

**SUTTER COUNTY  
EMPLOYEES' ASSOCIATION  
LOCAL # 1 BYLAWS**



Email: [Local1@sycea.org](mailto:Local1@sycea.org)  
Website: [www.sycea.org](http://www.sycea.org)

718 Bridge St., Suite A  
Yuba City, CA 95991  
Phone: 530.674.0185 Fax: 530.674.0477  
Email: ~~sycea@jps.net~~  
Website: ~~www.jps.net/sycea~~

# **SUTTER COUNTY EMPLOYEES' ASSOCIATION LOCAL #1**

## **BYLAWS**

### **ARTICLE I**

**Section 1. Principal Office:** The principal office is hereby fixed and located at Yuba City, Sutter County, California. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another within the United States. Any such change shall be noted by the Secretary-Treasurer opposite this section, but shall not be considered as amendment to these bylaws.

### **ARTICLE II**

**Section 1. Purpose:** The primary purpose of this Association shall be to maintain and improve wages, hours, and other terms and conditions of employment of the employees of the County of Sutter, and to advance and improve the public service and to promote the interest and welfare of the membership individually and collectively.

### **ARTICLE III**

#### **Members**

**Section 1.** The members of the Association shall be classified as (a) Regular members, (b) Affiliate members; and (c) Retired members.

(a) Regular Membership shall be available to all employees of the County of Sutter. They shall be entitled to all rights and privileges of the Association including full voting rights and the right to hold office.

(b) Affiliate Membership may be granted by the Board of Directors of the Association to public employees of any public or quasi-public agency or group. An affiliate member shall have such benefits

and services of the Association as the Board of Directors shall designate, by affiliation agreement or resolution.

(c) Retired Membership shall be available to those past members who are retired from Sutter County employment or who take deferred retirement. Retired members shall be entitled to continue to receive all of the rights and privileges of Association membership they received prior to becoming retired members except that they shall not be eligible for election to office, nor have voting privileges. The spouse of a deceased retired member is also eligible for retirement membership.

**Section 2.** Membership is effective the first day following that in which the member applies and pay dues for two bi-weekly pay periods or the first day following the day on which an agency authorized to receive dues for the Association has collected dues for two bi-weekly pay periods. In agencies with a monthly payroll, membership is effective after payment or collection of dues for one month.

**Section 3.** Any member may be denied privileges and benefits to the extent specified by the Board for good and sufficient cause. Such determination to deny or reinstate privileges shall require a three-fourths (3/4) vote of the entire Board of Directors.

**Section 4.** There shall be no discrimination by the Association in admission to membership or in treatment of members on the basis of race, color, religion, creed, sex, age, national origin, or physical handicap. The Association supports the concept of equal employment opportunity as set forth in appropriate Federal and State laws.

## ARTICLE IV

### Dues and Assessments

**Section 1.** The dues for all classifications of members of the Association shall be an amount specified by the Board of Directors.

**Section 2.** Dues shall be payable bi-weekly/monthly by payroll deduction for represented unit members, and shall be paid in advance.

**Section 3.** Dues are delinquent the first of the month following that for which dues were last paid, and membership shall terminate for non-payment of dues, sixty (60) days thereafter. Delinquent members shall be notified at least fifteen (15) days prior to the termination of their membership under this section. Membership which is terminated under this section may be reinstated within ninety (90) days of the termination upon payment of all dues which are in arrears.

## ARTICLE V

### Directors

#### Section 1.

(a) Number: The elected Officers of the Association shall be members of the Board of Directors. At their October meeting of each year, the Board of Directors shall establish the number and appointment of the other Directors. Such number and appointments shall provide for equitable representation on the Board of Directors for all members in all recognized units and county departments.

(b) Each department and recognized unit shall select or elect one (1) director and one (1) or more alternate Directors from the membership to serve as their representative on the Board of Directors.

(c) The Board of Directors shall transact all business and shall formulate policies of the Association. In the performance of their duties and responsibilities, Board members shall:

(1) Recruit and retain the highest possible percentage of eligible employees as members of this Association with the objective that this Association be the exclusive representation of public employees.

(2) Provide services to ensure that adequate representation is afforded members relating to employment conditions and benefits.

(3) Provide communication to keep the membership informed of the activities of the Association.

(4) Hear and act on member appeals submitted to the board.

(5) Make such studies as are necessary for the development of policies, programs and projects of the Association.

(6) Each year, prepare and recommend a budget of estimated income and expenditures to implement the operations and programs of the Association for the succeeding year.

(7) Provide as necessary for the bonding of such Officers, employees and members whose duties involve monies of the Association, the premiums for which shall be paid by the Association.

(8) Establish fiscal policies for the expenditure, deposit and investment of funds by the Association.

(9) Meet monthly at least ten (10) times during each calendar year.

(10) Provide for an annual audit and report on the books and accounts of this Association.

(d) Directors shall supervise in their jurisdictions the promotion of, and adherence to, the objectives of the Association; recruit and maintain the highest possible percentage of members; represent members faithfully and fully in all Association matters; and to inform members as to all Association programs, policies, and projects.

**Section 2. Term of Office:** The Directors shall hold office until their respective successors are elected or selected.

**Section 3. Meetings:** Meetings of the Board of Directors shall be held at a time and place designated by the Board of Directors.

**Section 4. Removal:** A member shall be removed from the Board of Directors when he/she ceases to be a member of the Association or when he is removed by the vote of the majority of the membership he or she represents. If the membership in any department or unit wish to reconsider their Director, they shall submit a petition requesting an election to be held with signatures from at least twenty-five (25%) of the members from that department or unit.

**Section 5. Quorum:** Six members of the Board of Directors shall constitute a quorum for the transaction of business of all Board meetings. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors unless a greater number be required by law or by the Articles of Incorporation.

**Section 6. Fees and Compensation:** Directors shall receive no compensation for their services but may receive such reimbursement for expenses as approved by the Board.

## ARTICLE VI

### Officers

**Section 1. Officers:** The Officers of the Association shall be the President, Vice President, Immediate Past President, and Secretary-Treasurer. With the exception of the Immediate Past President, all Officers shall be elected every two (2) years. The Association may also have such other Officers as may be appointed by the Board of Directors. One person may hold two or more offices, except those of President and Secretary-Treasurer.

**Section 2. Removal and Resignation:** Any Officer may resign, or be removed with or without cause by a majority of the members of the Association at any time.

**Section 3. President:** The President shall be the executive Officer of the Association and, subject to the control of the Board of Directors shall have general supervision, direction, and control of the affairs of the Association. He/she shall preside at all meetings of members and meetings of the Board of Directors. The President shall also appoint all members of all committees subject to consent of the Board of Directors.

**Section 4. Vice President:** The Vice President shall, in the absence or disability of the President, perform all of the duties of the President and when so acting shall have the powers of, and be subject to the restrictions upon, the President.

**Section 5. Secretary-Treasurer:** The Secretary-Treasurer shall cause to be kept at the principal office of the Association minutes of meetings held by the Directors and members, with the time and place of holding, how called or authorized, the notice thereof given, the names of those present at Directors' meetings, the number of members present or represented at members' meetings, and the proceedings thereof.

The Secretary-Treasurer shall cause to be kept at the principal office of the Association a register showing the names and addresses of the members.

The Secretary-Treasurer shall cause to be kept and maintain adequate and correct books of account showing the receipts and disbursement of the Association, and an account of its cash and other assets, if any. Such books of accounts shall, at reasonable times, be open to inspection by any members.

The Secretary-Treasurer shall ensure all monies of the Asso-

ciation are deposited with such depositories as are designated by the Board of Directors, and shall disburse funds of the Association as may be ordered by the Board of Directors, and upon request shall furnish statements of the financial condition of the Association.

## ARTICLE VII

### Executive Director

**Section 1.** The Executive Director shall be responsible for administering the day to day business and social affairs of the Association per the policy and/or direction of the Board of Directors.

**Section 2.** The Executive Director shall be appointed by two-thirds (2/3) vote of the Board of Directors. The appointment shall continue until resignation or removal by a three-fourths (3/4) vote of the Board of Directors.

**Section 3.** The Executive Director shall have the sole authority to appoint, direct and remove other Association staff.

## ARTICLE VIII

### Membership Meetings

**Section 1.** There shall be quarterly meetings at times and places set by the Board of Directors. The Secretary-Treasurer shall ensure at least ten (10) days written notice to the membership through bulletin boards and other channels of communication as to the date, time, place and agenda for any meetings called for the purpose of ratifying a contract. Other membership meetings shall be held as necessary on

five (5) days notice, given through means as stated in this article and section.

**Section 2.** Twelve (12) regular members in good standing with the

Association in accordance with Article III shall constitute a quorum for the transaction of business at all membership meetings.

**Section 3.** Any proposal which is to be presented at a regular or special membership meeting shall be adopted by a majority of those members casting a vote except revision of the By-laws, which will require a two-thirds (2/3) vote of those members casting a vote.

Section 4. All meetings of the Association shall be open only to the membership except by invitation or approval of the President. Membership cards may be required for identification.

## ARTICLE IX

### Election & Appointments

**Section 1.** Election of Officers shall be held in November by secret ballot. The President shall be elected in even years and the Vice President and Secretary/Treasurer shall be elected in odd years. The candidate receiving the highest number of votes for each office shall be declared elected to such office for a term of two (2) years from and after the date of installation, which shall occur in the month of January. Each Officer shall serve until a successor has been elected and installed.

**Section 2.** Any vacancy of the elected Officers shall be filled by a majority vote of the Board of Directors not less than fifteen (15) nor more than forty-five (45) days after the occurrence of the vacancy.

**Section 3.** Directors shall be selected or elected by the members in each respective department during the month of November, as established in Article V, Section 1(b). Names shall be submitted to the Executive Director. Should no member within a department for which a Board of Director seat is designated be willing to accept appointment, the President may appoint any member in good standing to fill the vacancy for the balance of the calendar year in accordance with Section

5. Notice shall be given to members in the affected department before such appointment is made.

**Section 4.** Directors and alternates for each department shall be recognized and appointed at the installation meeting for Officers elect.

**Section 5.** In the event there is a vacancy in the office of director because of resignation, failure to select, death or removal, the President shall appoint a director subject to the limitations provided in Article V, Section 2 and with the approval of the Board.

**Section 6.** A mail ballot election shall be conducted for election of Officers, changes to the bylaws and contract ratifications/amendments. The mail ballot shall provide at least five (5) calendar days for the member to consider the issue(s) and cast their ballot. As an alternative, due to limited time restraints, the Board of Directors may vote to conduct such elections by secret ballot. If the Board of Directors vote to conduct a secret ballot, the ballot box shall be available at any meeting called to discuss the matter(s) under consideration and be available to members to cast a ballot for two consecutive days, at least three hours per day during the hours of 7:00 A.M.-8:00 A.M., 12:00 P.M.-1:00 P.M. and 5:00 P.M.-6:00 P.M.

**Section 7.** At general membership meetings a proxy vote may be cast on behalf of a member who is unable to attend due to vacation, illness, training, or regular work hours. The authority to cast a proxy vote on behalf of another member shall be written, clearly state who is empowered to cast the proxy vote and include a statement explaining why the member was not able to attend the meeting. Such written authority shall be signed and dated by the member issuing the proxy.

## ARTICLE X

### Committees

**Section 1.** With the exception of the various negotiating committees, the President, with the consent of the Board of Directors, shall appoint all members of all Association committees whose duties shall be advisory only.

**Section 2.** Bargaining unit Negotiating Committees: These committees shall be composed of regular Association members within each bargaining unit for which the Association is the recognized bargaining agent. Such committee members shall be elected by the association members within each bargaining unit at a unit meeting held prior to the commencement of negotiations. It shall be the duty of each committee to formulate positions and attend all negotiating sessions.

## ARTICLE XI

### Local #1 Board of Directors

**Section 1.** The membership from each bargaining unit represented by SCEA shall elect a representative to the Board of Directors of Public Employees Union Local #1. Election shall occur during the month of November. The candidate receiving the most votes shall be declared the Unit Director.

**Section 2.** Unit Director elected to Local #1's Board shall serve a term of two years beginning January of the following calendar year. Vacancies shall be filled by election to complete the original terms. Should the membership fail to fill any vacancy, the President may appoint a regular member to complete the term, subject to the SCEA Board of Directors approval.

**Section 3.** Unit Directors shall be responsible for attending Local #1 Board meetings on a regular basis. They shall report any significant

development to the SCEA Board and/or membership at their quarterly meetings. To the degree possible Unit Directors shall solicit input from the membership on major issues before voting on such matters.

## ARTICLE XII

### Miscellaneous

**Section 1. Execution of Documents:** The Board of Directors may authorize any Officer or Officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no Officer, agent or other person shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

**Section 2. Inspection of Bylaws:** The Association shall keep in its principal office the original or a copy of the Bylaws, as amended, or otherwise altered to date, certified by the Secretary-Treasurer, which shall be open to inspection by the members at all reasonable times during office hours.

**Section 3. Construction and Definition:** Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the California General Non-Profit Corporation Law shall govern the construction of these Bylaws.

The rules contained in Roberts Rules or Order, revised, shall govern all members' meetings and Directors meetings of the Association, except in instances of conflict between said Rules of Order and the Article or Bylaws of the Association or provisions of law.

KNOW ALL MEN BY THESE PRESENT:

THAT WE, THE UNDERSIGNED, BEING ALL THE OFFICERS OF THE SUTTER COUNTY EMPLOYEES ASSOCIATION LOCAL #1, HEREBY ASSENT TO THE FOREGOING BY-LAWS, AND ADOPT THE SAME AS THE BY-LAWS OF SAID ASSOCIATION.

IN WITNESS WHEREOF, WE HAVE HEREINTO SET OUR HANDS THIS 14<sup>th</sup> DAY OF December 1999.

  
John Summers President

  
Joann Nixon Vice President

  
Barbara Green Secretary/Treasurer