

PREAMBLE

As almost every improvement in the condition of working people has been accomplished by the efforts of organized labor and as the welfare of wage, salary and professional workers can best be protected and advanced by their united action in one International Union, we have organized Local 26 of the Service Employees International Union, CTW, CLC, as such a Union and have adopted the following Constitution:

SEIU MISSION STATEMENT

We are a local within the Service Employees International Union, an organization of more than one million members united by the belief in the dignity and worth of workers and the services they provide and dedicated to improving the lives of workers and their families and creating a more just and humane society.

We are, building service workers, public workers, health-care workers office workers, professional workers, and industrial and allied workers. We seek a stronger union to build power for ourselves and to protect the people we serve.

Women and men of every race, ethnicity, religion, age, physical ability and sexual orientation, we are the standard-bearers in the struggle for social and economic justice begun nearly a century ago by janitors who dared to dream beyond their daily hardships and to organize for economic security, dignity and respect.

Our vision is of a society:

Where all workers and their families live and work in dignity.

Where work is fulfilling and fairly rewarded.

Where workers have a meaningful voice in decisions that affect them.

Where workers have the opportunity to develop their talents and skills.

Where the collective voice and power of workers is realized in democratic and progressive unions.

Where union solidarity stands firm against the forces of discrimination and hate and the unfair employment practices of exploitative employers.

Where government plays an active role in improving the lives of working people.

To achieve this vision:

We must organize unorganized service workers, extending to them the gains of unionism while securing control over our industries and labor markets.

We must build political power to ensure that workers voices are heard at every level of government to create economic opportunity and foster social justice.

We must provide meaningful paths for member involvement and participation in strong, democratic unions.

We must develop highly trained and motivated leaders at every level of the union who reflect the membership in all its diversity.

We must bargain contracts that improve wages and working conditions, expand the role of workers in workplace decision-making, and build a stronger union.

We must build coalitions and act in solidarity with other organizations who share our concern for social and economic justice.

We must engage in direct action that demonstrates our power and our determination to win.

To accomplish these goals we must be unified inspired by a set of beliefs and principles that transcends our social and occupational diversity and guides our work.

We believe we can accomplish little as separate individuals, but that together we have the power to create a just society.

We believe unions are the means by which working people build power—by which ordinary people accomplish extraordinary things.

We believe our strength comes from our unity, and that we must not be divided by forces of discrimination based on gender, race, ethnicity, religion, age, physical ability, sexual orientation or immigration status.

We believe our power and effectiveness depend upon the active participation and commitment of our members, the development of our leaders, and solidarity with each other and our allies.

We believe we have a special mission to bring economic and social justice to those most exploited in our community especially to women and workers of color.

We believe our future cannot be separated from that of workers in other parts of the world who struggle for economic justice, a decent life for their families, peace, dignity and democracy.

We believe unions are necessary for a democratic society to prevail, and that unions must participate in the political life of our society.

We believe we have a moral responsibility to leave the world a better place for our children—and everyone’s children.

We believe that workers are better served if they are employed by the persons paying for the services provided and, therefore, it is the policy of the Union to oppose all contracting out of work especially where it is used to reduced wages, benefits, or working conditions.

ARTICLE ONE - NAME

This organization shall be known as the Service Employees International Union, Local 26, CTW, CLC.

ARTICLE TWO - JURISDICTION

This Local Union shall have jurisdiction as granted and approved by the Service Employees International Union.

ARTICLE THREE – MISSION

SECTION 3.1 To organize and unite in this Local Union all working men and women eligible for membership herein; to engage in all civic social political, legal, economic, cultural, educational and charitable activities that build power for workers in order to improve our lives and those of our families; and to improve the wages, hours, and working conditions of members.

SECTION 3.2 The policy of the Local Union and its methods of operation shall be such as to facilitate and stimulate the broadest possible rank and file participation in the formulation and execution of the program of the Local; and to encourage the development of effective leadership.

ARTICLE FOUR - ELIGIBILITY FOR MEMBERSHIP

SECTION 4.1 Any person who desires to become a member of this Local Union must truthfully and completely fill out the regular application blank and sign his/her full name hereto. There shall be no discrimination or advocacy of discrimination against any member, or any applicant for membership on the basis of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, immigration status, age or disability.

SECTION 4.2 Any person employed in any employment over which the Service Employees International Union claims or exercises jurisdiction shall be eligible for membership in this Local Union.

SECTION 4.3 To become a member of the Local Union entitled to rights privileges and benefits thereof, an applicant shall pay any such dues as may be established by the Local. Members shall have the right to receive accurate and timely information relating to the affairs of the Local Union.

SECTION 4.4 New members shall receive a “new member packet” which includes among other things: Membership card, dates of upcoming union meetings or events, information on member’s financial obligations and information on available union benefit programs.

SECTION 4.5 CATEGORIES OF MEMBERSHIP

1. REGULAR MEMBERS

- a. A Regular Member is a person working, or laid-off for a period of not more than 6 months, or on appropriate leave from work within the jurisdiction of the Local Union as defined in this Constitution and shall be eligible for membership in the Local Union without regard to race, color, sex, sexual orientation, age, religion, national origin, political belief, or affiliation. A member who has been terminated from his or her employment and has a grievance pending shall be eligible to be a regular member.
- b. Local 26 or International Union officers and staff members are also eligible to be Regular Members.

2. RETIRED MEMBERS

Any person who has worked under a Local 26 contract or who has worked under a contract of another SEIU local union in a unit which is now part of Local 26 for 5 years or more shall be eligible for membership as a Retired Member provided such person is not currently employed within the jurisdiction of the local union as a manager, non-bargaining unit supervisor or other management position. Retired members shall be entitled to maintain membership in Local 26 and to pay less than the full dues required for working members of the Local Union. A retired member paying full dues may be elected to serve as a delegate to on the Executive Board representing retirees.

ARTICLE FIVE - DUTIES AND RIGHTS OF MEMBERS

SECTION 5.1 Every member by virtue of his/her membership in this Local Unions, is obligated to adhere to and follow the terms of the International Constitution, and the working rules promulgated in accordance with this Constitution with respect to his/her rights, duties, privileges and immunities conferred by them and by statute. Each member shall faithfully carry out such duties and obligations and shall not interfere with the rights of a fellow member.

SECTION 5.2 Every member, by virtue of his/her membership in this Local Union authorizes this Local Union to act as his/her exclusive bargaining representative with full and exclusive power to execute Agreements with his/her employer governing terms and conditions of employment and to act for him/her and have final authority in representing, processing and adjusting any grievance.

In addition to the above, members have the right to:

1. Receive timely and accurate information about the local and its activities and agree to keep the local updated as to their current home address.
2. Elect their union stewards and union officers in accordance with this Constitution.
3. Help build the union by participating in its programs.
4. Appeal a decision not to process a grievance under the provisions of Section 14.2 of this Constitution

SECTION 5.3 No member shall engage in dual unionism or espouse dual unionism or disaffiliation from SEIU.

SECTION 5.4 Any member who commits any offense which might bring the Local Union into discredit or who works as a strike breaker or violates any wage or work standards established by this Local Union or who works against the interests and harmony of the Local Union or who aids a rival Union or who fraudulently receives or misappropriates the money of any member or applicant for membership entrusted to him/her for payment to the Local Union or who acts in violation of existing Labor agreements or any of the articles or provisions of this Constitution or of the International Union Constitution and Bylaws or who acts in a profane and disorderly manner at meetings or who attempts individually to bargain with his/her employer in contradiction of an existing labor agreement shall upon being so charged, be tried in accordance with the provisions dealing with Charges, Trials and Appeals set forth in the International Union Constitution and Bylaws.

SECTION 5.5 A member may bring charges against another member for reasons set forth in the International Union's Constitution and Bylaws and pursuant to the procedures provided for in the International Union's Constitution and Bylaws.

SECTION 5.6 Subject to the provision of applicable statutes, every member or officer of this Local Union against whom charges have been preferred and disciplinary action taken must exhaust all remedies provided for in the Constitution and Bylaws of the International Union and Local Union Constitution before filing or prosecuting any action in any court.

SECTION 5.7 In order to ensure members protection from the filing of frivolous charges, rules and procedures governing Charges, Trials and Appeals shall be established and maintained by the Executive Board in accordance with the provisions of the International Union's Constitution and Bylaws. Such rules and procedures shall be made available upon request by any member in good standing.

SECTION 5.8 A member in good standing is defined as a member whose monthly membership dues are currently paid on time each month.

SECTION 5.9 All Regular members in good standing shall have the right to, for the contract under which they work, participate in the formulation of proposals for collective bargaining, have a representative group of affected members form a bargaining committee, vote on any strike and the ratification of negotiated contracts under which they work.

SECTION 5.10 All materials distributed to the membership and all meetings of the Local Union shall be written or conducted in the language or languages which the members receiving the materials or participating in the meeting understand, except where translation is not feasible.

ARTICLE SIX – DIVISIONS

SECTION 6.1 Local 26's greatest asset is the strength, unity and solidarity of its entire membership. Within the Local Union, however, there is also a need to establish positions, policies and programs that deal with the needs and concerns of members within particular sectors.

SECTION 6.2 The Local Union shall have the following divisions: Commercial Cleaning; Security; Window Cleaning; Industrial & Allied; and In-house & Residential Cleaning. As the Local Union organizes new members, the Executive Board shall be authorized to create additional divisions as appropriate. Each division shall elect at least one delegate to the Executive Board, as delineated in Article 9 of this Constitution. In addition, Retirees shall also have one seat on the Executive Board but will not be considered a division of the Local.

ARTICLE SEVEN – STEWARDS

SECTION 7.1 Stewards are the worksite leaders of the Local Union. A strong, democratic and effective Local Union is built on a solid foundation of stewards at each worksite. The responsibilities and the roles of a steward are defined by this Constitution and Local policies and procedures.

SECTION 7.2 The diversity and complexity of the Local Union allows only for a general description of the stewards' roles and responsibilities in this Constitution. The Executive Board shall set policies as necessary on all matters relating to stewards except the basic policy shall be that stewards shall be chosen by members within a specifically defined unit of workers.

SECTION 7.3 Stewards shall automatically be delegates to the General Leadership Assemblies and shall have one vote in all matters coming before that body.

SECTION 7.4 Stewards should make every effort to attend all meetings and must remain informed activities of the union.

SECTION 7.5 Should a Steward for any reason whatsoever cease to be a steward, the position shall be declared vacant and the President or a person designated by the President shall arrange for the election of a new Steward. Such new Stewards shall assume his/her responsibilities immediately upon their election.

SECTION 7.6 A Steward election may be called to recall a steward by submitting a petition to the President signed by 60% of members in a worksite or specifically defined unit.

SECTION 7.7 Stewards shall be re-elected or reconfirmed by a petition of support by a majority of their worksite or unit every year.

SECTION 7.8 The Local Union shall provide training sessions to acquaint new and continuing stewards with their duties and responsibilities. With the support of Local Union staff, these duties and responsibilities shall include but are not limited to:

1. Seeing that new workers are given the proper orientation to both their work and their Union; monitoring dues and membership obligations and new hires.
2. Distributing and posting all appropriate information to the workers he/she represents; communicating Local Union policy to the membership at the site he/she represents and conveying to the Local leadership the concerns and problems of the membership.
3. Representing his/her worksite in appropriate meetings of the Local Union and being responsible for representing the interests of the members in their absence.
4. Organizing a strong and united workplace and contributing to organizing other unorganized workers; maintaining overall Union visibility and enthusiasm at the worksite.
5. Becoming familiar with their duties and responsibilities by completing the mandatory training and retraining sessions provided by the Local Union.
6. Recognizing that being a steward requires that personal positions are subordinate to those positions that represent the highest good to the members of the unit.
7. Handling problems and grievances in the worksite and acting as the first line of contact with members and management at the worksite

ARTICLE EIGHT – LEADERSHIP ASSEMBLY

SECTION 8.1 The Leadership Assembly shall be composed of all duly elected stewards in the Local.

SECTION 8.2 The Leadership Assembly shall be the primary body charged with setting the priorities and program of the Local Union. It is vital in the development and implementation of the Local's programs and in developing and expanding leadership within the Local.

SECTION 8.3 Each year, the Leadership Assembly must approve the Local Union's budget and the Local's goals, priorities and programs for the coming year. The President and Secretary-Treasurer shall report on the previous year's programs, priorities and expenditures at the meeting to discuss the aforementioned topics.

SECTION 8.4 The times and places for the meetings of Leadership Assembly shall be set by the President but in no event shall the Leadership Assembly meet less than once per year. The quorum for conducting business at the Leadership Assembly shall be 10% of all duly elected stewards.

ARTICLE NINE - EXECUTIVE BOARD AND OFFICERS

SECTION 9.1 The Executive Board shall consist of a full-time President, a Secretary-Treasurer, two Vice-Presidents, and division delegates. Each Division shall be entitled to elect one (1) delegate to the executive board. A division earns new delegate spots in the following manner:

- 1 delegate at 500 members
- 1 delegate at 1000 members
- 1 extra delegate for every 1,000 division members thereafter

When a new Division is created, the President with the approval of the Executive Board shall appoint a regular member or members to serve as the Delegate or Delegates from the new Division until the next regular elections. Only the members in each Division shall vote for the Division Delegates from their Division. Members who by virtue of having more than one job within the local are members of two Divisions shall vote for the delegates of the Division within which they work more hours or if that is equal within which they have more seniority.

Although not a division of the Local, retirees may elect a delegate who pays full dues to the Local to serve as a delegate to the Executive Board.

Once elected, the Executive Board shall select two delegates to serve with the Secretary-Treasurer as the Trustees of the Local.

SECTION 9.2 The Executive Board is the governing body of the Local Union elected every three (3) years. The Executive Board is authorized and empowered to take all lawful action consistent with the Constitution of the Local Union and subject to approval by the Leadership Assembly mandated passage of program goals and resource allocation. At the time of nominations and during his or her entire term of office, the every officer and Delegate shall meet the qualifications set forth in Section 11.1 and in the International Union's Constitution and Bylaws unless waived by the President of the International Union.

SECTION 9.3 The Executive Board shall hold monthly meetings on a regular schedule that is advertised generally to the membership, except that the Executive Board may vote not to hold a meeting in the months of July and August of each year. Members shall have the right to address the Executive Board on issues or unresolved problems in accordance with reasonable procedural guidelines established by the Board.

SECTION 9.4 Special meetings of the Executive Board may be called by the President or one-half of the Executive Board members. If the Executive Board requests a special meeting of the Executive Board, the President shall immediately set a time and place for the meeting. The time of the meeting shall not be more than fourteen (14) days after the President receives the request from the Executive Board members.

SECTION 9.5 The President and Secretary-Treasurer, with approval of the Executive Board, shall develop an annual budget and submit it to the General Leadership Assembly for adoption.

SECTION 9.6 All meetings of the Executive Board shall be conducted in accordance with the Manual of Common Procedure set forth in the International Union's Constitution.

SECTION 9.7 Minutes of regular and special meetings shall be presented in writing to the Executive Board for adoption at its next regularly scheduled meeting and shall be adopted by the Executive Board as written or as properly amended.

SECTION 9.8 A majority of the Executive Board members shall constitute a quorum for doing business.

SECTION 9.9 The Executive Board is authorized to establish the general policies of the Local Union and to oversee implementation of those policies.

SECTION 9.10 The Executive Board shall establish the compensation for the full-time officer of the Local Union consistent with the annual budget approved at the General Leadership Assembly.

SECTION 9.11 Contracts for services obligating the Local Union to pay more than \$10,000 in a year shall be approved by the Executive Board.

ARTICLE TEN - DUTIES OF OFFICERS

SECTION 10.1 PRESIDENT. The President shall be a Regular Member and is elected by the Regular Members at large to serve as the Local Union's Chief Executive Officer on a full-time basis. It shall be the President's duty to administer the affairs of the Local Union and to implement the policies of the Local Union on a day-to-day basis. This includes but is not limited to:

1. Complying with the mandates of all membership votes, leadership assembly votes and/or decisions of the Executive Board.
2. Presiding at all meetings of the Executive Board and at membership meetings, leadership assemblies, conferences, conventions and other Local Union functions.
3. Hiring, firing, assigning and directing and setting the compensation of the Local Union's staff, rules, laws and regulations regarding discrimination.
4. Assigning and directing the Local Union's staff within an operating budget approved by the Executive Board Leadership Assembly and Executive Board.
5. Calling special meetings of the Executive Board, membership or specific committees and other bodies of the Local Union as necessary.
6. Together with the Secretary-Treasurer, signing all checks, vouchers, financial contracts and agreements subject to the parameters set by the Local Union's budget and it may be modified pursuant to Section IX.3.
7. Representing the Local Union in the community, in the media and at meetings, conferences or conventions of organizations that the Local Union is affiliated with and generally acting as the chief spokesperson for the Local Union.
8. Having the deciding vote in case of a tie on any question.
9. Fulfilling such other duties as his/her office requires and as are consistent with this Constitution.
10. Presenting an annual budget to the Executive Board for their review, discussion and recommendation to the Leadership Assembly for final adoption.
11. Notifying the International Union in writing when any collective bargaining agreements or memorandums of understanding have been concluded and the number of employees covered, and sending copies of collective bargaining agreements and contracts entered into by the Local Union to the Research Department of the International Union.
12. As the Chief Executive Officer, serving as the Local Union's first delegate to the SEIU International Convention, to any SEIU State Council in which the Local participates and to all other conferences and conventions for which Local 26 is eligible for participation.
13. Serving as an ex-officio member of all committees of the Local Union.
14. Interpreting the Local Union Constitution in a reasonable manner when such questions are presented to the President.
15. Notifying the International of all those elected to office within 15 days of the Executive Board election.

SECTION 10.2 SECRETARY-TREASURER The Secretary-Treasurer shall be a Regular Member and shall be elected by the Regular Members at-large to serve as the Local Union's second in command on a full-time basis. The Secretary-Treasurer's duties shall include:

1. Together with the President, signing all checks, vouchers, financial contracts and agreements subject to the parameters set by the Local Union's budget.
2. Working with the president and union staff, maintaining accurate records of all of the financial affairs and of the membership and serving as the custodian of all of the records of the Local Union. The Secretary-Treasurer shall be responsible for all receipts and disbursements of the Local Union and Union and shall maintain all of the Local Union's funds in a bank approved by the Executive Board or in such other investments as the Executive Board shall direct.
3. Working with the President and union staff, providing a financial report approved by the trustees each month to the Executive Board including all receipts and disbursements for the previous month.
4. With the assistance of the President and union staff, the Secretary-Treasurer shall make an annual financial report which shall be published to the membership.
5. Keeping accurate minutes of each Executive Board meeting, presenting those minutes at the next Executive Board meeting for formal adoption and making the duly approved minutes available to members.

6. In the absence of the President, presiding at all meetings of the Executive Board and at membership meetings, conferences, conventions and other Local Union functions as necessary.
7. As the Local Union's second ranking officer, serving as the Local Union's second delegate to the SEIU International Convention to all other conferences and conventions in which Local 26 is eligible to participate.
8. Working with the president and union staff, ensuring that all reports which the Local Union is required to file with governmental agencies and that such reports are complete and filed on time. The Secretary-Treasurer is responsible for forwarding copies of the Annual Audit and LM-2 reports filings to the International Union.
9. Working with union staff, forwarding to the International Union the correct names, addresses and social security numbers of all members initiated or readmitted, of all other persons from whom revenue is levied and of those suspended for non-payment of dues or for any other cause, and a correct list of those who take transfer or withdrawal cards. The proper zip code shall be included for each address.
10. Serving as an ex-officio member of all committees of the Local.
11. Performing such other duties as may be assigned by the President.
12. Providing the State Council with a list of members including their address and telephone number.
13. Ensuring the timely payment of all per capita taxes to the International Union, to any SEIU State Councils to which the Local is affiliated and to such other bodies as the Local Union may affiliate with.

SECTION 10.3 DUTIES OF THE VICE-PRESIDENTS The vice-presidents must be current rank-and-file members of a contract bargained by the Local Union. Local Union Staff are not eligible to be nominated for these offices. If, during the course of his or her tenure in office, a vice-president is offered a job as union staff, s/he must resign the officer position in order to accept the position. The vice presidents shall assist the president in the performance of the president's duty. In the event of the absence of the Secretary-Treasurer, the First Vice-President may be the second signature on checks. The vice-president receiving the highest number of votes in the local election shall be considered the first vice-president. In the event the vice-presidents are elected by acclamation, the Executive Board will determine the selection of the First Vice-President. The vice presidents' position shall not be a compensated position, but shall be eligible to receive for services rendered such expense accounts as the union may determine. Where the union is entitled to more than two (2) delegates to any convention or meeting the vice presidents shall by virtue of the office be the third and such forth delegates. The first vice-president shall be considered the third delegate and the remaining vice president shall be the fourth such delegate.

SECTION 10.4 The President shall have authority to make changes to the budget during the year as necessitated by the Local Union's income, expenses and programmatic needs, provided that the President reports such changes to the Executive Board and the Executive Board approves such changes.

ARTICLE ELEVEN - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

SECTION 11.1 No person shall be eligible for nomination as an officer, member of the Executive Board, delegate or any other office in this Local Union who has not been a member in continuous good standing for at least two (2) years immediately preceding the nominations and has during all of that time paid the full Dues required for Regular Members of the Local Union within each month when due. The International President may waive this provision in his/her discretion based on good cause shown. Any such waiver shall be uniformly and equitably applied. No member convicted of a felony as defined in Section 504 of the Landrum-Griffin Act within the last thirteen (13) years shall be eligible to hold office in this Local Union.

SECTION 11.2 A staff member must take paid, if accrued time is available, or unpaid leave from employment if he/she decides to run for office. If elected to office, he/she shall resign from the position on the Local Union staff.

SECTION 11.3 Retired members or any member paying less than the full dues required for Regular members of the Local Union shall not be eligible for nomination as an officer, but a Retiree paying full dues may serve on the Executive Board as a delegate representing retirees.

SECTION 11.4 The General Election for all members of the Executive Board shall take place every three (3) years at the time designated by the Executive Board in the final six months of the third year. Every effort will be made to ensure that the General Election will not occur in the three months prior or after a major contract expiration so as to ensure there is no overlap between a contract campaign and union elections.

SECTION 11.5 The General Election shall be conducted as follows:

A. ELECTION COMMITTEE

1. An Election Committee shall conduct the affairs of the General Election. The Committee shall consist of one representative elected from each Division. In addition, the President shall name an additional person who shall serve as the Chairperson of the Elections Committee. The duties of the Election Committee shall be to:

- a. Conduct the affairs of the election in accordance with the provisions of the Constitution and applicable law.
- b. Establish safeguards to insure a fair and democratic election.
- c. Validate the eligibility of candidates for office.
- d. Approve the form of the ballots. All Ballots shall reflect slates of candidates if such exist.
- e. Tabulate the results and certify the election.

2. Election Committee members from each Division shall be elected at the membership meeting held immediately preceding the date of the election.

3. Members of the Election Committee shall not be nominated for any office, nor shall any candidate for office be appointed to the Election Committee.

4. A member not satisfied with a ruling of the Election Committee may file a complaint with the Executive Board within fifteen (15) days after the act complained of, to review the action of the Election Committee pursuant to provisions of this Local Union Constitution. A member not satisfied with the ruling of the Executive Board's decision may then pursuant to provisions of the International Constitution and Bylaws petition the International President within fifteen (15) days after the Executive Board's decision to review the decision of the Executive Board.

5. All nominees shall be certified for candidacy or notified in writing of the reasons for their disqualification.

B. NOMINATIONS

1. Nominations for office shall take place at such time as is designated by the Executive Board in the appropriate election year. The time for nomination shall be widely published to the membership.

2. The Election Committee shall prepare an official nominating petition for use in each general election.

3. The official nominating petition(s) must be signed by the nominee in order for the nomination to be considered valid. A member cannot be nominated for more than one executive board position at a time.

4. The official nominating petition(s) shall be signed by at least fifty (50) members in good standing for all officer positions and at least ten (10) members in good standing for the Division Delegate. All nominees shall either be certified for candidacy or notified in writing of the reasons for their disqualification.

C. ELECTION PROCEDURES

I. The Election Committee shall provide adequate safeguards to ensure that a fair and democratic election shall be provided.

2. Any candidate shall have the right to have an observer present all phases of the election.

3. The members receiving the highest votes of those voting shall be elected to office.

4. If only one candidate is nominated for a given office that candidate shall be declared elected without further procedures.
5. Every bona fide candidate for office shall have the right, once within the thirty (30) days prior to an election in which he/she is a candidate, to inspect a list containing the names and last known addresses of all members of the particular constituency of the office being sought.
6. All members shall be notified by mail of the election procedures at least thirty (30) days prior to conducting the election.
7. Candidates (including prospective candidates) for any office in this Local Union or supporter of a candidate may only solicit or accept financial support or any other direct or indirect support of any kind from members of the Service Employees International Union.
8. No write-in or proxy voting shall be allowed. The Local Union will comply with all reasonable requests of any candidate to distribute by mail or otherwise, at the candidate's expense, campaign literature of the candidate.
9. The Executive Board shall determine the proper manner for voting in each election. The voting must be by secret ballot. The manner of voting shall be widely published to the membership.
10. All ballots and other records pertaining to the election shall be preserved for one (1) year.
11. Installation of newly elected officers shall take place at the next scheduled Executive Board meeting. In the case of an appointed officer, or an officer elected in a special election, the installation shall take place at the next Executive Board meeting immediately following that officer's election or appointment.

ARTICLE TWELVE – RECALL

SECTION 12.1 Executive Board members, including officers, may be recalled by a vote of the constituency that elected him/her to office.

SECTION 12.2 A vote to recall an officer shall be held within sixty (60) days of receipt of a petition signed by at least 35% of the membership of the constituency that elected him/her to office.

SECTION 12.3 All signatures shall be dated and shall be no more than ninety (90) days old at the time of submission in order to be considered a valid signature.

SECTION 12.4 A Special Election Committee shall be designated from the Executive Board to conduct the recall election pursuant to the provisions for elections contained within this Constitution.

SECTION 12.5 If an Executive Board member or officer is recalled, his/ her office shall be declared vacant and filled in accordance with the provisions contained within this Constitution for filling vacancies in office.

SECTION 12.6 Recall elections shall not be scheduled if a petition is received within 180 days of a general election.

SECTION 12.7 If a recall vote is not approved by a majority of those voting in the recall election, no new petition shall be considered valid for the remainder of that person's term of office.

ARTICLE THIRTEEN - VACANCY IN EXECUTIVE BOARD POSITIONS

SECTION 13.1 In the event that there is a vacancy in any office due to death, resignation or inability to serve for any other reason, the President shall appoint a member in good standing to occupy the vacant office for the remainder of the term subject to the approval of the Executive Board. In the event of a vacancy in the office of the Local Union President by reason of death, resignation or otherwise, it shall be the duty of the Local Union Secretary-Treasurer, to assume the duties of the Local Union President.

ARTICLE FOURTEEN - COMMITTEES

SECTION 14.1 Committees are vitally important to develop the policies, positions and programs of the Local Union. Committees are intended to develop leadership and maximize membership participation and input in the decision-making process. The Executive Board of the Local Union shall establish policies and procedures for Committee operations that enhance membership participation and involvement in the day to day activities of the Local Union. The President shall receive all recommendations for committee membership and shall make appointments to the committees consistent with the policies of the Local Union. All Committees shall keep minutes of their meetings and shall send the minutes to the President for distribution at the next Executive Board meeting. Any Committee member who has an unexcused absence for three (3) consecutive meetings shall be automatically suspended from the committee.

SECTION 14.2 STANDING COMMITTEES

The Standing Committee of the Local are:

- Political and Community Relations (Social & Economic Justice) – This committee will advise the Executive Board on the Local Union’s political program.
- Member Services (Which in 2006 will make up a special Dues Equity Committee)
- Immigration – This committee will advise the Executive Board and serve as leaders for representing the Local and International Union’s position on immigration and immigrants.
- Education – This committee will advise the Executive Board and actively participate in the Local Union’s Member Education Program.
- Oversight and Grievance Appeals Committee. This member committee will advise the Executive Board on all aspects related to the performance of local union staff and the executive committee. The committee shall also hear appeals of members wishing to have a grievance pursued to arbitration. The committee shall solely review the merits of the case and shall act consistent with the non-discrimination article of this Constitution. The committee’s report shall be reported to the Executive Board, which will make a final determination on the action to be taken on the grievance.
- Organizing – This committee will advise and assist staff working on the local union’s external organizing program.
- Senior Members – This committee will coordinate the activities of the retirees group.

SECTION 14.3 The International Secretary-Treasurer shall be notified promptly of the composition of the Standing Committees mandated by the International Union Constitution and Bylaws.

ARTICLE FIFTEEN - LABOR COUNCIL AND STATE COUNCIL DELEGATES

SECTION 15.1 The Local shall affiliate in the appropriate Central Labor Councils that, in the judgment of the Executive Board, move forward the work of the Local and the Labor Movement, as well as the SEIU Minnesota State Council and shall strive to maintain an active compliment of delegates who shall represent the positions and policies of the Local Union. For those delegate positions that are appointed, the President shall receive all recommendations for Delegate appointments and shall present his/her recommendations to the Executive Board for final approval consistent with the policies of the Local Union.

ARTICLE SIXTEEN – CONVENTION REPRESENTATION

SECTION 16.1 The Officers and Delegates of the Local Union elected in conformity with all applicable statutes shall by virtue of such election be considered to be eligible delegates to any International Convention which may take place during their term of office. If at the time of the receipt of the Convention call, it shall appear that such number of elected officers is less than the number of delegates which the Local Union will be entitled to at an International Union Convention, then arrangements may be made at the option of the Executive Board for nomination and secret ballot election of an additional number of

eligible members as Convention delegates. Nominees for such position, if unopposed, shall be deemed elected without necessity for further procedures.

ARTICLE SEVENTEEN – REVENUE

SECTION 17.1 The revenue of the Local Union shall be derived from dues, initiation fees, agency shop fees, service fees and other special assessments as might be determined in accordance with applicable law.

SECTION 17.2 All dues and initiation fees shall be established in accordance with applicable law. The amount of an agency fee shall be established by the Executive Board.

SECTION 17.3 No dues increase shall be effective unless it was approved by a vote of the membership. The Local Union may establish different categories of members and rates of dues for persons in different categories. However, any dues structure adopted by the Local Union must be fair and equitable.

SECTION 17.4 Dues for Senior members shall be less than full dues.

SECTION 17.5 Dues of members and agency fees of non-members are due and payable on or before the last day of the current month, and all other financial obligations to this Local Union must likewise be paid on or before the last day of the month in which they fall due. Any member failing to pay membership dues at such time shall not be considered in good standing provided, however, the failure of the employer to transmit to the Local Union dues checked off by the employer under the terms of a collective bargaining agreement entered into with this Local Union shall not be considered a delay or a default in payment on the part of the member.

SECTION 17.6 Any member failing to pay dues to the Local Union on or before the last day of the month in which the same are due, shall stand automatically suspended from membership in this Local Union.

SECTION 17.7 This Local Union shall pay per capita tax to the International Union for any person from whom the Local Union received revenue, whether called dues or otherwise. This Local Union shall likewise pay any other obligations due to the International Union and it shall have no right to pay any bills before it pays its full obligations to the International Union each month.

SECTION 17.8 There shall be a Committee established during 2006 whose charge shall be a review of the current dues structure of the union, total revenue received, and resources available for union priorities. This Committee shall recommend to the Executive Board membership a dues structure that is fair and equitable to all members and provides adequate resources to the Local Union. If approved by the Executive Board these recommendations shall be voted upon by the membership.

ARTICLE EIGHTEEN – UNION PROPERTY

SECTION 18.1 All officers, at the expiration of their term of office or when removed or when their office is declared vacant, shall deliver to their successors all books, papers, money or other property in their possession, and they shall not be relieved from their obligations until they have complied with this requirement.

SECTION 18.2 The funds or property of this Local Union shall be used only for such purposes as are specified in this Constitution and as may be required to transact and properly conduct Local Union business.

SECTION 18.3 Property Rights: Membership in this organization shall not vest any member with any right, title or interest in or to the funds of this Local Union. The title to all property, funds and other assets of this Local Union shall at all times be vested solely in the Executive Board of this Local Union for the

joint use of the membership of this Local Union, but no member shall have severable proprietary rights, title or interest therein.

ARTICLE NINETEEN - CHARGES, TRIALS AND APPEALS

SECTION 19.1 A member may bring charges against another member for reasons set forth in the International Union's Constitution and Bylaws and pursuant to the procedures provided for in the International Union's Constitution and Bylaws.

SECTION 19.2 Subject to the provision of applicable statutes, every member or officer of this Local Union against whom charges have been preferred and disciplinary action taken must exhaust all remedies provided for in the Constitution and By-Laws of the International Union and Local Union Constitution before filing or prosecuting any action in any court.

SECTION 19.3 In order to ensure members protection from the filing of frivolous charges, rules and procedures governing Charges, Trials and Appeals shall be established and maintained by the Executive Board in accordance with the provisions of the International Union's Constitution and Bylaws. Such rules and procedures shall be made available upon request by any member in good standing.

ARTICLE TWENTY - MEETINGS

SECTION 20.1 The Executive Board shall determine if and when a General Membership meeting should be called.

SECTION 20.2 Special meetings of the membership may be called by the Executive Board at any time. In case of a special meeting, all members shall be notified by the President as to the purpose of such meeting.

ARTICLE TWENTY-ONE – AMENDMENTS

Section 21.1 This Constitution and By-Laws may be altered or amended by submitting any proposed alteration or amendment in writing, signed by ten (10) members. It shall take a two-thirds majority of all members present for adoption. Any proposed amendment submitted must be read at two preceding meetings and final action taken at a third meeting

Section 21.2 The Constitution and By-Laws of this Local Union shall at all times be subordinate to the International Constitution and By-Laws, as amended. If any conflict should arise between the Constitution and By-Laws of this Local Union, or any amendments thereto, and the International Constitution and By-Laws, or any amendments thereto, the provisions of the International Constitution and By-Laws shall control.

Section 21.3. No amendment shall be valid or become effective until approved by the International Union,

ARTICLE TWENTY-TWO – STANDARDS RULES AND UNION MEETINGS

SECTION 22.1 The meetings of this Local Union shall be governed by the Manual of Common Procedure, Rules of Debate and Order of Business set forth in the Constitution and Bylaws of the International Union. Every member shall follow and be subject to such governing debate at all meetings of this Local Union.

ARTICLE TWENTY THREE - COLLECTIVE BARGAINING

SECTION 23.1 The International Union shall be notified in writing when any collective bargaining negotiations or memorandum of understandings have been concluded and be advised of the number of employees covered.

SECTION 23.2 A true copy of all collective bargaining agreements and contracts entered into by this Local Union shall, immediately upon execution, be filed with the International Department of Research and other affected SEIU offices.

SECTION 23.3 All collective bargaining agreements shall be ratified by a vote of the members subject to that collective bargaining agreement. There shall be a vote by the affected members prior to any strike being called. The President, or in the President's absence the Secretary-Treasurer, shall sign all collective bargaining agreements as the Local Union's official representative after ratification by the membership and signatures of the appropriate negotiating committees and/or staff. Bargaining Committees shall include a representative group of affected members with clear consideration of the shifts, location, and job categories within a unit.

ARTICLE 24 – AUDITS

SECTION 24.1 There shall be an audit committee made up of the trustees of the Local who shall review the financial statements and records of the Local Union at the end of each fiscal year and make a report to the membership of its findings.

SECTION 24.2 There shall be an annual audit of the Local Union's finances done by an independent licensed auditor. The Auditor shall make a report to the Executive Board and a written report shall be available to the membership.