

**BYLAWS** of  
the  
**UNION OF CALIFORNIA STATE WORKERS (dba SEIU LOCAL 1000)**

**I NAME**

This organization shall be known as the "Union of California State Workers", hereinafter to be referred to as the "UCSW" doing business as "SEIU Local 1000."

**II PURPOSE**

The purpose of the UCSW is to build a strong member-led union by educating, organizing, and mobilizing the membership in the workplace, in the political arena, and within the Union itself to improve the living standard and rights of the members, their families and other working people, and to achieve economic and social justice.

**III MEMBERSHIP**

- A. Except for managerial, confidential and supervisory employees, the active membership consists of those civil service employees of the State of California or teaching staff of special schools under the jurisdiction of the Superintendent of Public Instruction, or who are employees of other public or private bargaining units approved by the Board of Directors and represented by the UCSW, and who are current in the payment of dues.
- B. Associate membership in the UCSW is limited to those persons who are on authorized leave of absence from the state service or employment in other Local 1000 represented bargaining units and who elect not to be active members. The UCSW may establish additional classes of membership when deemed necessary or appropriate to further the purposes of the UCSW.
- C. Membership is effective at the time a signed membership payroll deduction application is received by an authorized representative of the UCSW.
- D. Only active members in good standing shall have the right to vote and hold office. Except for the right to elect officers of the UCSW, officers of the DLC to which the member belongs, District Bargaining Unit Representatives, Local Officers, delegates to the General Council of the CSEA and the right to vote on permanent changes to dues, all voting rights of active members shall be exercised by and through their General Council delegates unless otherwise provided by these Bylaws.

## **IV OFFICERS**

A. The officers of the UCSW shall be the President, Vice President/Secretary-Treasurer, the Vice President for Organizing/Representation, the Vice President for Bargaining, and the Chair as elected by the UCSW Board of Directors from among its members.

B. The UCSW Officers shall be elected directly by the members of the UCSW for terms of three years and shall continue to serve until their successors are elected. No person may be elected as an officer of the UCSW who is not an active UCSW member in good standing and satisfies all other conditions for office set forth in the UCSW Policy File; the Chair serves at the pleasure of the board of the UCSW Board of Directors.

C. The UCSW Board of Directors shall be the governing body for all affairs of UCSW doing business as SEIU Local 1000 and will elect a Chair from the Board Of Directors. The Chair will serve an initial term of 1 year which may be renewed by the board. The Chair will serve at the pleasure of the Board. The Chair will be responsible for the day-to-day operations of UCSW between Board of Directors meetings and will report to the Board all of their activities between meetings.

D. The UCSW Board of Directors shall approve all offers of employment to persons who will fill staff positions within SEIU Local 1000.

E. Bargaining Unit Chairs (BUNC) elected by their respective bargaining units shall have all authority over contract issues, including negotiations and meet and confers with the employer with approval of the chief negotiator as appointed by the UCSW Board of Directors. The BUNC shall elect by majority vote the Chief Negotiator to serve at the direction of the BUNC Chairs. The Chief Negotiator will have full responsibility for all Master Table negotiations and will act as directed by the BUNC with full assistance from the SEIU Local 1000 Legal and Research departments.

F. The Chair of the Board of Directors and the Chief Negotiator will work together to allocate and direct staff as required and directed by the UCSW Board of Directors.

1. The duties of the President shall include:

a) Only duties as prescribed by the UCSW Policy File not in conflict with these bylaws or as directed by the UCSW Board of Directors.

2. The Vice-President/Secretary-Treasurer shall:

b) Assist the Chair in administering the affairs of the UCSW and be a UCSW representative to the Board of Directors of the CSEA.

c) Coordinate fiscal policy and procedures of the UCSW and report the status of UCSW funds; Chairs the Budget, Agenda, and Grants Committees.

d) Such other duties as prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

e) Keep or cause to be kept, at the corporation's principal office or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the Board of Directors, of committees of the Board of Directors, and of members' meetings. The minutes of meetings shall include the time and place of holding, whether the meeting was annual, regular, or special and, if special, how authorized, the notice given, the names of those present at Board of Directors and committee meetings, and the number of members present or represented at members' meetings. The Vice President/Secretary-Treasurer shall keep or cause to be kept, at the principal office in California, a copy of the articles of incorporation and Bylaws, as amended to date.

f) Keep or cause to be kept, at the corporation's principal office or at a place determined by Board of Directors resolution, a record of the corporation's members, showing each member's name, address, and class of membership.

g) Give, or cause to be given, notice of all meetings of members, of the Board of Directors, and of committees of the Board of Directors required by these Bylaws to be given. The Vice President/Secretary-Treasurer shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the Bylaws may prescribe.

3. The Vice President for Organizing/Representation shall:

a) Attend the UCSW meetings.

b) Act as a spokesperson for the DLCs.

c) Fill DLC vacancies, except for delegates to the General Council, whenever procedures to fill vacancies do not exist or have been exhausted and vacancies still exist.

d) Perform all other duties assigned by the Chair as related to the activities of the DLCs.

e) Chair the Statewide Chief Steward Committee.

f) Such other duties as prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

4. The Vice President for Bargaining shall:

a) Preside over all meetings of the BUNC chairs.

b) Serve as liaison to the Executive Committee for the BUNC chairs.

c) Attend the UCSW Board of Directors meetings.

d) Act as a spokesperson for the BUNCs.

e) Assist the Board appointed designee with any master contract negotiations.

f) Perform all other duties as assigned by the Board of Directors as related to activities of the BUNCs.

g) Serve as chair of the Local 1000 Bargaining Committee.

h) Such other duties as may be prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

## **V MEETINGS**

- A. At the call of the Chair, the UCSW Board of Directors shall meet at least four times per year, for a minimum of two days per meeting, to discuss the regular and routine business of the UCSW. At least two of the four UCSW Board meetings shall be in person meetings. Special or emergency meetings may also be called by the Chair as deemed necessary or petitioned by the board.
- B. The Chair shall also call a meeting of the UCSW Board of Directors upon petition by majority of the UCSW Board of Directors members.
- C. Notice of regular meetings shall be given to the members of the UCSW Board of Directors and their alternates at least 30 days prior to the meeting date. For special or emergency meetings, notice shall be given to the members and their alternates at least five days prior to the meeting date.
- D. A majority of the UCSW Board of Directors members shall constitute a quorum. If a quorum is not present, those present may continue to meet for the purpose of giving reports, sharing information, caucusing, and similar activities. However, no business requiring a vote shall be conducted without a quorum.

## **VI BOARD OF DIRECTORS / EXECUTIVE COMMITTEE**

- A. The Board of Directors of the UCSW shall be known as the UCSW Board of Directors and shall be comprised of the four officers, the chair of each Bargaining Unit Negotiating Council ("BUNC") and the president of each District Labor Council ("DLC"). Members of the UCSW Board of Directors shall be elected for a term of three years. The UCSW Board of Directors shall be no less than thirty and no more than one hundred fifty as set from time-to-time by the UCSW Board of Directors by a vote of sixty percent (60%) of the UCSW Board of Directors Members. No person may be elected as a member of the UCSW Board of Directors who is not an active member of the UCSW in good standing and satisfies the other conditions set forth in the UCSW Policy File.
- B. The UCSW Board of Directors shall have all those powers and responsibilities given to a Board of Directors under corporate law, the CSEA Bylaws, and these Bylaws. In addition, through its adopted Policy File, it may establish all policies and procedures deemed necessary or appropriate to the proper governance of the UCSW or to accomplish its purposes, including the establishment of any subordinate units, councils, locals, offices, or committees.
- C. The UCSW Board of Directors may increase or decrease the number of DLCs when necessary either to accommodate new worksites, accommodate changes in Bargaining Units, or when necessary to implement a reapportionment plan adopted by a majority vote of UCSW Board of Directors. The UCSW Board of Directors may also reapportion existing DLCs in accordance with policies, rules and procedures established in the UCSW Policy File.
- D. DLC Officers, District Bargaining Unit Representatives, and Local Officers shall be elected directly by the members within their respective jurisdictions and according to those policies, rules and procedures established in the UCSW Policy File.

## **VII COMMITTEES**

- A. The Standing Committees of the UCSW are:

1. African American
2. Agenda
3. Budget
4. Asian Pacific Islander
5. Local 1000 Bargaining
6. Environmental
7. Local 1000 Grants
8. Local 1000 Health & Safety
9. Latin@
10. Lavender (LGBTIQ)
11. Committee on Political Education (COPE)
12. Native American Committee
13. Statewide Chief Steward
14. Workers with Disabilities
15. Veterans Committee; and
16. Women's Committee

B. All standing committees shall report to the UCSW Board of Directors. The duties of each standing committee shall be established in the UCSW Policy File. The Chair shall be an ex-officio member of each standing committee.

C. The UCSW Board of Directors may create special or ad hoc committees or task forces as it deems necessary.

D. Appointments to all standing committees shall be made by the President from the membership of the UCSW subject to affirmation of the UCSW Board of Directors. Appointment to special or ad hoc committees or task forces shall be made by the Chair unless the UCSW Board of Directors specifies otherwise when creating the committee or task force.

### **VIII PARLIAMENTARY AUTHORITY**

These Bylaws of the UCSW, the UCSW Policy File and Roberts Rules of Order, Newly Revised, latest edition, in that order, shall govern the procedures for all UCSW meetings.

### **IX AMENDMENT**

These Bylaws may be amended by a majority vote of the UCSW Board of Directors, at any regular or special meeting of the UCSW Board of Directors, except as otherwise required by the laws of the State of California.

### **X PRINCIPAL OFFICE**

The principal office for the transaction of the activities, affairs and business of the UCSW shall be located at Sacramento, California. The UCSW Board of Directors may change the principal office from one location to another. Any change in location of the principal office shall be noted by the Vice President/Secretary-Treasurer on these Bylaws opposite this section, or this section may be amended to state the new location.

## **XI PROVISOS**

Upon adoption of these amendments to the Bylaws, all persons holding elected or appointed office in Local 1000 shall remain in office until the expiration of their current terms unless recalled, removed, or replaced by the electing or appointing authority pursuant to procedures set forth in the Local 1000 Policy File.