



SEIU Local 1021 CHAPTER BYLAWS REVIEW/APPROVAL PROCEDURE

Chapters are the building blocks of Local 1021. A Chapter shall be defined as a group of members working for a common employer which is serviced and represented by Local 1021 on matters relating to wages, hours, and other terms and conditions of employment.

The SEIU Local 1021 Executive Board has designated the Assistant to the Executive Board and the Special Assistant to the Executive Director as the staff members responsible for reviewing bylaws submitted by chapters to ensure they are consistent with the chapter bylaws template, Local 1021 bylaws, and the SEIU International Constitution. The following procedure governs the approval of bylaws and amendments for membership ratification vote:

- (1) For initial approval, chapters shall submit proposed bylaws electronically to the 1021 Executive Board c/o the Assistant to the Executive Board for review and recommendation prior to a membership vote.
- (2) For approval of amendments, chapters shall submit proposed amendments to the 1021 Executive Board c/o the Assistant to the Executive Board for review and recommendation prior to a membership vote. The chapter shall also submit previous bylaws (or the document submitted must indicate additions and deletions in the text by underlining new language and striking out language to be replaced or deleted).
- (3) All bylaws and amendments must be submitted electronically.
- (4) The assigned staff members shall review all bylaws submitted and make recommendations on acceptance, amendment, or rejection. Chapters shall be promptly notified of recommendations. Chapter bylaws or amendments not accepted shall be promptly returned to the chapter with an explanation for the rejection and/or description of missing language.
- (5) After the review process above, chapter bylaws shall be submitted to the Local 1021 Executive Board for acceptance. After 1021 Executive Board acceptance, the Chapter Bylaws shall be submitted to the chapter membership for a ratification vote and become effective upon adoption by the chapter. The chapter shall notify the 1021 Executive Board of the vote results. No chapter bylaws or amendments to bylaws shall be valid or become effective until accepted by the 1021 Executive Board.
- (6) All chapter bylaws are to be posted on the Local 1021 website after Step 5 is completed.
- (7) In the absence of bylaws or until bylaws are adopted by a chapter, the business of a chapter shall be conducted in accordance with the "chapter bylaws template" adopted by the Local 1021 Executive Board.