;
- C. Assist the Chief Steward and Executive Board in developing and training Stewards and leaders;
- D. Assist the Chapter leadership in contract enforcement at all levels;
- E. Attend Executive Board meetings and General Membership meetings.

Section 4 - Tax Filing

The Treasurer or any other Executive Board Officer shall be responsible for ensuring that all tax forms are filed annually, no later than May 10th of the year.

Section 5 - Executive Board Votes

The President shall vote only in the case of a tie vote of the Board.

Section 6 - Interpretation of Bylaws

The Executive Board shall be responsible for understanding and applying a consistent interpretation of these Bylaws for the Membership.

ARTICLE 8 - STEWARDS AND STEWARD COUNCIL

Section 1 - Duties of the Steward

Stewards shall be appointed by the Chief Steward and/or Assistant Chief Steward and approved by the Executive Board. The duties of a Steward include, but are not limited to, investigating and processing grievances, representing Members in disciplinary actions, attending the General Membership Meetings, and recruiting and supporting new Members. Please refer to the MOU for further details.

Section 2 - Structure of the Steward Council

The Steward Council shall consist of all Stewards and Assistant Chief Steward(s). The Chief Steward shall chair the Steward Council.

Section 3 - Assistant Chief Stewards

The Assistant Chief Steward(s) is/are appointed by the Chief Steward with the approval of the Executive Board.

Section 4 - Duties of the Steward Council

The Steward Council Shall:

- A. Shall serve as the ongoing supportive training body in the handling of grievances.
- B. Shall serve as an information channel between the Membership and the Executive Board;

- C. Shall meet every other month or more frequently as needed per calendar year, scheduled by the Chief Steward;
- D. Shall assess the number and location of steward representation areas throughout Valley Water annually and shall make such structure known to the Membership. Every effort will be made to provide the broadest possible representation.
- E. A Member has the right to request a change of steward within reason (e.g., conflict of interest, scheduling issues, etc.). Such requests must be made in writing to the Chief and or Assistant Steward.

ARTICLE 9 - OFFICERS

Section 1 – Duties of the President

The President shall:

- A. Be the presiding officer of the Union and shall preside over all Executive Board and all General Membership meetings;
- B. Ensure an agenda for all General Membership meetings and Executive Board meetings is developed by the Executive Board and provided to the affected Members in advance of meetings;
- C. Have general supervision of the affairs of the Union in accordance with these Bylaws;
- D. Appoint the chair, co-chair, and Members for all Standing Committees and special committees subject to the approval of the Executive Board;
- E. Serve as a Member of all committees;
- F. Give a full report of all activities at each regular Executive Board and Membership meeting;
- G. Communicate with the General Membership regularly in between Membership meetings to keep Members updated on issues and other pertinent information;
- H. Represent the Union before boards, committees, departments, and other such official bodies as may be designated by the Executive Board;
- I. Strive to foster good working relationships with elected boards, management, and sister unions within the organization;
- J. Serve as an Assistant Chief Steward.

Section 2 – Duties of the Vice-President

The Vice President shall:

- A. Assume the duties of the President when the President is unable, for any reason, to perform those duties;
- B. Assist the President in the operation of all the affairs of the Union;
- C. Succeed the President if the President is unable to complete the term of office;
- D. Strive to foster good working relationships with elected boards, management, and sister unions within the organization.
- E. Report on the activities at each regular Executive Board and General Membership meeting.

Section 3 – Duties of the Director of Grievances (Chief Steward)

The Director of Grievances (Chief Steward) shall:

- A. Receive all complaints and grievances and work through the Stewards and Assistant Chief Stewards to seek appropriate resolutions;
- B. Preside over the meeting of the Steward Council and be responsible for their training;
- C. Shall appoint Stewards and Assistant Chief Stewards with the approval of the Executive Board;
- D. Recommend to the Executive Board the removal of Stewards who have failed to fulfill their duties as Union Stewards;
- E. Report on the activities at each regular Executive Board and General Membership meeting.

Section 4 – Duties of the Director of Membership

The Director of Membership shall:

- A. Formulate and actively support programs to recruit Members to the Union; create or assemble and distribute organizing materials;
- B. Conduct outreach functions that inform the benefits of Membership and encourage new hires and non-members to join;
- C. Be responsible for the orientation of new employees and have a trained backup;
- D. Coordinate social activities as directed by the Executive Board, subject to the approval of the Membership;
- E. Maintain the Membership list and inform AFSCME Local 101 and Valley Water Payroll of new Members;
- F. Chair the Member Action Committee;
- G. Chair the Contract Action Team (CAT) to support bargaining.
- H. Report on the activities at each regular Executive Board and General Membership meeting.

Section 5 – Duties of the Director of Benefits

The Director of Benefits shall:

- A. Monitor the benefits provided by Valley Water, and inform the Membership of potential changes and/or increases or decreases in health plans, premiums, and costs;
- B. Monitor information, alerts, seminars, and workshops from PERS and inform the Membership;
- C. Be a resource to Members on the benefits, accrued time, and leave of absence sections of the MOU;
- D. Serve as a co-chair of the Contract Action Team (CAT) during negotiations, and chair the Benefits Research Committee;
- E. The Director of Benefits may be required to serve on any Valley Water benefit committees, such as the Deferred Compensation Committee;
- F. Attend other meetings as required or requested by the President or Executive Board.
- G. Report on the activities at each regular Executive Board and General Membership meeting.

Section 6 – Duties of the Officer at Large

The Officer at Large shall:

- A. Advise and counsel the President, Vice President, and Chief Steward on union matters from the perspective of the union rather than the individual issue at hand;
- B. Advise officers of past practices, working agreements, informal agreements, and processes agreed upon by both the union and management;
- C. Serves as the lead organizer for inter-coalition activities;
- D. Oversee the management of the Union's political and legislative communications;
- E. Provide for a program of political education to the Membership by:
 - a. Advising of federal, state, and local legislative initiatives that may have either beneficial or adverse effects on the Membership, and
 - b. Encourage Members to register, support, and vote for those candidates and legislative actions that would promote the best interests of the Membership regardless of political party affiliation.
 - c. Chair the Political Outreach and Legislative Committee (see Article 13).
 - d. Report on the activities at each regular Executive Board and General Membership meeting.
- F. Eligibility:
 - a. Must be a member in good standing for a period of not less than 12 months, and
 - b. Must have held one term of office as either the President or Vice President.

Section 7 – Duties of the Secretary

The Secretary shall:

- A. Prepare meeting agendas, record meeting proceedings, prepare meeting minutes, and maintain all records of Executive Board and General Membership meetings;
- B. Coordinate with other EA Officers to retrieve Officer's Report information for Member Packet;
- C. Post meeting minutes, financial reports, resolutions, and agendas to the website;
- D. Ensure agenda packets and related materials are available to Members in good standing;
- E. Maintain EA website hosting and update the website.
- F. Maintain network drive and file organization;
- G. Retrieve and disseminate EA Post Office Box mail;
- H. Monitor the Valley Water EA email box;
- I. Assist in the official correspondence of the Chapter;

Section 8 – Duties of the Treasurer

The Treasurer shall:

- A. Prepare and post a monthly report on income, expenditures and account balances;
- B. Have primary signatory authority and custody of all funds;

- C. Maintain at all times a full and complete record of all accounts, assets, liabilities, and financial conditions;
- D. Ensure all expenditures are properly authorized and provide supportive data upon request;
- E. Chair the Finance Committee and prepare the annual report;
- F. Develop an annual budget based on the Chapter's rebate from Local 101, for approval by the Executive Board and General Membership;
- G. Administer the Chapter's rebate account and provide the Executive Board and the Membership an accurate statement of Chapter rebate expenditures;
- H. Notify the Local 101 Treasurer of approved expenditures and provide the appropriate receipts and documentation;
- I. Be responsible for the timely payment for the Post Office box, website, and required subscription(s);
- J. Be responsible for ensuring that all tax forms are filed annually no later than May 10th of the year.

ARTICLE 10 - MEMBER ORGANIZERS

Member Organizers are vital to our Union's organizing and strategic defense efforts. Any Member in good standing is eligible to participate in the training and activities of the Member Action Committee (MAC).

Member Organizers will assist in promoting strong Membership involvement, two-way communication, and Union visibility, and in planning and implementing worksite events, campaigns, and actions in conjunction with the MAC and the Executive Board.

ARTICLE 11 - NEGOTIATIONS

Section 1 - The Negotiating Team

The Negotiating Team shall be formed by the Executive Board and shall reflect the broadest possible representation of the Membership. The President and two additional Executive Board officers shall be on the Negotiating Team. The President shall solicit up to four additional volunteer Members to serve on the Negotiating Team. The Business Agent (Union Representative) is the eighth (8th) member of the Negotiating Team. The Negotiating Team shall:

- A. Negotiate tentative collective bargaining agreements;
- B. Communicate regularly with the CAT and Membership on the status of bargaining;
- C. Present any tentative agreement(s) to the Membership for a vote with a recommendation to ratify or reject the proposal.

Section 2 – The Contract Action Team (CAT)

The President shall solicit volunteers to serve as members of the Contract Action Team Representatives (CAT). The CAT shall be a group of Members in Good Standing drawn from the classification family groups (i.e., from the Family or Job Codes). With the intent to provide the

broadest possible representation, the Executive Board shall divide the family groups into 10-20 groupings, taking into consideration the similarities, needs, and geographic location of the various classifications.

A. Duties of the CAT

The CAT members shall serve as liaisons to the Negotiating Team on issues relevant to collective bargaining for their respective classifications. The Director of Membership shall be the Chair of the CAT.

B. The CAT shall:

- a. Survey the Membership at least 120 days before the start of negotiations;
- b. Tabulate the results, review topics/issues for potential proposals;
- c. Meet with affected Members, as needed, to gather information on proposals and form workgroups to research issues, as necessary;
- d. Develop draft bargaining proposals or concepts to be submitted to the Negotiating Team at least 120 days before the start of bargaining;
- e. Assist the Negotiating Team in communicating with the Membership during the bargaining process;
- f. Make weekly reports to the Negotiating Team and meet with the Negotiating Team when requested.

Section 3 – The Memorandum of Understanding (MOU)

The MOU:

- A. Shall be ratified by a majority vote of Members in attendance at a Special Meeting or during a General Membership meeting held for that purpose;
- B. The President is responsible for ensuring that the Special Meeting or General Membership meeting is held, and during the meeting, all proposed contract changes are explained to those Members in attendance.

ARTICLE 12 - OFFICER ELECTIONS

Section 1 - Eligibility

Any Member in Good Standing for a period of not less than 12 months shall be eligible to run for or hold any office in the Union.

Section 2 - Terms of Office

The Officers shall be elected to serve a 2-year term. The President, Secretary, Director of Grievances, Director of Benefits, and Officer at Large shall be elected in even-numbered years. The Vice President, Treasurer, and the Directors of Membership shall be elected in odd-numbered years.

Section 3 – Notification to AFSCME Local 101

It shall be the responsibility of the Union to hold its elections and to notify AFSCME Local 101 of the results.

Section 4 – Duplication of Chapter Offices

No person shall hold more than one office or be nominated for more than one office. A Member may, however, hold one office and seek election to another, but upon election to such office, the candidate shall resign from their current position.

Section 5 – Holding Other Offices

It is permissible that Chapter and Local officers hold offices at higher and lower levels.

Section 6 – Election Committee

No later than the November Membership meeting, an Election Committee of at least three Members shall be chosen by the Membership. The committee shall:

- A. Prepare all documents required for the election and voting process, including, but not limited to, templates for the candidate's statements, the ballots, and candidate information materials to be presented to the Membership;
- B. Provide written rules of election and a timeline indicating specific opening and closing dates for nominations, voting, and announcement of results. The rules and timeline will be posted to the website and made available to all Members.
- C. Rule on the qualifications of nominees;
- D. Conduct the election.
- E. Be responsible for the tabulation and certification of the results of the election;
- F. Act as final judge in all matters arising from the election procedures;
- G. Provide adequate safeguards to ensure a fair election.

Section 7 – Nomination and Election of Officers

- A. Nominations shall be accepted no later than the last business day in December.
- B. Voting shall take place in February.
- C. Voting shall be by secret ballot.
- D. All ballots shall be retained in a safe place for one year.
- E. The candidate receiving the majority of votes cast for that office shall be declared elected. Ties will be broken in accordance with the AFSCME Election Code.
- F. All elected officers shall assume office immediately upon confirmation of the election results and be sworn in at the next General Membership meeting.

Section 8 – Conducting a Fair Election

- A. The Union shall refrain from discrimination in favor of or against any candidate;
- B. Union funds, resources, or mailing lists will not be used to assist any Member's candidacy;
- C. Candidates may not be present while ballots are counted; however, they may have an observer present on their behalf.
- D. Candidates' statements will be published with balloting material and will be uniformly posted on the Union website. All candidates will be listed in alphabetical order by office.

Section 9 – Election Code

All matters concerning nominations and elections of this Chapter shall be governed by the elections code contained in Appendix D of the AFSCME International Constitution.

Section 10 – Removal of Officer

Any officer can be removed from office in accordance with the AFSCME International Constitution.

Section 11 – Vacant Offices

Vacant offices other than the President shall be filled for the remainder of the unexpired term by a vote of the Executive Board and confirmed with the Membership, and shall be sworn into office.

Section 12 – Electronic Voting

Delegates at the 2020 AFSCME International Convention passed an amendment to Section 2 of Appendix D of the International Constitution, the Elections Code, to permit the use of remote electronic voting systems for local unions with at least 2,000 members and all councils. If EA considers using an electronic voting system, EA must hire an independent vendor to conduct the election. EA should make sure that any vendor we are interested in using complies with the U.S. Department of Labor (DOL) guidance regarding the secrecy of the ballot and experience running local union officer elections. References listing electronic officer elections should be obtained from the potential vendors and checked before hiring any electronic election vendor. EA should closely review the features of any potential vendor's electronic voting systems. In an election conducted electronically, the EA election Committee must make provisions for candidate observers to view:

- A. The list of members eligible to vote and be able to make challenges to their eligibility before voting begins;
- B. The preparation and distribution of voting credentials prepared by a third-party vendor to be used by members;
- C. Any later distribution of credentials to members who did not receive or who lost voting credentials; and
- D. Any steps necessary for the counting of the votes.

ARTICLE 13 - STANDING COMMITTEES

Pursuant to these bylaws, the President may establish standing committees, appoint the chair, co-chair, and Members for all standing and special committees with confirmation of the Executive Board. There shall be a minimum of three Members in Good Standing on each standing committee. The standing committees of this Union shall include, but not be limited to:

Section 1 – Finance Committee

The Treasurer shall chair the Finance Committee.

- A. This Committee shall study revenues and expenditures, draw up a preliminary budget, and recommend action on the financial condition of the Union to the Executive Board.
- B. No later than three (3) months prior to the end of the Treasurer's term of office, a financial review to verify accuracy and consistency in use and reporting of funds shall be conducted by the Finance Committee and at least two Members of the Executive Board. A report shall be provided to the Membership at a General Membership meeting prior to the end of the term.

Section 2 – Political Outreach and Legislation Committee

The Officer at Large shall chair the Political Outreach and Legislation Committee.

This Committee shall assist the Officer at Large in carrying out a program of social and political outreach to the Membership, and keep the Membership informed of pertinent legislation that would affect the Membership and/or employer.

Section 3 – Membership and Organizing Committee

The Member Action Committee (MAC) is comprised of the Director of Membership, shop stewards, and activist Members who work to educate employees on the importance of a strong Union in the workplace and the benefits negotiated by the Union on their behalf.

The Director of Membership serves as lead for the following committees:

- **Member Organizing Team (MOT)**
The Member Organizing Team is comprised of the Director of Membership, shop stewards and activist Members who work to recruit new employees to join the Union, and re-sign employees who have withdrawn from the Union.
- **Member Action Team (MAT)**
The Member Action Team (MAT) are a group of Member volunteers that serve as a two-way communication channel on behalf of the Executive Board and Union to disseminate information to Members throughout the organization and/or solicit feedback on business matters relevant of the Union; promote visibility of the Union and working in conjunction

with the MOT and the Executive Board, help to plan and carry out worksite events and campaigns.

- **Contract Action Team (CAT)**

The Contract Action Team (CAT) is a group of volunteer Members that act as liaisons to the Negotiating Team on issues relevant to collective bargaining, and for their respective classifications. The Director of Membership shall be the Chair of the CAT.

Section 4 - Bylaws Committee

This Committee shall periodically review the Bylaws of the Union and submit proposed amendments to the Executive Board for approval and then to the Membership for ratification.

Section 5 - Local 101 Delegates

Delegates are appointed by the Executive Board and shall represent the interests of the Chapter at the AFSCME Local 101 Executive Board. Delegates shall provide timely reports to the Executive Board on actions taken at the Local level. From time to time, Delegates may be asked to make such reports to the Membership.

ARTICLE 14 - REVENUES AND PROPERTIES

Section 1 – Dues

The monthly dues shall be the per capita dues required by the International and Council 57.

Section 2 - Union Property

All officers shall deliver to their respective successors, at the conclusion of their term of office, all property in their possession belonging to the Union. All funds and property of the Union shall be held in trust for the benefit of the Members in accordance with these Bylaws.

Section 3 - Union Assets

The title of all property, funds, and other assets of the Union shall at all times be vested in the Executive Board for joint use of the Membership. No Member shall have any severable proprietary right, title, or interest therein. Membership in the Union shall not vest any Member with any right, title, or interest in or to the funds, property, or other assets of the Union now owned or possessed or that may hereafter be acquired. Each Member hereby expressly waives any right, title, or interest in or property of the Union, including all funds.

ARTICLE 15 - NON-PROFIT STATUS

Section 1 - Union Funds

No funds of the Union shall be divided among its Members, Officers, or other private persons, except that the Union shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

Section 2 - Exempt Activities

Aside from any other provisions of these Bylaws the Union shall not carry on any other activities not permitted to be carried on by an association exempt from the Federal income tax under Section 501 (c)(5) of the Internal Revenue Code of 1954.

ARTICLE 16 - AMENDMENTS AND CONFLICTS

Section 1 – Amendments

These Bylaws may be amended with a two-thirds (2/3) vote of the Members in attendance at a regular or special General Membership meeting. Ten (10) days' notification will be provided to the Membership prior to the meeting.

Section 2 – Conflicts

If any article or part of these Bylaws is judged as null and void by act of law, conflict with the International Constitution, or for any other reason, the remaining articles or parts will continue to be valid and in effect.

ARTICLE 17 - PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall govern all meetings of the Union, except as amended by these Bylaws. The officers shall keep Robert's Rules of Order, Revised, in their possession for their use as parliamentarians.

APPENDIX A - PARLIAMENTARY PROCEDURE AT A GLANCE

		Deductible	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objections to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of procedure. Each motion takes precedence over (i.e., can be considered ahead of) the motions listed below it. No motion can supersede (i.e., be considered before) any of the motions listed above it.

PLEASE NOTE: Many organizations use only the Main Motion and Subsidiary Motions, handling other matters informally.

APPENDIX B - EA BYLAWS REVISION HISTORY

The following list details the historical development, reviews, and revisions of the bylaws. The Employees Association's initial bylaws were ratified in April 1968, with subsequent revisions on the dates listed below.

June 21, 1971
June 11, 1973
April 22, 1974
March 3, 1975
September 22, 1975
June 14, 1976
May 30, 1984
May 29, 1985
April 27, 1988
May 9, 1990
November 30, 1994
August 31, 2005
June 22, 2005
March 2006
October 6, 2010
June 23, 2015
February 11, 2021
June 11, 2025