

**SEIU LOCAL 503, OPEU  
GENERAL COUNCIL  
IN REGULAR SESSION  
AUGUST 3-6, 2016**

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**Synopsis of "BE IT RESOLVED" Language of  
RESOLUTIONS PASSED**

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**BYLAWS (BL #2)  
SEIU Bylaws Gender Neutral Language**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE III - MEMBERSHIP**

Section 2. Active Membership.

- (a) Active membership in the Union is open to non-supervisory and non-confidential employees employed in bargaining units for which the Union is the exclusive collective bargaining representative, or units currently being organized by the Union.
- (b) Active membership status shall continue during the period of time that an employee is on authorized leave or for the first ninety (90) days of layoff status.
- (c) Every active member has all rights of Union membership and has equal rights and privileges within the Union. These rights include, but are not limited to, the right to nominate candidates, to vote in elections or referendums of the Union, to hold office at all levels of the Union, to attend membership meetings, and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations of the Union for the conduct of such meetings.
- (d) Every active member of the Union has the right to meet and assemble freely with other active or retired members; to express any views, arguments, or opinions; and to express at meetings of the Union such member's views about candidates in an election of the Union or about any business properly before the meeting, subject to the Union's established and reasonable rules pertaining to the conduct of meetings. However, nothing

in subsection (a) or (b) of this Section shall be construed to impair the right of the Union to adopt and enforce reasonable rules as to the responsibility of every member toward the Union as an institution and to such member's refraining from conduct that would interfere with the Union's performance of its legal or contractual obligations.

(e) A member's right to attend meetings shall not be limited to those of the member's Local, the Board or its committees, but shall apply to meetings of any Local although the member's right to vote at such meeting shall be governed by the established policies of such meeting group. The visiting member should be identified as a guest. Nothing in this provision shall limit the Board's ability to conduct its business in Executive Session in appropriate circumstances.

#### Section 5. Retiree Membership.

(a) Retiree membership is open to persons who, while employed, were active or associate members of the Union or its predecessor organizations or other SEIU affiliated unions.

(b) Retired members belonging to the Retiree Local have all the rights of Union membership except those rights excluded herein, and that the President of the Retiree Local 001, or in the President of the Retiree Local 001's absence, the Vice President of the Retiree Local 001, shall have voting rights as a member of the Board. Delegates to General Council shall have the same voting rights as other General Council delegates.

(c) Notwithstanding the provisions of subsection (a) of this Section, no retired member, including any retired Past President, who immediately prior to retirement was not an active member, under Section 2 of this Article, shall have any membership rights other than the right to participate in programs made especially available for retired persons; the right to meet and assemble with other retired members for the purpose of dealing with matters or concerns relating only to retired members; and the right to express views and vote at such meetings on such matters or concerns. Exceptions to this policy may be granted to former active members of the Union who spent the majority of their employment in the bargaining unit. This action requires a unanimous vote of the Board. A retired person granted this exception by the Board has the same membership rights as other retired members who retired in active member status. This action may be revoked by a majority vote of the Board.

(d) All retired members are placed in one statewide Retiree Local.

### **ARTICLE VI - MISCONDUCT OF MEMBERS**

Section 1. Members who engage in the following or other forms of misconduct shall be subject to discipline up to and including revocation of membership and expulsion from the Union pursuant to the disciplinary procedures set forth in Appendix 4 of this document.

(a) Fail to support the Bylaws and other governing documents of the Union to the best of the member's ability;

- (b) Fail to pay dues and lawful assessments as called for in Article XIX;
- (c) Engage in any conduct or speech which is intended to harm the Union or its operations; specifically, the following:
  - (1) Conspire with management to the detriment of the Union or with them in collusion against collective bargaining by the Union;
  - (2) Solicit another labor organization or solicit other Union members or other employees eligible for Union membership to become a member of another labor organization;
  - (3) Pass information or initiate petitions which:
    - a. Call for a new labor organization;
    - b. Seek to decertify the Union; or
    - c. Call for members to side with management in opposition to the Union in collective bargaining or otherwise.
- (d) Take any action, which is incompatible with the purpose of the Union;
- (e) Take any action, which is in conflict with the expressed or implied powers conferred by the Union's governing documents;
- (f) Publish or make public statements that declare or imply that the Union endorses, opposes or recommends a ballot measure, political candidate, legislation or any other position when the Union has not, in fact, done so;
- (g) Solicit funds or enter into any contract or other arrangement regarding goods, property, or services in the name of the Union, or in such a manner as to imply endorsement by the Union, unless approved by the General Council or by the Board. This limitation shall not apply, however, to activities with a strictly social or administrative purpose;
- (h) Make a false statement or representation of a material fact, knowing it to be false, or who knowingly fails to disclose a material fact, in any document, report, or other information required under the provisions of the Union's Bylaws; or who willfully makes a false entry in or willfully conceals, withholds, or destroys any books, records, reports, or statements required to be kept by any provision of the Bylaws, shall be expelled from the Union.

## **ARTICLE IX - THE GENERAL COUNCIL**

Section 4. Accreditation. A Local delegate is accepted as a member of General Council upon presentation and acceptance at the regular session and/or special session of General Council with

credentials signed by an officer of the delegate's Local. Statewide Officers, Directors, Assistant Directors, and the Retiree Local President are accepted as members upon presentation and acceptance of credentials signed by the Union President or Secretary-Treasurer.

## **ARTICLE XI - BOARD OF DIRECTORS**

Section 1. The Board of Directors of the Union (the Board) is comprised of Directors holding the seats set forth in Appendix 1 to this document, the Statewide Officers and the President of Retiree Local 001, and in the President of the Retiree Local 001's absence, the Vice President of the Retiree Local 001.

(a) The Directors/Assistant Directors elections shall be conducted in conjunction with the Statewide Officers election after the regularly scheduled, biennial General Council session.

(b) The term of office for the Board, including Statewide Officers, shall begin with installation on the Friday immediately preceding the first, regularly scheduled, full meeting of the Board following completion of the vote tally. The President and Vice President of Retiree Local 001 will serve a two-year term and shall be installed at the first full meeting of the Board in May, immediately following their local election.

(c) A member can serve as a Director for only two (2) terms in any six (6)-year period.

(d) Directors and Assistant Directors, other than Directors or Assistant Directors from the Retiree Local, shall be active members of the Union.

Section 9. Directors shall perform the following functions and duties as well as other functions and duties as appropriately assigned.

(a) Assist members;

(b) Encourage ethical conduct among members;

(c) Keep the Assistant Director informed of Board matters;

(d) Represent the members at meetings of the Board and serve on committees of the Board.

(e) Upon accepting any assignment to work on the staff of the Union for a period expected to last thirty (30) days or more in duration, a Director shall temporarily step down from the duties of Director and the Assistant Director shall take over the Director's duties until the period of employment on Union staff is ended.

(f) Actively participate in campaigns approved and endorsed by the Board whenever possible. This includes, but is not limited to, phone banking, canvassing, signature gathering, moving petitions, or participation in worksite campaigns.

(g) Serve as a delegate to the SEIU Convention, consistent with the provisions of the governing documents of the Union and the International Union.

Section 10. Assistant Directors shall perform the following functions and duties as well as other functions and duties as appropriately assigned.

(a) Serve in the absence of the Director;

(b) Assist the Director in carrying out the Director's duties;

(c) Upon appointment by the Board, succeed to the office of Director;

(d) Serve on committees of the Board;

(e) Serve as a delegate to the SEIU Convention, consistent with the provisions of the governing documents of the Union and the International Union.

Section 13. If a Director resigns, is removed from office, or ceases to work or live in the region from which the Director was elected (or in the employer group from which the Director was elected in the case of Directors representing employer groups), the Board shall appoint the Assistant Director to serve the remaining portion of the Director's term. If there is a vacant Director position and there is no Assistant Director from that region or employer group, an election will be held within sixty (60) days to elect a Director to serve the remaining portion of the term. Elections will not be held to fill vacancies unless both the Director and Assistant Director positions are vacant.

### **ARTICLE XIII - STATEWIDE OFFICERS**

Section 7. The President shall be paid a salary (through the President's respective employer if possible) during the President's term of office. That salary shall be the salary the President earns in the bargaining unit position held at the beginning of the term, including any increases due during the term. But no less than step 6 of the organizer salary chart. The Union shall also compensate the President at the rate of four hundred dollars (\$400.00) per month. The President shall receive no salary or other payments than those provided by the Union or by the President's bargaining unit employer. The President's membership rights required for holding office shall be maintained during the President's term(s).

Section 9. The Union shall compensate the Vice President and the Secretary-Treasurer at the rate of \$130 per month while in the Vice President's and the Secretary Treasurer's respective positions.

### **ARTICLE XIV - DUTIES OF STATEWIDE OFFICERS**

Section 1. The President shall perform the following functions and duties as well as other functions and duties as appropriately assigned.

(a) Preside at all meetings of the General Council, Board, and Executive Committee;

- (b) Set the agenda for Board meetings and act as the Board administrator;
- (c) Act as the chief spokesperson for the Union;
- (d) Appoint the chairs and members of Committees or Special Councils pursuant to the procedures set out in Article XVII Section 1 of this document;
- (e) Appoint and, for cause, dissolve all Special committees, subject to approval by the Board;
- (f) Serve as a non-voting ex-officio member of all Standing Committees;
- (g) Deliver to the General Council a report on the President's administration with such recommendations as deemed advisable;
- (h) Cease, upon election, to hold office in any Local;
- (i) Attend and represent the Union at national or regional meetings, including coalitions in which the Union is participating. If the Vice President is unavailable, the President may delegate a representative to fulfill this responsibility.
- (j) Serve as a Union delegate to the SEIU International Convention. This responsibility may not be delegated.
- (k) Represent the Union on the SEIU Oregon State Council;
- (l) Assist in development and oversight of the Union's internal and external communications program, in conjunction with the Executive Director and Communications Department staff;
- (m) Consider and decide on appeals from Arbitration Screening Panels;
- (n) Coordinate the activities of the Directors and Assistant Directors to implement strategic goals adopted by the Board of Directors, the Union and the International Union;
- (o) Represent the Union at the Legislature and in ballot measure campaigns in conjunction with the Executive Director and the Political Department staff;
- (p) As detailed elsewhere in this document, the President shall also: sign affiliation agreements (Art. III § 2(b)); receive certain notices (Art. VII § 1(f)); sign General Council delegate credentials (Art. IX § 4); perform various functions and make certain appointments (with Board approval where appropriate) at General Council (Art. IX §§ 6(b)(5) and (6), 10(c), (d) (g) and 11); make other appointments (Art. XI §§ 5, 6(d)); and perform functions set out in Disciplinary Process Trial and Appeals (Appendix 4 § 1).

Section 3. The Vice President shall perform the following functions and duties as well as other

functions and duties as appropriately assigned.

- (a) In the absence of or upon request of the President, perform the duties of the President;
- (b) Replace the President for the unexpired term in the event of the death, incapacity, resignation, or removal of the President;
- (c) Serve as the chairperson of the Rules Committee, a member of the Executive Committee and a member of the Union Finance Committee and on such other committees to which the Vice President is appropriately assigned or appointed;
- (d) Serve as a delegate to the SEIU International Convention.

Section 4. The Secretary-Treasurer shall perform the following functions and duties as well as other functions and duties as appropriately assigned.

- (a) The Secretary-Treasurer, working with staff as designated by the Executive Director, shall:
  - (1) Keep a correct record of the meetings of the General Council, the Board and Executive Committee;
  - (2) Be custodian of the records of the Union including election records;
  - (3) Serve as the chairperson of the Union Finance Committee and a member of the Executive Committee;
  - (4) Be responsible for oversight of the Union's finances and investments;
  - (5) Collect the money; keep the accounts and books of the Union; and render a statement, after a certified audit of the accounts and books of the financial condition of the Union, to the General Council and at such other times as requested by the Board;
  - (6) Coordinate and keep current a list of policies and procedures of the Union.
- (b) The Secretary-Treasurer shall:
  - (1) Be responsible to the Board for annual review of the fiscal operation of the Union and Locals;
  - (2) Serve on such committees as designated by these Bylaws and to which the Secretary-Treasurer is appointed by the President;
  - (3) Serve as a delegate to the SEIU Convention.
- (c) As detailed elsewhere in this document, the Secretary-Treasurer shall: sign affiliation

agreements (Art. III § 2(b)); sign General Council delegate credentials (Art. IX § 4); sign certified election tallies (Art. XI § 11); certify or make public various election results (Art. XV §§ 4(i), 5(d)(9), 6(h), 6(i) and 9); approve the holding of Local financial records (Art. XXII § 4(b)); authorize certain payments to Locals (Art. XXII § 12); notify Locals of failure to file governing documents (Art. XXIII § 2); perform functions pursuant to trusteeships of Locals (Art. XXIV §§ 2, 5 and 6); and perform functions set out in Disciplinary Process Trial and Appeals (Appendix 4 §§ 1 – 4).

Section 5. The Executive Director, or through the Executive Director's delegate, shall perform the following functions and duties as well as other functions and duties as appropriately assigned:

(a) Serve as the chief executive officer of the Union and have general supervision of and direction over the daily activities of the Local, including employment and supervision of staff, and expenditure of Union funds, subject to the financial ability of the Union to pay and consistent with the priorities and policies of the Union as determined by the Board and the Bylaws;

(b) In conjunction with the Secretary-Treasurer and appropriate staff, maintain records of the meetings, bank accounts and financial transactions, purchase insurance and bonds, collect moneys and maintain the books of the Union, maintain and coordinate current policies and procedures of the Union, and prepare an annual budget for the Union.

(c) Serve as a member of the Union's negotiating teams along with member representatives and staff assigned to sit at the bargaining table; oversee other daily activities of the Union such as organizing, contract administration, political activity, and training. The Executive Director may appoint representatives to discharge any of these responsibilities.

(d) Provide regular reports to the Board on the various programs and projects carried out by the Union. Such reports will allow for time for discussion and evaluation.

(e) Maintain an internal and external communications program throughout the Local; represent the Union within the community and with the media, in conjunction with the President who serves as the chief spokesperson for the Union;

(f) Attend and represent the Union at all appropriate national, regional, or Local meetings of a variety of organizations, including coalitions for which the Union is participating. The Executive Director may appoint a representative to discharge this responsibility.

(g) Serve as a Union delegate to the SEIU Convention. This responsibility may not be appointed to another Union representative. However, a duly elected alternate delegate may serve, as appropriate, in the Executive Director's absence.

(h) Cease, on election, to hold any office which until then the Executive Director may have held in the Executive Director's Local. The Executive Director may not hold any other employment while holding this office nor receive a salary from any source other



than the Union.

## **ARTICLE XV – ELECTIONS**

### **Section 5. Special Rules for Election of Statewide Officers, Directors and Assistant Directors.**

(a) The President shall appoint members to a Statewide Officer and Board of Directors Elections Committee, subject to ratification by the Board of Directors. The Statewide Officer and Board of Directors Elections Committee shall designate the open period for nominations for Union President, Vice President, Secretary-Treasurer, Executive Director, Directors and Assistant Directors. Elections will be held following the biennial session of General Council. Nomination forms will be made available to all eligible members statewide no later than the last Monday in June of the election year and nominations shall close at 5:00 pm on the Friday before General Council.

(b) A notice of election shall be mailed to each member at the member's last known address at least fifteen (15) days prior to election. The notice shall include the date(s), time(s), and place(s) of the election, and the manner in which the ballots will be cast. There will be no proxy voting.

(c) The Elections Committee shall hear complaints regarding election procedure or rule interpretations except as otherwise provided in Article XV Section 4 of this document.

(d) In addition to the safeguards and procedures specified in Section 3 above, the following rules shall apply to the conduct of Statewide Officer and Board of Directors elections:

(1) All duly nominated candidates shall be invited to submit campaign statements, including a personal photograph, as submitted on the nomination form, not to exceed 400 words in length, for a Voters' Guide, which shall be published by the Union in a format and at a time approved by the Elections Committee.

(2) Additional copies of this Voters' Guide shall also be made available free of charge to Locals for distribution to their memberships and, at actual cost, to duly nominated candidates, for distribution at General Council or otherwise.

(3) All duly nominated candidates shall, at their request, at any time thirty (30) days' prior to the mailing of ballots through the deadline for receipt of ballots, be provided, at actual cost, with sets of membership mailing labels, e.g., sorted for statewide, regional, and/or Local memberships. Provision of these labels shall be conditioned on a candidate's statement not to reproduce such labels, release them to an outside party, or use them for any other purpose.

(4) All duly nominated candidates shall be given equal opportunity to post campaign materials on all designated Union bulletin boards in SEIU 503-represented worksites.

(5) All duly nominated candidates shall be given equal access to all Union meetings and conferences, provided that the opportunity to make campaign presentations shall be consistent with the agenda and protocols for such meetings and conferences.

(6) Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office. When approved by the Board, use of Union resources may be allowed on an equal basis with reimbursement for the actual costs involved.

(7) Each nominated candidate for statewide office and Board of Directors of the Union may submit a candidate statement to be mailed with the ballots to members of the Union eligible to vote in this election. This statement shall be, limited to one (1) uniformly formatted statement of four hundred (400) words or less and a photo (if supplied). "Uniformly formatted" includes hard copy typed or handwritten, any word processing format on disk, e-mail, faxes and any other electronic copy. Photos cannot be faxed.

(8) All duly nominated candidates shall be required to file electronic reports detailing all campaign contributions totaling twenty-five dollars (\$25.00) or more from a single contributor, and all expenditures totaling twenty-five dollars (\$25.00) or more to a single source, during an election period. Such reports shall be filed with the Union's Accounting Department no later than one week prior to the mailing of ballots (for contributions received and expenditures up to two (2) weeks prior to the mailing of ballots) and no later than two (2) weeks after the deadline for receipt of ballots (for all contributions received and expenditures through this deadline). Such reports shall be made available for inspection by any Union member at Union Headquarters and at all branch offices of the Union.

(9) Ballots shall be collected and counted by an outside firm retained by the Union for this purpose. Election results shall be certified by the Union Secretary-Treasurer, or designee, who will secure all ballots, envelopes, tally sheets, and other election materials in accordance with Article XV Section 8.

(10) Ballots for election of Statewide Officers, Directors and Assistant Directors shall be mailed within four (4) weeks of the close of General Council.

(11) All candidates running for statewide and Board of Directors office, even if running unopposed, shall be presented to the statewide membership in the form of a single ballot. In addition, ballots must have a space for a write-in candidate for each office.

(12) If there are more than two (2) nominees for an office, the candidate receiving a plurality of the votes shall be deemed the winner.

(13) Ballots, envelopes, election results, and tally forms shall be available for

inspection by any active, staff, or retired Union member at the Union Headquarters office for a period of one (1) year following the election.

(14) Statewide Officers, Directors and Assistant Directors will be installed at an appropriate ceremony on the Friday immediately preceding the first, regularly scheduled, full meeting of the Board following completion of the vote tally.

(15) Each member may cast one vote for a Director and Assistant Director in the member's employment group (See Items 1-11 in Appendix 1). Where a member has more than one employer group, a primary employer group shall be determined by where the longest membership status exists. Each member may also cast one vote for a Director and Assistant Director from the member's geographic area (see Items 12-22 in Appendix 1). Homecare, Adult Foster Care and Childcare members shall be represented and vote in the geographic area in which they live. Out-of-state Homecare, Adult Foster Care and Childcare workers will be represented in the geographic area closest to their home. All other members shall be represented and vote in the geographic area in which they work except that any member may opt, on an individual basis, to have their voting rights for Director and Assistant Director determined by where they live rather than where they work.

(16) The Elections Committee or its designee shall hear complaints regarding election procedures or rule interpretations except as otherwise provided in Bylaws Article XV, Section 4.

(17) Ballots shall be coded to clearly show in what election the ballot was cast. All ballots must be received by the deadline specified in the election notice.

(18) Ballots shall be opened, counted and tallied by a qualified election service. Election results shall be certified by the Elections Committee Chair and the Union Secretary-Treasurer, their designee, or by the approved election service. Ballots, envelopes, tally sheets, and other election materials will be secured in accordance with Article XV, Section 8.

(19) Election results shall be made public by the Union Secretary-Treasurer, or designee, within five (5) days after the ballots are counted. Candidates shall be mailed a copy of the tally sheets for all candidates from their election and information about the challenge process including timelines within this same five (5)-day period.

(20) Members notified of an election but not receiving a ballot or otherwise needing a replacement ballot shall request a replacement ballot by phone, in person, or in writing. The replacement ballot shall be so marked on the outside return envelope.

(21) Ballots, envelopes, election results, and tally forms shall be available for inspection by any active, staff, or retired Union member at the Union Headquarters office for a period of one (1) year following the election.

## **ARTICLE XIX - DUES**

Section 1. Union dues shall be as follows:

- (a) Dues for active and staff members are 1.7 percent (1.7%) or \$5.00 (five dollars), whichever is greater, of the member's gross monthly salary for time in regular pay status.
- (b) Dues for associate members are \$10.00 (ten dollars) per month.
- (c) Semi-active members may continue in good standing by continuing to pay associate dues while on semi-active status. The semi-active member may make payment to the Union up to 90 (ninety) days after the end of their season.
- (d) Dues for retiree members shall be \$60 annually until age 75, at which time dues would drop to \$25 annually, payable semi-annually in January and July each year. Retiree members may make alternate payment arrangements. Persons joining during one of the semi-annual periods may pay prorated dues to the end of the period including the month in which they join. Each person eligible for retiree membership shall be sent a notice that the person's membership will be converted to a temporary retiree membership and carried at no cost to the member for 90 days. Included in this notice will be information on the benefits of continuing as a retired member of the Union, and an application form for continuing membership beyond the 90 days. A person becomes a permanent member upon formal application and payment of dues.

## **ARTICLE XXII – CENTRAL LEDGER AND LOCAL FUNDING**

Section 7. Headquarters shall issue advance payment for mileage from the central ledger account when a member is required to spend the member's money on official Union business when such a requirement would pose a hardship to the member with the approval of appropriate officers of the involved Local. Subsequent providing of all necessary receipts to Headquarters, however, will still be required.

## **ARTICLE XXIV - TRUSTEESHIP OF LOCALS**

Section 4. The Trustee shall be bonded for the faithful discharge of the Trustee's duties relating to the handling of funds or other property of the Local or affiliated body.

Section 5. The Trustee shall take charge of all the funds, books, papers, and other property of the Local or affiliated body that the Trustee has received. The Trustee shall pay all outstanding claims, properly proved, if funds are sufficient. When self-government is restored, the Trustee shall return all funds, books, papers, and other property to the Local or affiliated body. If, however, the Local or affiliated body is dissolved, then any balance remaining to the credit of the Local or affiliated body shall be forwarded to the Secretary-Treasurer and shall become the

property of SEIU Local 503, OPEU.

Section 8. The Trustee shall make a full report of the Trustee's work at each Board meeting including but not limited to all efforts made to return the Local to self-governance.

**BYLAWS (BL #3) (Amended)**  
**Bylaws, Appendix 4, Disciplinary Process Trials and Appeals**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That the SEIU Local 503 Bylaws, Appendix 4, be revised to read:

**APPENDIX 4**  
**(See Article VI Section 1 of Bylaws)**

**DISCIPLINARY PROCESS TRIALS AND APPEALS**

Section 1. Purpose of Appendix 4.

The disciplinary process set forth in this Appendix applies to members and officers in their capacity as members, and shall be used to determine charges of misconduct brought under Article VI of these Bylaws.

Section 2. Filing of Charges.

(a) Charges against any Member or Officer shall be filed with the Secretary-Treasurer of the Union unless the charges filed are against the Secretary-Treasurer in which case they shall be filed with the President.

(b) The charges must specify the conduct or acts that the Charging Party believes constitute misconduct and the Section(s) of Article VI of these Bylaws the Charging Party believes have been violated.

(c) The charge must be accompanied by any documents, sworn statements or other evidence that the Charging Party believes support the charge(s).

(d) No charges may be filed more than six months after the Charging party learned, or could have reasonably learned, of the conduct which is the basis of the charges.

Section 3. Service of Charges on Charged Party.

(a) The Secretary-Treasurer or President shall promptly provide a copy of the charge and any supporting documents to the Chair of the Member Representation Committee (MRC).

(b) The Chair of the MRC shall cause a copy of the charge and any supporting

documents to be sent to the Charged Party by certified mail, return receipt requested, directed to the last known address of the Charged Party.

(c) The materials sent to the Charged Party shall include a letter informing the Charged party that they have 30 days from receipt of the letter to submit to the MRC Chair any documents, sworn statements or other evidence that the Charged Party believes are relevant to the charges and their defense to the charges.

(d) Upon receipt of the materials submitted by the Charged Party, the MRC Chair shall cause copies of that material to be delivered promptly to the Charging Party.

#### Section 4. MRC Determinations.

(a) Upon receipt of the materials submitted by the Charging Party and the Charged Party, the MRC shall meet within 45 days for purposes of assessing whether reasonable cause exists to believe that the charges at issue have merit.

(b) The Charging Party and the Charged Party shall receive written notice of such meeting no less than 10 days prior to the meeting and may appear at the meeting to present argument to the MRC. Both parties may submit written statements prior to the MRC meeting

(c) If the MRC determines that the charges were untimely filed or that there is no reasonable cause to believe that the charges have merit, it shall issue a direction dismissing the charges and state the reasons for the dismissal. The MRC shall prepare a written statement of its reasons for dismissing the charges and provide the Charging Party and the Charged Party with that statement by certified mail, return receipt requested. The MRC shall also submit the written statement of its determinations to the Board of Directors.

(d) If the MRC determines there is reasonable cause to believe the charges have merit, it shall so inform the Charging and Charged Parties and shall also convey that determination, in writing, to the Union President accompanied by a recommendation that the Board of Directors approve a Trial Committee to determine whether the charges have merit. Copies of that determination and recommendation shall be provided to the Charged and Charging Parties by certified mail, return receipt requested.

#### Section 5. Appointment of Trial Committee.

(a) At the next regularly scheduled meeting of the Board of Directors, after receipt of the determination/recommendation set forth above in Section 4(d) the President or the Vice-President where the President is the Charged party, shall appoint, with approval from the Board, a four (4) member Trial Committee, along with four (4) alternates, to hear evidence on the charges.

(b) The Trial Committee shall be chaired by the Secretary-Treasurer unless the Secretary-Treasurer is the Charged or Charging Party in which case the President shall serve as Chair.

(c) Trial Committee members and the Trial Committee Chair shall not be from the same sub-local as either the Charged or Charging party.

(d) The staff advisor to the MRC shall serve as neutral advisor to the Trial Committee as well as to the Charged and Charging parties on trial practice and procedures.

(e) The Trial Committee shall appoint the Charging party or another member of the Union who is not an attorney to present the charges and the relevant evidence on behalf of the Charging party. The Charged party may appear with a representative who shall be a member of the Union and may not be an attorney.

(f) Absent good cause, the Trial Committee shall meet to hear evidence and render a decision on the charges within 30 days of its appointment.

#### Section 6. Trial Committee Hearing and Determinations.

(a) The hearing shall take place and the Secretary-Treasurer (or President) shall serve as the presiding officer.

(b) The Charged and Charging Parties and/or their representatives may appear in person or remotely.

(c) The hearing shall proceed with opening statements. The Charging Party shall proceed first and present all of their evidence in the form of testimony, documents or other relevant evidence. The Charged Party shall then present their case in the same manner. Each side shall be permitted to make closing arguments.

(d) At the hearing, each side shall be permitted to present and cross examine witnesses. Witnesses shall testify under oath administered by the presiding Officer.

(e) Upon closing of the record, the Trial Committee shall enter in deliberations in executive session that shall include only the Trial Committee, the staff advisor and any other person the Presiding Officer deems necessary.

(f) The Trial Committee shall deliberate until such time as it reaches a decision on the merits of the charges. A determination to dismiss or find merit to all or some of the charges must be made by majority vote. If the charges are found to have merit, the Trial Committee shall determine the appropriate penalty which may range in severity from a written sanction to expulsion from the Union or any other punishment or remedy that is deemed just and proper including

reimbursement of moneys to the Union or fines.

(g) The Trial Committee shall render its determination within 45 days and shall prepare a written determination, with dissenting opinions if applicable, and deliver the written determinations to the Parties by certified mail and to the President of the Board who shall report back to the Board.

## Section 7. Appeals

(a) When the MRC has dismissed charges under Section 4(c) above or the Trial Committee has dismissed or sustained charges pursuant to Section 6(f), those written determinations shall be transmitted to the Board of Directors, the Charging Party and Charged Party. Either party may file an appeal of that action including the level of sanction imposed, to the Board of Directors within 15 days of the date of the applicable dismissal order or direction.

(b) Such appeal must be in writing and may only rely on evidence that was presented in the process outlined above, unless evidence is newly discovered.

(c) The Board may, at its sole discretion permit the Parties or their representatives to engage in oral argument before it on any appeal.

(d) The Board shall sustain the decision made by the respective committee unless it finds clear and convincing evidence that the determination was in error or the penalty provided was not appropriate.

(e) In the event no appeal to a dismissal of charges is filed, the Board may, by motion supported by a majority vote, remand the matter to the appropriate committee for reconsideration of issues and questions set out by the Board .

## Section 8. Exhaustion of Remedies.

Subject to the provisions of applicable statutes, every Member or Officer of the Union against whom charges have been made and disciplinary action taken as a result thereof or who claims to be aggrieved as a result of adverse rulings or decisions rendered, agrees, as a condition of membership and the continuation of membership to exhaust all procedures provided for herein, in the Constitution and Bylaws of the International Union and the Local Union, and further agrees not to file or prosecute any action in any court, tribunal or other agency until those remedies have been exhausted.

## Section 9. Determinations Final and Binding.

Article VI of these Bylaws shall be enforced exclusively through the procedures provided in this Article and any decision rendered pursuant to the procedures



provided for herein, including any appeals, shall be final and binding on all parties and not subject to judicial review.

END OF APPENDIX 4

**BYLAWS (BL #4) (Amended)  
Updating Purpose Statement**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That the SEIU Local 503, OPEU, Bylaws, Article II, are amended as follows:

**ARTICLE II - PURPOSE**

**VISION STATEMENT**

We envision a just and vibrant society where everyone is treated with dignity and respect, where all workers can provide for themselves and their families.

**PURPOSE STATEMENT**

Our Union is a labor organization established to represent and work for the benefit of both public and private sector members on matters of, including but not limited to, employment relations, collective bargaining and contract administration including arbitration and other remedies of law and rule.

Our Union is committed to operating democratically, openly, and through the leadership of its members. We seek to empower our members and their communities to overcome injustice and inequity so that everyone has equal access to opportunity.

**BYLAWS (BL #5)  
Article VI, Misconduct of Members**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE VI - MISCONDUCT OF MEMBERS**

Section 1. Members who engage in the following or other forms of misconduct shall be subject to discipline up to and including revocation of membership and expulsion from the Union pursuant to the disciplinary procedures set forth in Appendix 4 of these Bylaws.

- (a) Fail to pay dues and lawful assessments as called for in Article XIX;
- (b) Engage in the following conduct:

- (1) Conspire with management to the detriment of the Union or with them in collusion against collective bargaining by the Union;
- (2) Solicit another labor organization or solicit other Union members or other employees eligible for Union membership to become a member of another labor organization;
- (3) Pass information or initiate petitions which:
  - a. Call for a new labor organization; or
  - b. Seek to decertify the Union;
- (c) Engage in corrupt or unethical practices or racketeering;
- (d) Financial malpractice;
- (e) Publish or make public statements that declare or imply that the Union endorses, opposes or recommends a ballot measure, political candidate, legislation or any other position when the Union has not, in fact, done so;
- (f) Solicit funds or enter into any contract or other arrangement regarding goods, property, or services in the name of the Union, or in such a manner as to imply endorsement by the Union, unless approved by the General Council or by the Board. This limitation shall not apply, however, to activities with a strictly social purpose;
- (g) Knowingly make false statements or representations of a material fact or knowingly fails to disclose a material fact, in any document, report, or other information required to be filed under law; or willfully makes a false entry in or willfully conceals, withholds, or destroys any books, records, reports, or statements required to be kept by law.
- (h) The wrongful taking or retaining of any money, books, papers or any other property belonging to the International Union or Local Union; or the wrongful destruction, mutilation or erasure of any books, records, bills, receipts, vouchers, or other property of the International Union or the Local Union;
- (i) Working as a strikebreaker or violating wage or work standards established by the International Union or a Local Union; or
- (j) Bringing false charges against a member or officer without good faith or with malicious intent.

Section 2. A member whose membership has been revoked may be reinstated by a three-fourths (3/4) vote of the Board after six (6) months from the date of revocation.

Section 3. Nothing in this Article is intended to, nor should it be construed to, limit the rights of any member or group of members to exercise their rights of free speech, redress of grievances, and dissent.

**BYLAWS (BL #6)**  
**Article XXVII, Amendment of Bylaws**

**ARTICLE XXVIII - AMENDMENT OF BYLAWS**

Section 1. These Bylaws and Appendices may be amended, repealed, suspended, or replaced by:

(a) Proposals to the General Council in regular session, adopted by a two-thirds (2/3) vote of the General Council, or

(b) Initiative petition, either signed by 20 percent (20%) of the total active membership, or endorsed by 30 percent (30%) of the Locals, or endorsed by the Board. Such petition shall be addressed to the Union and filed at Headquarters. If it bears the required signatures or endorsements, balloting shall take place as provided in Article IX, GENERAL COUNCIL, Section 9, Voting Between Sessions, of the Bylaws. Adoption shall be by a two-thirds (2/3) vote of the voting delegates.

Section 2. In the event of enactment of federal or state legislation imposing obligations on the Union as to elections, membership rights, accounting and disclosure, officer conduct, retention of records, bonding, financial relationships of officeholders and employees, etc., which are not already imposed by the Union's Bylaws and which are not within the authority of the Board to impose, the federal or state legislation shall control.

**BYLAWS (BL #7)**  
**Article, VII, Responsibilities of Officers and Directors**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE VII - RESPONSIBILITIES OF OFFICERS**

Section 1. Responsibilities of Statewide Officers, Local Officers, Directors and Assistant Directors, General Council Delegates and other officers include the following:

(a) Act to further the purposes and principles of the Union and the interests of its Members;

(b) Preserve and defend the good name of the Union;

(c) Use the privileges of any Union office, whether elected or appointed, to support, protect, and further the purposes, policies and procedures of the Union and to adhere to its governing documents;

(d) To prudently handle any Union fiscal matters, especially handling of Union funds, in conformance with accepted accounting principles, sound fiscal management and all fiduciary responsibilities imposed by law;

(e) To not engage in any conduct or speech, which is intended to harm the Union or its operations unless such speech or conduct is protected by law;

(f) Officers shall not knowingly make false statements or representations of a material fact, or knowingly fail to disclose a material fact, in any document, report, or other information required under the provisions of the Union's Bylaws and shall not willfully make a false entry in or willfully conceal, withhold, or destroy any books, records, reports, or statements required to be kept by any provision of the Bylaws.

Section 2. Any Union Steward who is temporarily working outside of the bargaining unit for unit for more than thirty (30) consecutive calendar days, shall notify the Union President and be granted a leave of absence from their Union offices for the time in management;

Section 3. Statewide Officers, Local Officers, General Council Delegates, Directors and Assistant Directors may be removed from office pursuant to the procedures set forth in Appendix 5 of these Bylaws.

<b>BYLAWS (BL #8)</b> <b>The Union's Election Process</b>
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**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XV - ELECTIONS**

Section 1. Elections shall be conducted for Directors/Assistant Directors, Statewide Officers, Local Officers, and General Council Delegates and Alternates where applicable.

Section 2. The provisions of this Section shall apply to all elections conducted under this Article.

(a) All elections herein shall be conducted by secret ballot. It is the responsibility of the Union to secure the integrity and accuracy of the secret ballot.

(b) Eligibility of members to nominate candidates and/or vote in any election is determined by the member's status set forth in Article III MEMBERSHIP of these Bylaws.

(c) All eligible voters in good standing may nominate candidates (including themselves), be a candidate, and hold office subject to any restrictions contained in these Bylaws.

(d) A notice that nominations are open shall be distributed to all eligible voting members. The notice shall provide adequate time and opportunity for names to be placed in nomination and shall include the office(s) to be filled, the date(s), time(s), and place(s) nominations shall be accepted, a description of the duties of the office(s) and a proper form and instructions for submitting nominations, or a reference to a website where the last two items may be found. Members may request and shall receive printed copies of the materials made available on a website.

Section 3. Campaign rules, candidate rights, and limitations applicable in all elections under this Article.

(a) Neither Union funds derived from dues, assessments, or other levies nor staff time may be used to promote any person's candidacy. No employer may make contributions of cash or anything of value, either directly or indirectly, to promote any person's candidacy. No employee of the Union shall give or lend any Union money, goods, or services to aid the candidacy of any person seeking election. Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office.

(b) Except as otherwise provided in these Bylaws, every member shall have the right to vote or otherwise support the candidates of such member's choice without being subject to any penalty, discipline, improper interference or reprisal of any kind by the Union or any member, employee, agent or representative.

(c) Staff who are members of the Union shall be deemed to be in compliance with (a) and (b) above if their activities regarding campaigns do not occur during regular working hours or during any other hours in which staff are assigned to, or are working on union business of any kind.

(d) The Union shall comply with all reasonable requests by candidates to distribute campaign literature to eligible voters at the candidate's personal expense. All candidates shall receive equal privileges and opportunities to avail themselves of this service.

(e) Every candidate shall have the right, once within thirty (30) days prior to the election, to inspect a list containing the names and addresses of all Union members eligible to vote in that election.

(f) Candidates may be allowed to publicize their candidacy at membership meetings, provided equal access and opportunity are afforded all candidates and they are so notified in advance.

(g) Union funds may be used for notices of elections, factual statements related to the elections, and for other expenses necessary for holding an election but not for promoting one candidate over another.

(h) Candidates may, but are not required to, have observers at each polling place and at any tallying or any collection of the ballots. If a mail ballot is used, candidates shall be

permitted to have an observer present while ballots are prepared and mailed and when ballots are received, opened, and counted.

(i) The Union shall, through written Board policies, take adequate safeguards to ensure fair elections at all levels of the Union.

#### Section 4. Challenges to Elections.

(a) A challenge of any election conducted under this Article must be signed by the challenger(s) and filed within fifteen (15) calendar days after the election results have been published. Challenges may be filed only by persons eligible to vote in the election.

(b) The challenge shall be presented in writing to the Chair of the Member Representation Committee who shall forward a copy to the President. Upon receipt of the challenge(s) the President shall take steps to place review of the challenge(s) on the agenda of the next regular Board Meeting that would be able to consider the challenges.

(c) The Chair of the Member Representation Committee shall set a date at the earliest practical time for a meeting of the Member Representation Committee to hear and consider evidence in support of and in opposition to the challenge(s). Notice of the time and place of that meeting shall be given to the challenger(s) and the individual(s) whose election is being challenged.

(d) Challengers and those whose election is being challenged may present written or oral evidence at the meeting.

(e) Challengers shall be permitted to submit evidence only on the specific challenges that were timely filed. Any other evidence shall not be received or considered and cannot provide a basis for overturning an election.

(f) The Member Representation Committee may schedule additional hearings with notice of time and place provided to challengers and opponents of the challenge.

(g) The burden of showing cause for setting aside the election is on the challenging parties.

(h) Following its deliberations, the Member Representation Committee shall transmit a written recommendation to the Board concerning disposition of the challenge(s). Copies of that recommendation shall be provided to the challengers and the individuals whose elections were challenged.

(i) Upon consideration of the challenges and recommendations of the Member Representation Committee, the Board shall issue a written statement of its findings, which may include adoption of Member Representation Committee recommendations and direct the Union Secretary-Treasurer to certify the election or order a new election. The Board shall render its decision no later than three (3) months following the

challenge.

(j) Challenged elections shall be considered valid until declared otherwise by the Board.

(k) Challenging and challenged parties may be permitted to speak in favor or against the challenges prior to the Board beginning its deliberations. Neither shall be present while the Board engages in deliberations on the challenges.

#### Section 5. Special Rules for Election of Statewide Officers, Directors and Assistant Directors.

These rules shall apply to the conduct of Statewide Officer and Board of Directors elections, in addition to the safeguards and procedures specified in Section 3 above.

(a) The President shall appoint members to a Statewide Officer and Board of Directors Elections Committee, subject to ratification by the Board of Directors. The Statewide Officer and Board of Directors Elections Committee shall designate the open period for nominations for Union President, Vice President, Secretary-Treasurer, Executive Director, Directors and Assistant Directors.

(b) Nominations shall be open and forms shall be made available to all eligible members statewide no later than the last Monday in June prior to the biennial session of General Council of the election year and nominations shall close at 5:00 pm on the Friday before General Council.

(c) All candidates shall be provided the opportunity to submit a campaign statement of up to 400 words in length, and a personal photograph. Notice of this opportunity shall be included on the nomination form. If submitted in accordance with the notice, campaign statements of up to 400 words and photographs of duly nominated candidates shall be included in a Voters' Guide, which shall be published by the Union in a format and at a time approved by the Elections Committee.

(d) All duly nominated candidates shall be given equal opportunity to post campaign materials on all designated Union bulletin boards in SEIU 503-represented worksites and further, duly nominated candidates shall be permitted to have campaign materials mailed on their behalf provided they pre-pay for the actual cost of the mailing at any time thirty (30) days' prior to the mailing of ballots through the deadline for receipt of ballots.

(e) Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office. When approved by the Board, use of Union resources may be allowed on an equal basis with reimbursement for the actual costs involved.

(f) Each nominated candidate for statewide office and Board of Directors of the Union may submit a candidate statement to be mailed to members of the Union eligible to vote in this election. This statement shall be, limited to one (1) uniformly formatted statement of four hundred (400) words or less and a photo (if supplied). "Uniformly formatted" includes hard copy typed or handwritten, any word processing format on disk, e-mail,

faxes and any other electronic copy. Photos cannot be faxed.

(g) All duly nominated candidates shall be required to file reports detailing all campaign contributions totaling twenty-five dollars (\$25.00) or more from a single contributor, and all expenditures totaling twenty-five dollars (\$25.00) or more to a single source, during an election period. Such reports shall be filed with the Union's Legal Department. The first report shall be filed no later than one week prior to the mailing of ballots and the second report shall be filed no later than two (2) weeks after the deadline for receipt of ballots. Such reports shall be made available for inspection by any Union member at Union Headquarters and at all branch offices of the Union.

(h) A notice of election shall be mailed to each member at their last known address at least fifteen (15) days prior to election. The notice shall include the date(s), time(s), and place(s) of the election, and the manner in which the ballots shall be cast. Ballots for election of Statewide Officers, Directors and Assistant Directors shall be mailed within four (4) weeks of the close of General Council. There shall be no proxy voting.

(i) Members notified of an election but not receiving a ballot or otherwise needing a replacement ballot shall request a replacement ballot by phone, in person, or in writing. The replacement ballot shall be so marked on the outside return envelope.

(j) All candidates running for statewide and Board of Directors office, even if running unopposed, shall be presented to the statewide membership in the form of a single ballot. In addition, ballots must have a space for a write-in candidate for each office.

(k) Each member may cast one vote for a Director and Assistant Director in their employment group (See Items 1-11 in Appendix 1). Where a member has more than one employer group, that member is limited to one vote in their primary employer group which shall be determined by where the longest membership status exists. Each member may also cast one vote for a Director and Assistant Director from his/her geographic area (see Items 12-22 in Appendix 1). Homecare, Adult Foster Care and Childcare members shall be represented and vote in the geographic area in which they live. Out-of-state Homecare, Adult Foster Care and Childcare workers shall be represented in the geographic area closest to their home. All other members shall be represented and vote in the geographic area in which they work except that any member may opt, on an individual basis, to have their voting rights for Director and Assistant Director determined by where they live rather than where they work.

(l) Ballots shall be coded to clearly show in what election the ballot was cast. All ballots must be received by the deadline specified in the election notice.

(m) Ballots shall be opened, counted and tallied by a qualified election service. Election results shall be certified by the Elections Committee Chair and Union Secretary-Treasurer, or designee, who shall secure all ballots, envelopes, tally sheets, and other election materials in accordance with this Article.



(n) Ballots, envelopes, election results, and tally forms shall be available for inspection by any active, staff, or retired Union member at the Union Headquarters office for a period of one (1) year following the election.

(o) If no member eligible for an office receives a majority of votes for the office, the eligible member receiving a plurality of the votes shall be deemed the winner.

(p) Election results shall be made public by the Union Secretary-Treasurer, or designee, within five (5) days after the ballots are counted. Candidates shall be provided a copy of the tally sheets for all candidates from their election and information about the challenge process including timelines within this same five (5) day period.

(q) The Elections Committee or its designee shall hear complaints regarding election procedures or rule interpretations except as otherwise provided in Bylaws Article XV, Section 4.

(r) Statewide Officers, Directors and Assistant Directors shall be installed at an appropriate ceremony on the Friday immediately preceding the first, regularly scheduled, full meeting of the Board following completion of the vote tally.

(s) A Statewide Officer is not installed in their office pursuant to Article XV of these Bylaws, the Board of Directors shall declare the position vacant and another election for the position shall be held.

#### Section 6. Special Rules for Elections in Locals

(a) Local officer elections for all Locals within the Union shall be held between January and April of even numbered years, with those elected taking office no later than May 1st of that year. The seated Retiree Local President shall complete the full two-year term of office on the Board, and the Retiree Local President-elect and the Retiree Local Vice President shall be installed with the full Board. Officer terms of office shall be two (2) years.

(b) Elections for Local Officers shall be conducted in accordance with procedures provided in the Local's governing documents so long as they are not inconsistent with law or these Bylaws.

(c) Each member of a Local shall be provided an opportunity to vote for election of Local Officers, and delegates and alternate delegates to General Council. If an elected alternate delegate is unable to serve, the candidate with the highest number of votes shall be the replacement delegate to General Council.

(d) The President of each Local shall appoint an elections committee of three (3) active members in the Local, who are not nominees, to prepare, distribute, receive, and count the ballots, to certify the election results; and to perform any other task required for conducting Local elections.

(e) The Chairperson of the Nomination/Election Committee shall provide at least fifteen (15) days-notice of an election and shall cause a ballot to be prepared.

(f) Voting shall be by secret ballot, direct mail, a worksite ballot, or at a duly publicized Local meeting ensuring that absentee ballots are available.

(g) The Local elections committee shall announce the election results to the current officers, and all candidates within forty-eight (48) hours of completing the ballot count.

(h) All duly nominated candidates in a statewide Local shall be invited to submit campaign statements not to exceed 200 words in length, and a personal photograph for publication with the ballots. The campaign statement and personal photograph must be submitted by the nominations deadline.

Section 7. Election of Delegate Alternates. In all delegate elections, the formula of a minimum of one (1) alternate for each two (2) delegates shall be followed. If an elected delegate or alternate cannot serve/attend the function to which they were elected, then the candidate with the next highest number of votes shall become the delegate for the remainder of the term. If there are no other candidates/alternates who ran in the same election, then the members shall be notified of a special election to fill the position. In such instances where a special election is necessary, the election could be called with a fifteen (15)-day notice to the members.

**BYLAWS (BL #9)**  
**Removal of Article XXIV, and references to Trusteeship**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

Remove ARTICLE XXIV – TRUSTEESHIP OF LOCALS and all references to trusteeship.

**BYLAWS (BL #10)**  
**Replacing “will” with “shall” in SEIU Local 503's Bylaws**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended to reflect the changes set forth in this resolution:

Replace “will” with “shall” in SEIU Local 503's Bylaws.

**BYLAWS (BL #11)  
Removal of Article XX**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

Remove ARTICLE XX – FIDUCIARY RESPONSIBILITIES AND BONDING.

**BYLAWS (BL #12)  
Replacing “this document” with “these Bylaws” in SEIU Local 503’s Bylaws**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

Replace “this document” with “these Bylaws” in SEIU Local 503's Bylaws.

**EMPLOYEE REPRESENTATION (ER #1) (Amended)  
Stewards’ Committee Flexibility to Meet Needs of All Stewards**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That Bylaws Article XVII – COMMITTEES shall be amended as follows:

**ARTICLE XVII – COMMITTEES**

Section 7. Stewards' Committee shall coordinate steward activities statewide and perform the following:

- (a) Plan, request funding for, and implement regular trainings and recognition for stewards (with an awareness of the needs of rural stewards), which shall include a biennial conference and shall include regional trainings, local or employer-specific trainings;
- (b) Provide input into the Member Resource Center's steward newsletter;
- (c) Monitor implementation and revisions of regular Basic and Advanced Steward Training. Encourage stewards to participate in training. Committee members are encouraged to teach Stewards' Training;
- (d) Periodically survey all stewards and contacts to determine training needs, including needs regarding the accessibility of the trainings, and ideas for the recognition and retention of stewards; and
- (e) Coordinate with Locals and the Union to provide appropriate recognition to stewards for their efforts and dedication.

**EMPLOYEE REPRESENTATION (ER #2)**  
**Appendix 1**

**BE IT RESOLVED** by the General Council of SEIU Local 503, OPEU: That SEIU Local 503's Bylaws be amended as follows:

**APPENDIX 1**  
**(See Article XI Section 1 of Bylaws)**  
**DIRECTOR AND ASSISTANT DIRECTOR SEATS**

Directors and Assistant Directors are elected in the following numbers.

9. One member employed by a nursing home, assisted living facility or other private sector care facility;

All other references remain unchanged.

**EMPLOYEE REPRESENTATION (ER #3) (Amended)**  
**Policy for Use of Strike Funds**

**BE IT RESOLVED** by the General Council of SEIU Local 503, OPEU: That SEIU Local 503's AP&P be amended as follows:

**ARTICLE XXI (AP&P)**  
**POLICY FOR USE OF STRIKE FUNDS**

**Section 1. Strike Benefits Fund.**

The Union shall maintain a Strike Benefits Fund for the purpose of providing striking workers who actively engage in strike activities a weekly cash stipend during strikes that exceed seven days.

- (a) Each month thirty cents (\$.30) per each dues and fair share payment shall be placed in the Strike Benefits Fund.
- (b) The Hardship Committee shall establish the specific eligibility criteria and the amount of the weekly stipend taking into consideration the amount available in the fund and the expected duration of the strike. The stipend amount shall be the same for every eligible striker.
- (c) Strike Benefits Fund expenditures are limited to paying benefits to strikers as established by the Statewide Hardship Committee.

**Section 2. Strike and Job Protection Fund.**

(a) Each month ten cents (\$.10) per each dues and fair share payment shall be placed into the Strike and Job Protection.

(b) The Board may authorize, by a 2/3 vote transfers or expenditures from the Strike and Job Protection Fund, activities for the purposes of mounting campaigns to increase union membership, organize unorganized workers, contract campaigns, including strike preparations and strikes, and ballot measure campaigns. Total transfers or expenditures for ballot measures or new organizing campaigns shall not exceed 50% of the total fund balance.

**ECONOMIC AND SOCIAL POLICY/INTERNATION AFFAIRS (ESP/IA #1)  
Seek Solutions to Oregon’s Housing Crisis Impact on Oregon Families and the Homeless**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503 acknowledges that the housing crisis in Oregon is real and is clearly a working family issue, especially presenting a hardship to the low income and needs immediate and meaningful solutions; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503, OPEU, work with Labor, Community, Faith partners and political leaders for solutions that better protect tenants’ rights and welfare and provide for more affordable and suitable housing and shelter, including but not limited to rent control, housing subsidies, inclusionary housing zoning, adequate shelters, space and support programs for the homeless.

**ECONOMIC AND SOCIAL POLICY/INTERNATION AFFAIRS (ESP/IA #2)  
Acting Against Climate Change**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU, Local 503, OPEU acknowledges that climate change in its scope and impact is a real and immediate threat to human civilization and influenced by human practices that are controllable; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503, OPEU, support efforts that reduce fossil fuel extraction and production, curb carbon emissions and other related pollution from industries and transportation, promote the production and use of alternative, clean fuels, such as wind, solar and hydro, to ensure a healthy climate for all; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503, OPEU seek solutions to curb climate change, including, but not limited to supporting buying local and buying regionally efforts, and supporting and encouraging recycling, reuse and conservation practices on collective and personal levels; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503, OPEU support “just transition” initiatives and programs to ensure the welfare of workers and their families who are displaced or relocate out of fossil fuel production and fossil

fuel-intensive industries through re-training and re-location into clean energy production and clean-powered industries; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** that SEIU 503, OPEU, continue to work with other unions and environmental organizations, through such efforts as the Apollo BlueGreen Alliance and Climate Jobs PDX to advocate that alternative fuels and clean fuel economy jobs are family wage union jobs.

**ECONOMIC AND SOCIAL POLICY/INTERNATION AFFAIRS (ESP/IA #3) (Amended)  
Continuing to Work for a Fair Shot For All**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU 503, OPEU, will continue to work through the Fair Shot For All Coalition for policies to ensure working families have the opportunities that allow full participation in the American Dream, including the financial security to provide for themselves and their families as part of an economy which truly respects and serves all, and that they have the security of essentials, such as adequate and affordable housing, safe and wholesome communities, comprehensive healthcare, quality education at all levels, paid family leave and a secure retirement, which should be the rights for all Oregonians.

**ECONOMIC AND SOCIAL POLICY/INTERNATION AFFAIRS (ESP/IA #4)  
Standing Strong in November and Beyond**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That we will work with all our efforts and energy to:

- Pass A Better Oregon tax fairness measure
- Elect candidates endorsed by our union so we can win in the legislature on our Fair Shot and budget priorities
- Defeat divisive ballot measures that seek to attack or divide workers and our communities
- Continue to stand strong in the face of attacks on our union and our communities and keep up the fight for a just and vibrant society for all

**ECONOMIC AND SOCIAL POLICY/INTERNATION AFFAIRS (ESP/IA #5)  
15 and a Union**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU 503, OPEU, continue to make it a priority to respond to the need of workers to organize for better wages, benefits and working conditions and to inspire, motivate and support such efforts, whether through our union’s campaign or those of other unions; and

**BE IT FURTHER RESOLVED by the General Council of SEIU Local 503, OPEU:** Continue the effort of supporting such organizing campaigns as Oregon Cares, Airport workers, Fast Food Services workers, and other campaigns to organize low wage workers as an opportunity for them not just to win higher salaries and to also recognize the power of collective action and solidarity through a union to improve their welfare as workers and have a voice on the job and build the Labor Movement in this country to the greatest strength possible.

**MEMBERSHIP AFFAIRS (MA #1)**  
**Expanding Community Involvement and Membership through Affiliated Organizations**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU 503 will explore creating an affiliated non-profit organization that could pursue grants and other resources, and develop new programs that link SEIU members, clients and the broader community around shared interests; and

**BE IT FURTHER RESOLVED,** that SEIU 503 will pursue creating an affiliated non-profit organization if after exploration this is a viable course as determined by the Board of Directors.

**MEMBERSHIP AFFAIRS (MA #2)**  
**Expanding Membership to Units that Don't Have a Path to Collective Bargaining**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU 503 will update its Bylaws, Article III – Membership, Section 2, to include the following language:

**ARTICLE III - MEMBERSHIP**

Section 2. Active Membership.

(a) Active membership in the Union is open to persons in bargaining units for which the Union is the exclusive collective bargaining representative, or units currently being organized by the Union, including non-traditional units that do not have a path to collective bargaining.

**MEMBERSHIP AFFAIRS (MA #3)**  
**Reimbursing Client Expenses**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** AP&P Article VI – Reimbursable Expenses, Section 13 be modified as follows:

Section 13. Special Conditions. The dinner meal and lodging will be allowed the night before a meeting only if auto travel to the meeting exceeds seventy-five (75) miles one way and it is not possible to arrive on time at the start of the meeting by departing from home by 7 am. Lunch

will be allowed the day of an evening meeting, providing that arriving timely for the evening meeting necessitates leaving prior to the normal lunch hour of 12 noon.

Lodging will be allowed the night after a meeting only if travel time after adjournment of the meeting would mean arrival at home after 9 p.m. including one (1) hour for dinner en route. Dinner will be allowed on the night of a meeting if travel is necessary after the normal dinner hour of 6 p.m.

Breakfast will be allowed after an overnight stay away from home, or prior to a morning meeting necessitating travel before 6 a.m. in order to arrive timely. Lunch will be allowed on the day of return home if arrival time exclusive of eating would be after 1 p.m. and that departure is no later than 8 a.m.

**MEMBERSHIP AFFAIRS (MA #4)**  
**The Rules Committee**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII – COMMITTEES**

Section 4. The functions of the Rules Committee, which shall be chaired by the Union Vice-President and shall be advised by a staff attorney, are to:

- (a) Promote consistency in the Union's governing documents and make periodic recommendations to the Board to achieve that objective.
- (b) Work with sub-locals to ensure that their governing documents are valid under the law and achieve consistency between a sub-local's governing documents and the governing documents of the Union. If any provision of a sub-local's bylaws are inconsistent with any provision of these bylaws or violate law, the provision(s) shall be invalid.

**MEMBERSHIP AFFAIRS (MA #5)**  
**Article XVII, Committees**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII - COMMITTEES**

Section 1. The President shall appoint the chairs and members of Standing Committees of the Union, Standing Committees of the Board, Special Committees, and Special Councils subject to ratification by the Board, except as otherwise specified in these Bylaws. Appointments shall be made only after the Union announces available committee and/or council positions and Locals' Presidents have been asked to submit names for available positions. Both the President and the Board shall maintain committee and council membership that respect the Union's diversity of



membership.

Section 2. Standing Committees of the Board, Special Councils and Special Committees have been and may be created from time to time by the General Council or the Board. The composition and functions of those Committees and Councils are set forth in the Union's Administrative Policies and Procedures (AP&Ps).

Section 3. The Standing Committees of the Union are Rules, Member Representation, Union Finance and Stewards. Ad hoc committees may be activated by the Board as needed for specific missions or assignments.

**MEMBERSHIP AFFAIRS (MA #6)**  
**Member Representation Committee**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII - COMMITTEES**

Section 5. The Member Representation Committee shall be advised by a staff attorney and shall make recommendations to the Board in the following areas:

- (a) Election challenges;
- (b) Removal of officers pursuant to Appendix 5 of these Bylaws;
- (c) Allegations of a breach of the Union's duty of fair representation;
- (d) Assist in the resolution of internal Union disputes;
- (e) Contract ratification procedures.

**MEMBERSHIP AFFAIRS (MA #7)**  
**Membership, Article III**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE III - MEMBERSHIP**

Section 1. The Union has five (5) types of membership: active, semi-active, associate, retired, and staff.

Section 2. Active Membership.

(a) Active membership in the Union is open to persons in bargaining units for which the Union is the exclusive collective bargaining representative, or units currently being organized by the Union.

(b) Active membership status shall continue during the period of time that an employee is on authorized leave or for the first one hundred and twenty (120) days after employment ends.

(c) Every active member has all rights of Union membership and has equal rights and privileges within the Union. These rights include, but are not limited to, the right to nominate candidates, to vote in elections or referendums of the Union, to hold office at all levels of the Union, to attend membership meetings, and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations of the Union for the conduct of such meetings.

(d) Every active member of the Union has the right to meet and assemble freely with other active or retired members; to express any views, arguments, or opinions; and to express at meetings of the Union such member's views about candidates in an election of the Union or about any business properly before the meeting, subject to the Union's established and reasonable rules pertaining to the conduct of meetings. However, nothing in subsection (a) or (b) of this Section shall be construed to impair the right of the Union to adopt and enforce reasonable rules as to the responsibility of every member toward the Union as an institution and to such member's refraining from conduct that would interfere with the Union's performance of its legal or contractual obligations.

(e) A member's right to attend meetings shall not be limited to those of his/her Local, the Board or its committees, but shall apply to meetings of any Local although the member's right to vote at such meeting shall be governed by the established policies of such meeting group. The visiting member should be identified as a guest. Nothing in this provision shall limit the Board's ability to conduct its business in Executive Session in appropriate circumstances.

### Section 3. Semi-Active Membership.

(a) Semi-active membership is limited to seasonal employees on layoff status and unscheduled employees in bargaining units for which the Union is the exclusive collective bargaining representative.

(b) A semi-active member may hold any office, provided that they remain members in good standing and pay dues at the associate member rate while in semi-active status. Semi-active members shall receive all general publications sent to active members.

### Section 4. Associate Membership.

(a) Associate membership is open to employees excluded from active membership in the Union, staff, or members of affiliated labor organizations.

(b) An associate member of the Union may not vote; may not nominate candidates; may not hold any office in the Union; may not attend or speak at membership meetings of the Union except by invitation of the officer or officers in charge of the meeting; and may not participate in deliberations on Union business.

Section 5. Retiree Membership.

(a) Retiree membership is open to persons who, while employed, were active or associate members of the Union or its predecessor organizations or other SEIU affiliated unions.

(b) Retiree members have all the rights of Union membership except those rights excluded herein. The President of the Retiree Local 001, or, in his/her absence, the Vice President of the Retiree Local 001, shall have voting rights as a member of the Board. Delegates to General Council shall have the same voting rights as other General Council delegates.

(c) Notwithstanding the provisions of subsection (a) of this Section, no retired member, including any retired Past President, who immediately prior to retirement was not an active or semi-active member, under Section 2 of this Article, shall have any membership rights other than the right to participate in programs made especially available for retired persons; the right to meet and assemble with other retired members for the purpose of dealing with matters or concerns relating only to retired members; and the right to express views and vote at such meetings on such matters or concerns. Exceptions to this policy may be granted to former active members of the Union who spent the majority of their employment in the bargaining unit. The grant of this exception requires unanimous approval by the Board. A retired person granted this exception by the Board has the same membership rights as other retired members who retired in active member status. This action may be revoked by a majority vote of the Board.

Section 6. Staff Membership. Staff membership is open to Union staff. Staff members have the right to:

(a) Submit resolutions to General Council, vote on dues increases and other union governance issues, including economic and social policy positions, but not on issues specific to bargaining units.

(b) Serve as a representative, with full voting rights on all issues, to any labor board, conference, convention, or other function, if elected by the membership or designated to do so by the Board.

(c) Nominate candidates and vote in statewide Union elections.

(d) Run for and serve in the office of Executive Director.

Section 7. Subject to approval by the Board of Directors, eligibility for continuing membership may be extended to former active members who separate from employment in a bargaining unit currently or formerly represented by the Union and to former staff members who separate from

employment with the Union.

Section 8. Membership is contingent upon payment of dues as provided in these Bylaws. (See Article XIX)

**UNION OPERATIONS (UO #2)**  
**Removal of Article XVIII**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

Remove ARTICLE XVIII – COMMUNITY ACTION CENTERS.

**UNION OPERATIONS (UO #3)**  
**Article XVII - Finance Committee**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII – COMMITTEES**

Section 6. The Union Finance Committee shall consist of the Secretary-Treasurer, as chair, the Vice President, and members as designated pursuant to Section 1 of this Article. The Finance Committee shall:

- (a) Develop plans for adequately financing the Union and shall, in even-numbered years, present to the Board at their meeting preceding the General Council Board of Directors' meeting, a budget of estimated receipts, expenditures, and budget balances for the ensuing fiscal year. In odd-numbered years, the same information shall be presented to the Board for approval, at their last Board meeting in the fiscal year.
- (b) Regularly review the fiscal operation of the Union as measured against the budget, report its findings, and make recommendations to the Board.
- (c) Review all funding requests to be made to the Board that shall result in an expense to the Union. The purpose of the review is to:
  - (1) Accurately determine the cost of the proposal;
  - (2) Determine the ability of the Union to meet the cost;
  - (3) Judge the overall benefit to the Union;
  - (4) Report to the Board their findings and recommendations.

- (d) Periodically review insurance policies and the fidelity bonds covering Union risks.
- (e) Review the annual certified report of the audit made of the records and accounts for the Union.
- (f) Approve of the opening of any investments accounts and oversee the maintenance of investment accounts for the purpose of obtaining the highest level of interest income as possible while maintaining the necessary liquidity and security of capital and taking into consideration the social, environmental and economic impacts of our investments.
- (g) Perform such other functions regarding fiscal matters as may be directed or authorized by the Board or General Council.

Delete ARTICLE VIII (AP&P) – OTHER FISCAL MATTERS, Sections 4 and 5.

Delete ARTICLE XXIII (AP&P) – INVESTMENT GUIDELINES, Sections 1 and 2.

**UNION OPERATIONS (UO #4) (Amended)  
AP&P Article XXVI**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That the authority to amend SEIU Local 503’s AP&P Article XXVI shall reside exclusively with the Board of Directors and Article XXVI shall be amended as follows:

**ARTICLE XXVI (AP&P)  
COMMUNICATION GUIDELINES**

The following statement of criteria will be published by the Union once each year for use by Locals in setting editorial policies.

- (a) The purpose of all forms of Union mass communication, such as newsletters and email alerts, is to communicate Union policy and information to our membership.
- (b) In order to facilitate open discussion, Locals may disseminate signed guest commentaries such as op-ed columns and letters regarding Union policies. An attempt should be made to present a balanced viewpoint when there are multiple submissions.
- (c) Anonymous letters will not be published.
- (d) Signatures may be withheld, if requested for a justifiable reason such as the possibility that the content could endanger the writer in relation to reputation, the job, or personally. In all other cases, letters must include the writer's name.
- (e) Articles bearing pseudonyms will not be published.

**UNION OPERATIONS (UO #5) (Amended)  
AP&P Article XXVII**

**BE IT RESOLVED by the General Council of SEIU Local 503, OPEU:** That the authority to amend SEIU Local 503’s AP&P Article XXVII shall reside exclusively with the Board of

Directors and Article XXVII shall be amended as follows:

**ARTICLE XXVII (AP&P)  
TELEPHONIC MEETINGS**

Special Meetings of the Union and all subordinate governing bodies may be held by telephone conferences subject to the following:

- (a) A majority of the members requested to attend the meeting shall have access to the appropriate telephonic meeting media, as verified by their response to a call for any particular meeting.
- (b) The technology used for the telephonic meetings shall allow the members full access to and full participation in all meeting transactions, either continuously or intermittently throughout the specified time of the meeting.
- (c) The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.
- (d) Procedural rules related to the conduct of telephonic meetings shall be established and promulgated by the governing body wishing to conduct such meetings.

**UNION OPERATIONS (UO #6)  
Streamlining Back-office Accounting**

**BE IT RESOLVED** by the General Council of SEIU Local 503, OPEU: That the following changes be made to Bylaws Article XXII Central Ledger and Local Funding:

**ARTICLE XXII – LOCAL FUNDING AND ACCOUNTING**

Section 1. The Union shall maintain an individual accounting of local funds for each Local. The Union shall maintain a list of those officers in each local authorized to disburse local funds. No member, officer, employee, or body of the Union other than the General Council may divert or spend funds allocated to a particular Local's account without the approval of that specific Local except as described in Section 7 of this Article.

Section 2. Local Funding

- (a) Out of each member or fair share payer's dues received at Headquarters, there shall be returned to each Local on a quarterly basis the following amounts except that the Local shall receive an extra five (5) cents per member per month for each CAPE contributor in its membership.

90¢ per member per month for single site Locals.

70¢ per fair share payer per month for single site Locals.

\$1.10 per member per month for statewide Locals.

90¢ per fair share payer per month for statewide Locals.

(b) Beginning January 1, 2017, the funding structure in subsection (a) above will be discontinued and Locals shall be allotted funds on an annual basis based on the rate of \$1.15 per dues paying member per month and \$.90 per fair share payer per month. The number of members and payers will be based upon the September membership report immediately prior to the allocation. In no event will a Local receive less than \$400 per year, except as described in subsection (e) and (f) of this Section.

(c) Locals may initiate a review of membership and fair share numbers when changes occur that cause the actual number of members and fair share payers to differ significantly from the September membership report. Such requests shall be made to the Finance Committee who shall determine whether or not to grant additional funding. Requests for increased funding based on documented, sustained membership growth and that follow the funding allocation formula in subsection (b) above shall not be denied.

(d) Newly established Locals that have ratified their first contract shall be granted an initial funding as determined by the Board of Directors taking into consideration the amount of funding allotted to Locals of a similar size. This initial Local funding allotment is made on a one time only basis, and is not required to be repaid.

(e) A Local that has accrued an amount equal to two (2) full years of funding will not receive an annual funding allotment for the fiscal year.

(f) Local funding shall not be allocated to Locals in inactive status.

Section 3. Local Budgets. Headquarters shall provide a budget tool to Local officers upon request.

Section 4. Job-Share Positions. The term "job-share" shall be defined as "one (1) full-time position in employment held by more than one (1) employee". Each job-share partner shall have full membership and voting rights and benefits in the Union.

Section 5. Headquarters shall issue advance payment for mileage when a member is required to spend the his/her money on official Union business when such a requirement would pose a hardship to the member with the approval of appropriate officers of the involved Local. Subsequent providing of all necessary receipts to Headquarters, however, will still be required.

Section 6. A monthly report on the local's disbursements and balances as well as the monthly billing shall be made available to the appropriate officers of the Local. If the billing is still unpaid in sixty (60) days, the Statewide President or Secretary-Treasurer can authorize payment from the Local with a copy of the transaction to the Local Officers.