

# BYLAWS

## PREAMBLE:

### Intent of these By-laws:

It is the intent of these By-Laws to establish that the Association remains a “Member Driven,” Focused Association. It is understood that the Board of Directors are responsible for the business activities and financial responsibilities of the Association. It is also the intent of the By-Laws to bestow upon its members the authority to impart decisions on behalf of all the members; thus the definition of a truly “Member Driven Association.” This Association shall truly be, *of the members, for the members, and by the members.* We must always be cognizant of being true to the membership:

- Be respectful
- Be patient
- Be understanding
- Be thoughtful

## DEFINITIONS:

### Board of Directors:

A Board of Directors is a body of elected or appointed members who jointly oversee the activities of a company or organization. It is often simply referred to as "the board".

A board's activities are determined by the powers, duties, and responsibilities delegated to it or conferred on it by the membership.

In an organization with voting members, *e.g.*, a professional society, the board acts on behalf of, and is subordinate to, the organization's full assembly, which usually chooses the members of the board.

Typical duties of the Board of Directors include, but, are not limited to:

- governing the organization by establishing broad policies and objectives;
- selecting, appointing, supporting and reviewing the performance of the Director;
- ensuring the availability of adequate financial resources;
- approving annual budgets;
- accounting to the members for the organization's performance;
- setting the salaries and compensation of the organization.

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The legal responsibilities of boards and board members vary with the nature of the organization, and with the jurisdiction within which it operates.

## ARTICLE 1 – NAME

**Regional Employees Association of Professionals (R.E.A.P.)**

Hereinafter referred to as the “Association”

## ARTICLE 2 - PURPOSE

**The objects and purposes of this Association shall be to benefit its members and improve their conditions by every means, including but not limited to:**

- A. Securing of economic advantages, including better wages, hours and working conditions, through organization, collective bargaining, effective representation of members and the utilization of other lawful means;
- B. By uniting and educating all working men and women eligible for membership herein;
- C. By engaging in all such civic, social, legal, economic, cultural, educational, charitable, and other activities, in order to advance this Association’s standing in the community and to further the interests of this organization its membership, directly or indirectly;
- D. By advancing and strengthening the rights of working men and women to bargain collectively;
- E. By providing benefits and advantages to individual associate members, officers, and employees through education, training, access to new technology, pensions, death and welfare benefits;
- F. By providing opportunities to share experiences, learn from each other’s best practices and be accountable to each other;
- G. By cooperating with and assisting, by moral, monetary or other means, other labor organizations, who or any other groups or organizations, having objectives which are in any way related or similar to this Association, or which are in a nature beneficial to this Association or to its members, directly or indirectly.
- H. To establish, promote, protect and defend, by all lawful means necessary, this Associations democratic member driven governance;
- I. By utilizing, in every lawful way, including but not limited to every kind of use, expenditure and investment, the property and funds of this Association, in order to achieve its purposes and objectives and perform its obligations, and for such other purposes directly or indirectly furthering the interests of this Association and its members.

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## ARTICLE 3 – PARLIMENTRY AUTHORITY

### PARLIMENTARIAN

A Parliamentarian shall be determined by election of the general membership. S/He shall advise the Board of Directors as needed for questions of procedure in order to insure all proceedings, elections, meetings and all functions of the Association are in accordance with the relative ordinance and bylaws of the Association, State and Federal law. At no time shall the Association violate any of the ordinances or bylaws. Any dispute of interpretation of the bylaws shall be decided by the general membership.

### ROBERTS RULES

The current edition of “Robert’s Rules of Order – Newly Revised” shall be the official parliamentary authority in all matters not provided for in these Bylaws

## ARTICLE 4 – LEGAL AUTHORITY

**Public Employees Relation Board (PERB)**

**Department of Labor (DOL)**

**Memorandum Of Understanding (MOU) as ratified by the Associate Members**

### LEGAL COUNSEL

## ARTICLE 5 – MEMBERSHIP

### ELIGIBILITY FOR MEMBERSHIP

#### Section 1.

The following persons are eligible for membership in the Association and shall become members upon acceptance by the Association and receipt of the first month’s dues:

(a) Employees of all public agencies represented by the Association and approved by the Board of Directors, including elective and appointive officials. The question of status as a "public agency" shall be decided by the Board of Directors at the time of the first application.

Public agencies represented by the Association are those agencies, which have recognized the Association as the “Registered Employee Organization” or greater for all matters pertaining to wages, hours and other terms and conditions of employment.

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(b) Members in good standing upon retirement from public service and such others as selected by the Board of Directors within the categories enumerated in Section 2 of this Article.

## Section 2.

The Board of Directors shall determine the type of membership an eligible applicant or class of applicants may receive. There shall be no discrimination or harassment against any member, or any applicant for membership, by reason of race, creed, color, religion, gender, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, political affiliation or disability status. Employees of The Regional Employees Association of Professionals may not be a member of the Association. The following are the types of membership:

### REGULAR MEMBERSHIP:

Regular Members are members who are **employed** by a public agency within a representation unit for which the Association is the Registered Employee Organization or greater.. Regular Members are entitled to all the rights and privileges afforded by these Bylaws, including the right to vote and to be heard, and to otherwise fully participate in the activities of the Association. Regular Members are entitled to all services and benefits of the Association. Regular Members are entitled to payroll deduction privileges as negotiated and shall pay full dues as set by the members of the Association at an Annual General membership meeting. Regular members must be **employed** by the recognizing employer. Terminated members may not be constituted as a REGULAR MEMBER and may not enjoy the privileges of a regular member.

### LIMITED MEMBERSHIP:

Terminated employees pending a final decision shall be considered by the Association as a Limited Member until such time as a final decision is rendered on the question of termination. They may not vote or hold office, cannot serve as a Director or Officer, and cannot be a member on any committee, including, but not limited to, an Employee Representative Committee. Limited members pay full Regular Membership dues.

### HONORARY MEMBERSHIP:

All persons distinguished for public service may be elected to honorary membership by a 2/3rds majority vote of the Board of Directors. Honorary members shall not pay any dues and shall not have a vote nor be eligible to be officers of the association but shall have all other rights of membership.

### RETIRED MEMBERSHIP:

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Retired employees of a represented public agency are eligible for retirement membership of the Association. Retired members have no vote and cannot serve as a Director or Officer. Retired members may serve on Committees. Notwithstanding these restrictions, the Board of Directors may appoint a Retired Member to function as a Retiree Coordinator to organize and direct the activities of Retired Members for the benefit of the Association.

## ASSOCIATE MEMBERSHIP:

Associate membership is available to unrepresented public employees provided the public agency has at least one bargaining unit represented by the Association. Associate Members are eligible for benefits and discounts that may be made available to them by Association acceptance. Associate members have no vote, cannot serve as a Director or Officer, and cannot be a member on any committee.

### Section 3.

## MEMBERSHIP DUES

Effective the first full pay period after the County of Riverside or the applicable employer recognizes R.E.A.P. as the members official employee representative, "Registered Employee Organization" Regular, Limited and Associate membership dues shall be set at ten dollars and no cents (\$10.00) per pay period for twenty-four (24) pay periods per year. Members whose pay periods per year are other than twenty-four shall pay the same yearly amount equally divided by the number of their pay periods per year. Retired membership Dues shall be set at five dollars and no cents per month (\$5.00). Honorary members pay no dues.

### Section 3A

The Board of Directors will present general dues rates for Regular membership's consideration. Regular membership will vote on all dues increases recommended by the Board of Directors. Voting will be completed by the membership through US postal mail in ballots, at a general membership meeting and or by a reputable on line electronic voting company, whichever creates the best opportunity for all members to participate in the voting process. Limited Membership, Honorary Membership, Retired Membership, Associate Membership will honor all affiliation agreements.

### Section 4.

#### Application for Membership:

Application for membership shall be made in writing on a form prescribed by the Board of Directors. The application shall include such information as the Board of Directors may decide, Including but not limited to Name, address, phone number personal E-mail, Bargaining Unit and employer. Dues are payable by payroll deduction or monthly payments as directed in Section 3, Membership Dues. Monthly Dues are due and payable by the end of each month with a 30 day grace period. Special consideration will be given upon request.

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## Section 5.

A Member May Be Suspended or Expelled for Cause:

Every member, by virtue of such membership, agrees that, in consideration of the rights and benefits conferred upon the member pursuant to the terms of these Bylaws, the member shall be subject to suspension or expulsion for cause.

"Cause" for suspension or expulsion shall include, but shall not be limited to, any of the following acts committed by a member:

1. Intentionally violating any provisions of the Bylaws, any lawful Board policy or directive, or any established rules of the Association;
2. Failing to pay dues, fines, assessments, fees, or other financial obligations within 30 days of notification of delinquency;
3. Obtaining membership by fraudulent means or by misrepresentation;
4. Unreasonably, unlawfully, or improperly disturbing the peace or harmony of any meeting of the Association or of any of their offices;
5. Embezzling, misappropriating, fraudulently receiving, wrongfully handling, or failing to account for the funds of the Association or any employee benefit fund;
6. Using the name of the Association for soliciting funds or advertising or similar activities, except as expressly authorized by the Board of Directors;
7. Furnishing a complete or partial list of the membership of the Association to any person other than those approved by the President and the Secretary of the Association as directed by the Board of Directors;
8. Deliberately and improperly interfering with any Officer, Director, or representative of the Association in the discharge of his or her official duties;
9. Deliberately engaging in conduct in violation of the responsibility of members toward the Association as an institution;
10. Deliberately interfering with the performance of the legal or contractual rights or obligations of the Association;
11. Engaging in dishonest acts or illegal acts, which involve the Association;
12. Engaging in conduct unbecoming a member of the Association;

Such suspension or expulsion shall be by a majority vote of the members of the Board of Directors and the general membership at the first general membership meeting after the 'EVENT', provided that a statement of the charges shall have been mailed by registered or certified mail to a member under charge at the member's last reported address, at least fifteen (15) days before the final action is taken thereon. This statement shall be accompanied by a notice of the time, date and the place

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where the meeting is to be held to take action. In the event that the member charged is a member of one or more committees, and the Board determines that it would be in the best interests of the Association that the member charged be placed on administrative leave from such committee(s) until the resolution of the charges, the statement of the charges shall so notify the member of that decision. Such member shall be given the opportunity to present a defense at the time and place mentioned in such notice. Procedures for such proceedings shall be determined at the discretion of the Board of Directors.

## ARTICLE 7 - MEMBERSHIP STRUCTURE

In order to facilitate the development and creation of the association herein known as Regional Employees Association of Professionals, (R.E.A.P.) an Interim Board of Directors, as described below, shall be elected to facilitate the birth and growth of the association. Upon the County of Riverside's recognition of R.E.A.P as a "Registered Employee Organization" per Resolution No. 99-379 Employee Relations Resolution (E.R.R.) a new Board of directors will be elected and the duties of the board are as follows. The Interim Board will serve until which time the County of Riverside recognizes this Association as a Registered Employee Organization. The President and Treasure will be elected at the end of the second year and the Vice President and Secretary will be elected at the end of the third year.

Upon the election of the permanent Board of Directors this language, in blue, will be struck from the By-Laws.

## BOARD OF DIRECTORS

Term of Office – Each elected position will serve a term of 3 years.      **PRESIDENT AND DUTIES AS DEFINED:**

### Duties of the President

The President shall devote his/her full time to Association duties for the full term of office. In carrying out his/her duties, the

President shall:

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1. Be the presiding officer of the Local and preside over all Executive Board meetings and General Membership assemblies;
2. Along with the Treasurer, sign all checks and no check shall be issued unless properly authorized; in the absence of the President, the Secretary or At-Large Vice-President as designated by the President may also sign checks;
3. Be an ex-officio member of all Occupational or Professional Councils and all committees, and shall serve as the Associations first delegate to all conferences, conventions and any other bodies for which the Association is eligible to participate and for which no election of delegates is required;
4. Give a full report of his/her activities at each Board of Directors meeting and General Membership Assembly;
5. Build and maintain overall Association strength as well as establish and maintain a visible presence of the Association in each of the Occupational or Professional Councils, and the membership of the Association;
6. Signs all business contracts for the Association;
7. Negotiate all business contracts to be entered into by the Association;
8. Direct the Business Manager in his/her duties in accordance with the direction of the Board of Directors.

The President may assign any of these duties to another member of the Executive Board, as required. The President shall have such other authority and responsibility as his/her office requires and as are consistent with these By Laws.

## VICE PRESIDENT AND DUTIES

### Duties of the Vice-President

The At-Large Vice-President shall perform the duties of the President in his/her absence as directed by the President. In the absence or inability of the President or the Treasurer to sign checks, the President may designate the At-Large Vice- President to sign all checks and no check shall be issued from the Association unless properly authorized. In addition, each Vice President shall:

1. Oversee specific aspects of the Associations programs as assigned by the President, such as, member advocating and representation, or member involvement;
2. Build and maintain overall Association strength as well as establish and maintain a visible presence of the Association in each Bargaining Unit.
3. Perform such other duties as assigned by the President.

## TREASURER AND DUTIES AS DEFINED



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The Treasurer shall oversee the finances of the Association with the appropriate financial staff in the performance of the following functions.

The Treasurer shall:

1. Along with the President, be authorized to sign all checks and no check shall be issued from the Association unless properly authorized; in the absence or inability of the Treasurer to perform such duty, the President may designate the At-Large Vice-President or the Secretary to sign checks. Two signatures are required on all checks.
2. Manage and exercise overall responsibility for the Associations budget and budget priorities and communicate the financial position of the Association to the Members;
3. Submit at least monthly appropriate financial statements of the expenditures and income to the Board of Directors
4. Ensure that an annual audit is performed;
5. Serve as the chairperson of the Finance Committee;
6. Perform such other duties as assigned by the President relative to the financial condition of the Association.

## SECRETARY AND DUTIES AS DEFINED

The Secretary shall:

1. Compile and maintain accurate records of the Board of Directors, membership and special meetings;
2. Maintain all official written documents of the Association and ensure they are kept in order and up to date in the office of the Association.
3. All association records are proprietary.
4. In the absence or inability of the President or the Treasurer to sign checks, the President may designate the Secretary to sign all checks and no check shall be issued from the Association unless properly authorized with 2 signatures;
5. Assist the Treasurer with maintaining accurate membership records of the Association;
6. Perform such other duties as assigned by the President relative to the duties of the Secretary for the Association.

## PARLIMENTARIAN AND DUTIES AS DEFINED

The Parliamentarian Shall:

1. Assist the Board of Directors to insure the activities of the Association are in compliance with the Public Employees Relations Board (PERB), Department of Labor (DOL), and Labor Laws.

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2. Insures members and Executive Board members adhere to all rules and regulations of these bylaws and MOU's.
3. Upon elections the Parliamentarian will be the Chair of the Election Committee, responsible for developing a training procedure for the election committee and insuring elections are completely impartial and abide by the rules and ordinances of the Department of Labor.
4. The Parliamentarian will work with any Association or service retained to provide labor and legal assistance to the Association.
5. Perform such other duties as assigned by the President relative to this office.
6. This position requires training in Roberts Rule of Order, paid for by the Association.

**CLASSIFICATION REPRESENTATIVES:** 2 per Bargaining Unit

**PARA PROFESSIONALS**

**PROFESSIONAL**

**REGISTERED NURSES**

**SUPERVISORY**

**WASTE RESOURCES MANAGEMENT DISTRICT**

**REGIONAL PARK AND OPEN SPACE DISTRICT**

## **ARTICLE 8 – VACANCIES**

In the event the office of President is vacated, the Vice-President elected shall succeed and serve the remainder of the unexpired term. In the event of a vacancy in any Officer position, the Board of Directors shall recommend and the President shall approve a successor who shall serve the remainder of the unexpired term. In the event of a vacancy in another Executive Board position, the affected Bargaining Unit shall appoint a successor from that Unit who shall serve the remainder of the unexpired term.

## **ARTICLE 9 – BARGAINING**

Bargaining Committees shall be established to facilitate effective contract negotiations and shall be supported by staff for bargaining, training, communications, research, and other efforts needed for effective negotiations. Bargaining unit members shall elect their bargaining committee without precondition for eligibility, utilizing a democratic process. Elections shall be decided by a majority (50% + 1) of the votes cast. Upon elections the Parliamentarian will be the Chair of the Election

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Committee, responsible for developing a training procedure for the election committee and insuring elections are completely impartial and abide by the rules and ordinances of the Department of Labor.

Affected members shall be provided mailed written notice of the dates, times and procedures for nomination and election to their bargaining team. Such methods shall be in conformance with any affiliation agreement. Bargaining unit members shall develop their unit proposals. The members shall ratify their contract by Bargaining Unit. Elected Bargaining Team members shall sign the ratified contract. Other bargaining structures in place shall not be changed without approval of the Elected Bargaining Team unit involved and the Board of Directors.

## COLLECTIVE BARGAINING

### JOINT BARGAINING

1. In order to increase the power of Associate members in collective bargaining, the majority of bargaining-team members of each of two or more bargaining teams may decide to bargain jointly versus a common employer. Thereafter such bargaining units will continue to bargain jointly where a single MOU/contract is established; or, bargain jointly where multiple MOUs exist, unless a majority of each bargaining unit opt out of such arrangement.

2. No member shall ever be allowed to be the Chief Negotiating Officer. The Board of Directors shall retain a Professional Bargaining Negotiator to be responsible for all bargaining responsibilities. The Negotiator will insure ALL Bargaining Units are equally represented and will bargain in good faith with the employer in accordance with the laws and ordinances. The Executive Director, the Parliamentarian and the Director of Advocates, shall work closely with the Retained Bargaining Negotiator. The Director of Advocates will implement training and provide resources to the bargaining team, ensure the bargaining team is thoroughly prepared for bargaining. Additionally the Negotiator will insure members' concerns are addressed and elected members of the bargaining team's issues are presented in a clear and understandable format that will be understood by Human Resources and Management.

## ARTICLE 10 – ELECTIONS / TERMS OF OFFICE / MISCELLANEOUS ELECTIONS

A. For Association-wide elections, the Election Committee shall consist of two Represented Members from each Bargaining Unit appointed by the Parliamentarian and approved by the Board of Directors, none of whom is running for or currently holds any elected office within the Association. The Secret Ballot format will be a recommendation developed by the Election Committee, then referred to the Board of Directors for conformance with these bylaws and then approved by the Board of Directors. Elections shall be decided by a majority (50% + 1) of the votes cast. The Board of Directors will engage the services of a neutral third-party administrator to conduct the secret balloting for Board of Directors elections.

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## B. ELECTION OF BARGAINING TEAMS

1. All bargaining teams will be elected by all members of the particular bargaining unit.
2. All bargaining teams will be elected with all members in said bargaining unit eligible to be nominated and elected.
3. Election procedures shall be established by the election committee

## C. TERMS OF OFFICE

1. All elected positions will serve three year terms.

## ARTICLE 11 – RECALL OF OFFICERS

To provide accountability to the Members, any officer elected at-large who has allegedly abused the trust of the Members of this Association may be impeached by a vote of two-thirds (2/3) of the entire Board of Directors or by a petition signed by ten percent (10%) of the total Represented Members from each of the Bargaining Units of the Association. All recall petitions will be submitted to the Parliamentarian. Within thirty (30) days of receipt, the Parliamentarian shall validate the signatures on the petitions are those of members in good standing. An election of all members shall be conducted to determine if the Officer in question shall be removed. The Recall shall be decided by a majority (50% + 1) of the votes cast. Upon certification of a vote of a majority of the Members who cast valid ballots to remove such officer, the Officer in question shall be removed. Vacancies due to such recall shall be filled by a nomination of any member with the approval by two-thirds (2/3) vote of Board of Directors, except that a vacancy in the office of the President shall be filled by the elected Vice-President.

## ARTICLE 12 – COMMITTEES

The Association shall establish committees vital to the development of policies, positions and programs of the Association. Such committees are intended to develop leadership and maximize membership participation and input in the work and the decision-making process of the Association. All standing committees, and other committees or task forces established by the Board of Directors, shall operate subject to rules and/or policies adopted by the Board of Directors.

Committee membership shall be the right of any member in good standing pursuant to these Bylaws and subject to policies adopted by the Board of Directors. Active committee members must attend regular meetings of the committee and engage in some or all of the work of the committee. An Interim Chair person of each committee shall be appointed by the President, with the concurrence of the Board of Directors. Once the Committees are operational Committee members will elect a Committee Chair.

## ARTICLE 13 – TRIALS AND APPEALS

Members of the Association may be charged with alleged offenses set forth in these Bylaws. The Parliamentarian and President shall appoint a committee to hear evidence related to such charges.

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## ARTICLE 14 – BONDING

All officers of the Association and employees handling any monies of the Association shall be bonded in the amounts and in the form required by applicable statutes. The bond shall be procured immediately upon assuming office or employment, the premiums of which shall be paid for by the Association.

## ARTICLE 15 – AMENDMENTS

Proposed amendment(s) to these Bylaws may be originated by a majority vote of the Board of Directors or by a petition signed by at least ten percent (10%) of the Represented Members in good standing upon a form certified by the Secretary and returned to the Board of Directors within ninety (90) days of issuance. The Board of Directors shall review any proposed amendment and may issue a recommendation to the membership. The Board of Directors shall refer any such amendment(s) to the Represented Members for a vote. The amendment shall require a majority vote for approval. There shall be a season established to submit review and vote for By Law amendments on an annual basis. The purpose for this restriction is so members and the Board of Directors can reasonably manage the submission and proper consideration of By Law Amendments in a proper and reasonable cycle. This is to better manage the time of the Board of Directors and allows the members the opportunity to understand the process. The Board of Directors will establish the season for By Law Amendment submissions and consideration. The Parliamentarian will be responsible for the process established by the Board of Directors.

## Article 16 - Provisions to Employ Internal Staff See Addendum “A”

### Addendum “A”

#### Provisions to Employ Internal Staff

**The Interim Board of Directors will determine the process by which the Association will employ or contract employees to serve the needs of the association. The following are positions the By Law committee has identified as required.**

#### **EXECUTIVE DIRECTOR AND DUTIES AS DEFINED:**

The Executive Director shall be responsible to the Board of Directors for the day-to-day operations of the Association and will stand in a position of trust and confidence to the Association. The Executive Director is bound to act reasonably and in good faith and for the benefit of the Members of the Association. The Executive Director is responsible to the Board of Directors through the President.

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The Executive Director shall have the authority to hire or fire other staff as deemed necessary for the transaction of Association business, as approved in the budget and subject to review by Board of Directors through the President.

At the discretion of the Board of Directors, the Executive Director shall act as the chief operating officer of the Association, subject to the direction of the President through Board of Directors.

In the exercise of these functions, the Executive Director is required to utilize sound judgment and discretion and is responsible for the implementation of Association policy. The Executive Director shall serve as the chief operations and administrative officer of the association. The Executive Director shall be responsible for the general supervision and direction of the Association and for managing, overseeing and directing the day-to-day operations and affairs of the Association, which will be carried out in consultation with the Association President and subject to the authority and policies of the Board of Directors. The Executive Director will be supervised by the Board of Directors through the direction of the Association President.

The Executive Director shall serve as an advisor to the Board of Directors, and shall make recommendations to the Board of Directors on all matters requiring Board of Directors action, pursuant to the Association Bylaws, Articles of Incorporation, or Board of Directors policy, at least 48 hours before the Board is required to take any such action. Operating in accordance with the approved budget and program adopted by the Executive Board, and in consultation with the President (as appropriate), the Executive Director shall have sole authority to arrange her or his staff, including hiring, directing, supervising and terminating Association employees, in whatever manner she or he deems appropriate for the efficient administration of the Association. The Executive Director shall provide the Board of Directors with notice of the termination of any Association staff employee prior to the employee's notification.

The Executive Director shall be the chief representative and Liaison to the Chief negotiator for the Association in dealings with employers for all bargaining units, except for negotiations with representatives of the Associations employees. The Executive Director shall be the chief spokesperson for the Association, representing the Association before all boards, committees, commissions, departments, and federal, state and local governmental bodies and agencies with which the Association has relationships; in the Association's relationships with the community, the

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media, and organizations (including other Associations or Local Unions); and at meetings and conferences that the Association participates in. At all times, the Executive Director shall work to effectuate and implement the policies of the Board of Directors.

The Executive Director shall report to the Board of Directors as required. At the request of the Executive Director, the Board of Directors shall verify or clarify instructions previously given to the Executive Director by the President on behalf of the Board of Directors.

## DIRECTOR OF ADVOCATES

1. Will be responsible for supervising the Working Advocates of the Association. There shall be retained in the employee of the Association no less than 1 Advocate for every 1,000 members. Advocates should be highly versed in the applicable MOU's and familiar with the responsibilities of the members per their working classifications. Some Work Advocates shall be responsible for multiple Bargaining Units.
2. The Director of Advocates will be versed and knowledgeable of all Local, State and Federal laws as well as the ordinances of the Public Employees Relations Board (PERB).
3. Work in conjunction with the Director and in the absence of the Director will assume the responsibilities of the Director.
4. Will maintain correspondence and contact with the Retained Legal Counsel and keep the Board of Directors advised of the legal activities relative to members.
5. The Director of Advocates will chair the grievance committee and will report to the Board of Directors the results of those meetings.
6. She or he will be responsible to provide representation to the members and direct the Work Advocates to address concerns and problems of the members immediately. The office will be dedicated to the members and will work to resolve all issues reasonably and aggressively.
7. Must approach the employers with reasonable and legal arguments to reach an amicable agreement for all parties involved.
8. Perform such other duties as assigned by the Director relative to this office.

## Advocates

### SECTION A

Advocates are the legal representatives of the Associations membership in the workplace and a vital part of maintaining a strong Association. Advocates shall report directly to the Director of Advocates undergo periodic recertification and education in compliance with policies established by the Board of Directors. The duties and obligations of the Advocates are many and shall include providing timely and effective representation for the Members in the workplace.

To qualify an Advocate shall:

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1. Submit a Resume and be selected by the Director of Advocates.
2. The individual will then be interviewed by a Committee chaired by the Director of Advocates
3. Once approved by the Committee, the candidate will undergo training as prescribed by the Director of Advocates, The Executive Director and approved by the Board of Directors;
4. Upon completion of such training, be certified by the Director of Advocates and the approved by the Board of Directors.
5. Advocates may be recalled by submitting a petition signed by 35% of members in good standing in that Advocates bargaining Unit of responsibility, or may be recommended for release by the Director of Advocates and the Executive Director. To be considered by the Board of Directors before termination.

## **SECTION B**

The Director of Advocates will be responsible for recruiting Advocates as well as qualifying advocates and training the advocates. Advocates will be solely responsible to the Director of Advocates.