

CONSTITUTION AND BYLAWS

SANTA ROSA CITY EMPLOYEES ASSOCIATION

As revised by a vote of the membership on June 15, 2004

ARTICLE I

NAME

The name of this organization shall be known as "Santa Rosa City Employees Association," hereinafter referred to as the "Association."

ARTICLE II

NATURE AND PURPOSE

The primary purpose of this Association is to represent City Employees in their employment relations with the City of Santa Rosa. The Association may also promote recreation and social programs which tend to produce harmony and friendship among its members.

ARTICLE III

MEMBERSHIP

1. The members of this Association shall be classified as:
 - a. regular members
 - b. associate members
 - c. retired members
2. Regular membership is limited to employees of the City of Santa Rosa. The employee must be a part of a unit recognized by the City as a unit appropriately represented by this Association.
3. Associate membership is limited to other employees of the City of Santa Rosa. An associate member shall be limited to participation in group insurance, recreation and social programs, and other limited services as approved by the regular membership. An associate member may not hold office or vote.

4. Retired membership is limited to regular members of the Association who retired under the provisions of the City of Santa Rosa Retirement System. A retired member has the right to receive benefits and services of the Association but may not vote or hold office.
5. Regular Association membership is effective following the date the member applies and pays dues. Regular members shall have full voting rights except as those specifically delineated in Article VIII concerning ballots cast regarding any agreements or memorandums of understanding between the Association and the City of Santa Rosa.
6. Association membership will be terminated when an employee formally withdraws or fails to pay dues.
7. Restrictions on membership shall not be based on race, color, creed, sex, sexual preference or national origin.

ARTICLE IV

ASSOCIATION OFFICERS

1. The officers of this Association shall be a President, Vice President, Secretary, Treasurer and Unit Representatives. The officers shall constitute the governing body of the Association, hereinafter referred to as the "Board."
2. COMMUNICATION OF OFFICIAL BUSINESS. The officers shall take all reasonable steps to ensure that the Board is advised of all significant communications between City representatives and the Association.
3. Duties of the officers shall be as follows:
 - a. President: The President shall preside at all meetings of the Association, appoint committees, and sign all warrants drawn by the Treasurer.
 - b. Vice President: The Vice President shall perform all of the duties of the President during the President's absence.
 - c. Secretary: The Secretary shall record the votes and keep the minutes of all meetings, service notice of all meetings and elections, and keep appropriate current records showing the members of the Association.

- d. Treasurer: The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association, shall disburse such funds as directed by resolution of members, shall sign checks, keep proper books of account, cause an annual audit and make a report of all income and disbursements at a regular meeting.
 - e. Unit Representative: Each area of representation shall vote for a representative. The areas of representation shall be as needed and approved by the Board, but no less than one representative for each unit represented by the Association.
- 4. TERM OF OFFICE. All Association officers shall have a term of office of two years from August 1 through July 31.
 - 5. MANNER OF ELECTION. The nomination of officers for the ensuing fiscal year shall be made from a nominating committee and/or from the floor at the June meeting. Election of officers shall be by a majority vote of Association members casting a secret ballot during July. The election committee will furnish each member a ballot. Ballots may be cast by either returning them to the election committee or at the July meeting. In the event of a tie for any office, a runoff election will be held for this office during August, using the above procedures.
 - 6. INSTALLATION OF OFFICERS. Officers shall be installed at the first regular meeting in August.

ARTICLE V

RECALL OF ELECTED OFFICERS

An elected officer may be recalled by a petition signed by 51% of the regular membership. A unit representative may be recalled by a petition signed by 51% of the regular membership represented by that unit representative. All signatures shall be certified by the election committee.

ARTICLE VI

MEETINGS

- 1. BOARD MEETINGS. Board meetings shall be held monthly. The location and time may be changed by the majority vote of the Board. Regular membership may attend Board meetings except during closed session for the handling of confidential matters.

2. GENERAL MEMBERSHIP MEETINGS. Each general membership meeting will have at least a 15 day notification period. Each meeting will have an agenda and be posted at work sites. Members of the Association entitled to vote at any membership meeting or special meeting must be Association members of record as of thirty (30) days prior to the meeting where the vote is to be taken.
3. SPECIAL MEETINGS. Special meetings may be called by the President. No special meeting shall be called unless written notice is furnished to affected members one week prior to the meeting. This notice shall state the time, the meeting place, and subjects to be considered. Each meeting will have an agenda.
4. QUORUM OF MEETINGS. Fifteen (15%) percent of the members of the Association shall constitute a quorum for the transaction of business at any membership meeting.
5. PROCEDURES. The procedures at all meetings of the Association shall be set forth in "Roberts Rules of Order."

ARTICLE VII

DUES – FUNDS – EXPENDITURES

1. DUES. The amount of Association dues shall be determined by a majority vote of members present at any general membership meeting or by a majority of those casting a secret ballot furnished to each member. Two weeks prior notification shall be furnished to all members, stating the amount of dues being proposed and the time and place at which the meeting will take place or the ballots cast. Dues shall be payable through a regular payroll withholding plan.
2. Any member's dues that remain unpaid at the end of thirty (30) days from the day on which they were due, shall be declared in arrears and dropped from membership. Members who have been declared in arrears in payment of dues shall not be eligible to vote, hold office, or participate in any other activity the Association may provide.
3. Any member who has been dropped from membership because of non-payment of dues, or new member seeking representation, can be required by the Board to pay any dues deemed in arrears.

4. FUNDS. All funds shall be deposited in a depository approved by the Board. All checks shall be issued in the name of the Association and signed by the Treasurer and the President.
5. EXPENDITURES. Any expenditure to exceed \$300 requires a vote by the Association Board.

ARTICLE VIII

CONTRACTS AND MEMORANDUMS OF UNDERSTANDING BETWEEN THE ASSOCIATION AND THE CITY OF SANTA ROSA

1. The President shall select a negotiating committee which shall be approved by the Board and shall contain no more than two representatives from each unit (not including the President) for the meet-and-confer process.
2. All contracts and memorandums of understanding (MOU) between the Association and the City of Santa Rosa shall be ratified by a majority of the members eligible to vote on such matters. In order for a member to vote on any contract or MOU between the Association and the City, such member shall have been a member of record for at least thirty (30) calendar days prior to the matter being put before the membership. Secret ballots shall be furnished to all members. Ratification can also be done by a majority at a posted general membership meeting. A majority of the voting members of the Association shall approve any contract or MOU unless the Board of Directors has, by formal Board action, identified MOU or contract provisions which are so particularly unique to a sub-unit or classification, that the particular provision need only be approved by a majority of those voting members who have actually been determined by the Board to be directly impacted by the provision of the contract or MOU.

ARTICLE IX

AMENDMENTS

This constitution and Bylaws may be amended, revised or appealed in the following manner:

1. A committee shall be appointed to accept proposed changes and to recommend proposed changes to the membership.

2. Secret ballots shall be furnished to each member. Existing articles and section shall be provided along with the proposed amendments to provide an adequate comparison.
3. All ballots shall be returned to the committee within two (2) weeks.
4. Amendments shall be approved by two-thirds (2/3) of the members casting a ballot.