

PROPOSED BY-LAWS OF SANTA CRUZ COUNTY EMPLOYEES ASSOCIATION

ARTICLE I - NAME AND PURPOSE

Section 1. The name of this Association shall be SANTA CRUZ COUNTY EMPLOYEES ASSOCIATION, with its principal place of business located in the City of Santa Cruz, California.

Section 2. The purposes for which it is formed are:

(a) To promote the general welfare of the employees of the various departments of the County of Santa Cruz; for the mutual protection of its members; to encourage and preserve a formal personnel system, based on merit, in County Government; to represent its members in all matters concerning employment relations between them and the County; for the promotion of social activities; and for the advancement and improvement of public services.

(b) To receive and hold money and property, both real and personal, by gift, contribution or otherwise, and to disburse any funds for the benefit of the members of this Association.

(c) And generally to do and perform any and all acts incident to, or appropriate to, the execution of the foregoing purposes.

(d) No member of this Association shall use the name of this Association to endorse any political candidate for public office or appointment.

(e) All speeches on the floor of this Association shall be limited to five minutes, and under no circumstances shall an extension of time be allowed without the unanimous consent of the members present.

(f) Mailing lists of Association Members shall not be available for politics unless cleared by the Directors.

ARTICLE II - MEMBERSHIP

Section 1.

(a) Active membership of this organization shall be open to all full-time employees of the County of Santa Cruz except members of the Board of Supervisors.

(b) Eligibility for membership shall include those members in good standing who accept retirement under the State Retirement Act; such members shall be classified as inactive members and shall not be eligible to vote or to hold office in the Association.

Section 2. Eligibility for active membership shall include also all of the public officials and individuals of Santa Cruz County whose pay issues from, or is controlled by, the Auditor-Controller of that County, so long as the employment making them so eligible shall continue, when the application for such membership shall have been approved by a majority of the Board of Directors.

Section 3. Active members shall be those individuals under Sections 1 (a) and 2 of this Article who shall have been accepted for membership and paid the dues prescribed by these By-Laws. They shall be

eligible to all rights and privileges of the Association, except that elected County Officials and appointive Department heads shall be denied the right to hold any office or serve on the Board of Directors.

ARTICLE III - BOARD OF DIRECTORS

Section 1. The management and control of the affairs of this Association shall be determined by a Board of Directors, hereinafter designated as Board, consisting of nine members, to wit: President, Vice-President, Executive Secretary, Treasurer, Immediate Past President and four Directors. The President last elected shall be Chairman of the Board.

Section 2. The President, the Vice President and three of the Directors, one of whom shall be the Immediate Past President, shall each serve for a period of one year. The Executive Secretary and the Treasurer shall be elected for two years, and in alternate years, two of the remaining four Directors shall be elected for two years. In any event, there shall never be more than two (2) Directors from any one department.

Section 3. All Officers shall hold office until their successors have been duly elected. Vacancies shall be filled by the Board of Directors for unexpired terms from among the active members of the Association.

Section 4. Should any Officer of the Board fail or neglect to attend any duly scheduled meeting without just cause, the Board, at a regularly scheduled meeting, shall have the authority to declare the office vacant, by a 2/3rds majority vote of those Directors present, and shall also be authorized to fill such declared vacancy for the unexpired term.

Section 5. The Board of Directors shall refer all new questions of major policy to the Association membership for complete discussion and obtain the vote of the membership thereon, providing time is not of the essence.

ARTICLE IV - OFFICERS

Section 1. The elected Officers of this Association shall be a President, a Vice President, a Treasurer and an Executive Secretary; the appointed Officers shall be a Historian and a Parliamentarian. The offices of the Treasurer and Executive Secretary may be combined at the discretion of the Board, and the individual so nominated shall serve, if elected, for a period of two years, and in which case, a ninth Director shall be appointed.

Section 2.

(a) The Board may appoint other Officers who shall have such powers and duties as the Board shall prescribe.

(b) Should the offices of the Executive Secretary and Treasurer be combined, then the Board of Directors shall set a salary for such office.

Section 3.

(a) The President shall preside at all meetings of the Board and shall perform such duties as usually pertain to the Office of President.

(b) The President may delegate a representative to attend any statewide organization meeting with the approval of the Directors.

(c) Travel expenses for the President, his representative, any Officer(s) or Director(s), or others shall be authorized at the County rate per mile for one car, or round trip fare by train or bus per delegate as well as registration fees. Hotels and meals account to be set by the Board of Directors.

Section 4. In the absence of the President, the Vice President shall perform the duties of the President. In the absence of both the President and Vice President, the Immediate Past President shall assume the duties of the President.

Section 5. The Treasurer shall receive all dues and shall have charge of the funds of the Association, and shall give approved surety bond at the expense of the Association, in such amount as shall be fixed by the Board; he shall keep a complete record of all moneys received and disbursed.

Section 6. The Historian shall keep a record of all events important to the Association during his term of office.

Section 7. The Parliamentarian shall assist the President when called upon to decide the propriety and application of parliamentary action upon such matters as may be required during any meeting; rulings to be based on Robert's Rules of Order.

Section 8. The Executive Secretary shall keep the minutes and records of this Association and its Board of Directors, and shall keep a roster of Members. Notice of all meetings of members shall be publicized in the official paper of the Association, the County Cruzer, and to local press, if possible.

Section 9. The funds of this Association shall be deposited in such bank or banks, or other responsible financial institutions, as may be designated by the Board of Directors. However, no bill shall be paid until it has been approved by the Finance Committee, which committee shall consist of the President and two other Board members, neither of whom shall be the Treasurer.

Section 10. All checks withdrawing Association funds shall require two signatures as designated by the Board of Directors.

ARTICLE V - COMMITTEES

Section 1. All committees such as Auditing, Finance, Membership, Recreational, Grievance, Salary and any other deemed necessary for the Association, shall be appointed by the President.

ARTICLE VI - COUNCIL

Section 1. A Council of Employee Representatives is hereby created. The primary function of the Council Representatives is to establish positive lines of communication with the President and the Association Manager, and to disseminate information to the membership in each department or division.

The Council shall consist of one representative for each unit of twenty five (25), or less, paid up members from each department of County Government. Where there are distinct divisions within departments which would, as a practical matter, classify them as separate departments, the foregoing shall apply.

Section 2. The representatives to the Council shall be elected each year during the month of June by their respective departments.

Section 3. It shall be the duty of the department representatives to conduct a yearly election in their respective departments, and to notify the Board of Directors of the results of such election not later than July 1st.

Section 4. The Vice President shall be the presiding Officer of the Council Representatives. At any of the meetings of the Council, it shall be in order for the Council to address the Board of Directors, by resolution duly adopted, on any matter of business within the purpose of this Association; and it shall be the duty of the Board of Directors, as its first order of business, to consider such resolution and report back to the Council.

ARTICLE VII - MEETINGS

Section 1. Board of Directors.

(a) Regular meetings of the Board of Directors shall be within 10 days immediately preceding the third Wednesday of every month.

(b) Special meetings of the Board shall be called by the President upon written request signed by at least three (3) members of the Board stating the purpose of such special meeting, or upon the President's own motion.

(c) Five members shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present at the regular called Directors' meeting, an adjourned meeting shall be called a week later, and the Directors attending shall constitute a quorum.

Section 2. Membership - Annual Meeting.

The Annual Meeting shall be the first meeting held in July of each year at such times all newly elected and appointive Officers shall be installed.

Section 3. Membership - General and Special Meetings.

(a) Regular meetings of members shall be held on the third Wednesday of each month at a place selected by the President, unless previously approved by the membership at a regular meeting. Notice of

all regular meetings shall be given in the official paper of the Association, the "Cruzer"; and to local press whenever desirable. All Association business transactions shall be conducted by and participated in by members in good standing only. Fifteen members shall constitute a quorum for the transaction of business at any General Meeting.

(b) Special meetings of the Membership may be called at any time by the Board or the President, and shall also be called by the President upon written request of ten (10) per cent of the members of the association, to discuss and act upon such business as is stated in the notice of the meeting.

Section 4. Council Meetings.

The Council shall meet upon call of the Vice President of the Association, or upon written request to the Vice President of ten (10) per cent of the Council members. Only such business as is stated in the notice of such meeting shall be acted upon.

Section 5. Committee Meetings.

The appointive Committee Chairmen shall call their respective committees together as each Chairman deems necessary. Each Chairman shall inform the President of the substance of each of his meetings.

ARTICLE VIII - DUES

Section 1. Dues for membership in this Association shall be \$12.00 per year, payable either by cash on or before the first annual meeting in July of each year, or by authorized payroll deduction of \$1.00 per month. For new members the payable date shall be the first pay period applicable following the new member's enrollment. Dues shall be paid to the Treasurer of the Association or to his authorized representative.

Section 2. Any member of this Association who shall fail to pay dues within sixty (60) days of due date shall be declared delinquent and may not exercise any of the rights of membership or participate in its social affairs until reinstated, which such reinstatement shall be only after payment in full of the sum due.

Section 3. No assessment other than dues may be levied on the membership except by vote of the membership of this Association either at the regular annual meeting or at a special meeting called for that purpose. No assessment shall be levied except by a vote of two-thirds (2/3) of the members of this Association present and voting thereon.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Not later than 90 days prior to the Annual Meeting for the election of Officers and Directors, the President shall appoint, by and with the consent of the Directors, a Nomination and Election Committee.

Section 2. The Committee shall nominate one candidate for each office to be filled for the ensuing year and report such nominations at the next regular meeting of members. The election of said Officers and Directors will be elected by WRITTEN BALLOT ONLY; and it shall be

the responsibility of the Manager that the list is correct and that ballots go to Association members in good standing only. Ballots shall be counted by the Nominations and Elections Committee and the results reported at the regular June election meeting. Tie votes shall be decided by drawing lots under the supervision of the Chairman of the Committee. Voting procedures shall be established by the Nominations and Elections Committee.

ARTICLE X - AMENDMENTS

Section 1. These By-Laws may be amended or modified by vote of the two-thirds (2/3) majority of the members of the Association present at any meeting, provided a copy of the proposed amendment(s) has been made available to each member ten (10) days in advance of the meeting at which the vote on the amendment is taken. Amendments shall be read at two consecutive meetings, and on the 2nd meeting must be approved by a two-thirds (2/3) majority of eligible membership present.

Ignorance of these By_laws cannot be accepted as an excuse. Dues are due and payable on July 1 of each year whether by monthly payroll deduction or by cash.

Failure to receive a delinquent notice cannot be accepted as an excuse for non-payment of dues.

Meetings are held at the Health Center on Emeline Street at 8 PM, the third Wednesday of every month.