



**SEIU**Healthcare.<sup>®</sup>  
United for Quality Care

**Service Employees International Union Healthcare  
United for Quality Care District 1199 Wisconsin**

**BYLAWS**

Adopted at the Founding Convention, December 1978. Amended: September 1979; September 1980; September 1981; October 1982; October 1983; September 1984; September 1985; October 1986. Revised: November 1990. Amended: October 1991; February 1996; October 1996; October 1997, October 1998, October 1999; October, 2000 (ratified by membership March, 2001), October, 2001, October 2002, October 2003, October 2004, October 2005, October 2007

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## **ARTICLE I - Name**

The name of this organization shall be Service Employees International Union Healthcare United for Quality Care District 1199 Wisconsin. In these Bylaws, the organization shall be referred to as the District. In these Bylaws, the Service Employees International Union shall be referred to as the International. In these Bylaws, a Chapter is any collective bargaining unit as certified by state and/or federal laws.

## **ARTICLE II - Mission**

Quality Health Care, an absolute consumer right, can only be achieved by a well-represented, committed work force of health care workers who provide this vital service. To this end:

### **Section 1.**

In the proud tradition of union workers, we must struggle for justice and human dignity in our society. Within that context, as a Union of Health Care Workers, we advocate for positive changes in the health care system. We believe access to quality health care is a fundamental human right. A quality health care system is only possible where there is respect for health care workers as well as **the population they serve.**

The District should create an opportunity for us to develop as people and as health care workers. The District must be a model, which teaches us to value the democratic process, express our views, respect and resolve our differences. This will empower us to effectively advocate for ourselves and for those for whom we provide care.

Our vision is to organize and unite health care workers in Wisconsin. As we grow in our collective strength and visibility and our commitments to one another, we will be able to shape and control our working conditions through collective bargaining, contract enforcement, work place activities and political action. We must prepare ourselves for the present and for the challenges of the future.

We recognize our potential to effect positive change in our personal and professional lives and advocate for the health of our communities.

The District shall be concerned with the general welfare of its members and will deal with employers concerning grievances, labor disputes, rates of pay, hours of employment, health and safety issues and all other conditions of employment.

### **Section 2.**

The District shall provide active support and mutual aid to other organized health care employees, work to further common goals, and promote the extension of employee rights throughout the health care industry.

### **Section 3.**

The District shall promote the elimination of all discrimination on the basis of race, sex, religion, national origin, political belief, age, handicap, marital status, sexual orientation, and job category, both among its own membership and in society.

### **Section 4.**

The District Board of Directors shall work to empower all members and their Chapters.

## ARTICLE III - Membership

### Section 1. Eligibility

- A. All workers in health care facilities, agencies and related organizations shall be eligible for membership in the District, including persons employed by the District.

### Section 2. Membership Categories

Categories of membership shall be Regular Member, Member-at-Large and Retired Member.

- A. **Regular Members.** Regular members shall be persons who are employed in a Chapter represented by the District and who pay monthly dues based on their earnings, and officers employed by the District who meet these criteria when initially elected.
- B. **Members-at-Large.** Members-at-large shall be persons who are approved by the Board of Directors and who pay yearly dues or are members formerly employed in a Chapter who pay monthly dues.
- C. **Retired Members.** Retired members shall be persons who are retired from employment in a Chapter represented by the District and who pay yearly dues.

### Section 3. Rights

- A. All members in good standing shall have full benefit of the following rights of membership, except as otherwise provided in these Bylaws:
1. To vote on collective bargaining agreements directly affecting the Chapter in which the member is employed, except that members-at-large and retired members shall not vote on collective bargaining agreements. A member who is employed at worksites in two or more Chapters represented by the District and who maintains membership in each Chapter shall be entitled to vote on collective bargaining agreements at each worksite.
  2. To vote on all strike calls and strike settlements directly affecting the member as an employee, except that members-at-large and retired members shall not vote on strike calls and strike settlements.
  3. To receive such strike benefits as the District and International shall fix and determine.
  4. To vote in all District and Chapter elections in accordance with these Bylaws and Chapter bylaws.
    - a. A member with membership in two or more Chapters shall be eligible to vote only once for District Officers, Board of Directors, convention delegates and alternates and delegates and alternates to the **Annual Membership Convention**. Such members shall vote for these positions in the chapter in which they paid the greatest amount of dues in the six months prior to the election notice for such elections.
    - b. Except as otherwise provided in these Bylaws, Members-at-large and retired members shall vote in elections for District Officers and convention delegates and alternates.

5. To attend all regular and special membership meetings of the District within the provisions of these Bylaws and be entitled to vote.
  6. To be a candidate for elective office in accordance with the provisions of these Bylaws. No member who is employed by the District shall be a candidate in any election, excluding officers, nor shall any member-at-large be a candidate in any District election. However, a member who receives a stipend from the District shall not be considered an employee under this section. Retired members may only be candidates for delegate or alternate to the **Annual Membership Convention**, and the Board of Directors, as provided in these bylaws.
  7. To utilize services authorized by the District and to participate in all social, educational and cultural activities.
  8. To receive a full and fair hearing in accordance with the provisions of these Bylaws on any complaint brought by or against the member.
- B. Retired Members shall have the rights outlined in (A) above, except as otherwise provided in these Bylaws. In addition, retired members shall have the following rights:
1. To form a Retired Members Chapter of at least two or more members, which may enact rules and regulations, elect officers, and adopt programs and policies to effectuate the purposes of the Chapter, so long as the rules, regulations, programs and policies conform to these Bylaws and the policies and programs of the District;
  2. To elect delegates from the Retired Members Chapter to the **Annual Membership Convention** in accordance with the provisions of Article IX, Section 3(C);
  3. To elect member(s) of the Board or Directors to represent the Retired Members Chapter in accordance with these bylaws;
  4. To receive all District publications;
  5. To participate in all social and cultural activities; and
  6. To be reinstated to regular membership, without payment of an initiation fee, upon return to work as an employee in a chapter of the District.

#### **Section 4. Good Standing**

- A. **Members Authorizing Dues Check-off.** A member is in good standing if the member authorizes dues deduction through a system of regular payroll deduction pursuant to a contractual provision for dues check-off.
- B. **Members Paying Dues Directly.** A member not paying through payroll deduction who fails to pay dues by the 15th day of the month in which the dues become due shall be considered delinquent and upon failure to pay dues for two successive months shall not be in good standing.
- C. **Members-at-Large.** A Member-at-Large is in good standing if the member has paid the annual dues in the last twelve months.
- D. **Retired Members.** A Retired Member is in good standing if the member has paid the annual dues in the last twelve months.

- E. **Reinstatement to Good Standing.** A member delinquent in dues may be reinstated to membership by the Board of Directors on payment of all arrearage or upon payment of a reinstatement fee of \$25.00 plus the current month's dues, whichever is less. If reinstated, a delinquent member will be considered to be in good standing effective on the date of reinstatement.
- F. However, when a member is laid-off from employment or is absent from work due to employer lockout or union-authorized strike for more than twenty days in any calendar month, such member will be credited for membership dues for the period of unemployment but not to exceed six months in any calendar year.

**Section 5. Duties and Obligations**

- A. A member of the District shall have the duty and obligation to strengthen and defend the District and its membership.
- B. A member shall be encouraged to attend all general membership meetings of the District and regular and special meetings of the chapter.
- C. A member shall observe orderly procedure and decorum at all meetings.
- D. A member shall comply with decisions, which were made by the **Annual Membership Convention**, and the Board of Directors in accordance with the processes outlined in these Bylaws.
- E. A member shall abide by and carry out all the terms of the chapter's collective bargaining agreement.
- F. A member shall be encouraged to assist in organizing the unorganized and to participate in such activities as the member may be called upon to perform by the District.

**Section 6. Dues, Special Assessments and Initiation Fees**

- A. An applicant for membership in the District shall file an application with the District. To become a member of the District entitled to rights, privileges, and benefits thereof, an applicant shall pay initiation fees, if any, and the first month's dues. In lieu of the first month's dues, members-at-large and retired members shall pay the initial yearly dues.
- B. Dues shall become due and payable on the fifth day of the month, or the specific date provided in the collective bargaining agreement.
- C. Except for members-at-large and retired members, dues shall be based on the member's hourly base wage and the full time equivalent (FTE) assigned to the member's position.
- D. All dues, initiation fees and assessments, if any, shall be paid to the District. The District shall pay appropriate per capita to the International. The District shall make appropriate payments to strike funds, as provided by the policies of the District.
- E. Dues Increases. The Board of Directors, the **Annual Membership Convention** and a vote of the membership shall approve any increase in dues. In the event that the Board recommends an increase in dues, the increase shall not be effective unless the **Annual Membership Convention** votes to approve the dues increase and the increase is approved by a secret ballot referendum of the membership of the District conducted in conformity with applicable law and certified by the District's Election Board. If the majority of the

- members voting approves the dues increase, the dues schedule shall be effective immediately or as soon as can be initiated by the District.
- F. Special Assessments. In the event that the Board of Directors determines that a special assessment is necessary, the Board shall set the special assessment and immediately submit the assessment to a vote of the membership of the District in a secret ballot referendum conducted in conformity with applicable law. If a majority of members voting in the referendum approves the special assessment, the special assessment shall go into effect immediately.
  - G. A schedule of dues, initiation fees and assessments, if any, shall be attached to these Bylaws in Appendix A.

## **ARTICLE IV - Officers**

### **Section 1. Officers**

The Officers of the District shall be President, Vice President, Secretary, and Treasurer

### **Section 2. President**

The President shall:

- A. Preside over meetings of the Board of Directors, Executive Committee of the Board of Directors, Annual Meeting and the **Annual Membership Convention**;
- B. Appoint members of the Election Board and members of all committees, including special committees, subject to the approval of the Board of Directors;
- C. Be a member of all committees-with full voting privileges but not counted for quorum;
- D. Appoint, hire and fire permanent and probationary staff, subject to approval of the Executive Committee of the Board of Directors or Board of Directors, as necessary to carry out the objectives of the District;
- C. Provide for the maintenance of a state headquarters and for making the headquarters the center of all activities of the District, including such work of the Board and of the District as may be deemed expedient;
- F. Provide for the payment of legitimate expenses;
- G. Provide for the proper care of all assets of the District;
- H. Be responsible for the labor relations activities regarding employees of the District, subject to the approval of the Board of Directors;
- I. Represent the District before the public, either personally or through designees;
- J. Provide reports on the operations of the District to the Board of Directors;
- K. Appoint representatives and delegates to conventions and meetings to which the District is not required by applicable law, these Bylaws or other bylaws to elect representatives and delegates, subject to the approval of the Board of Directors;
- L. Be bonded; and
- M. Perform other duties as may be assigned by the Board of Directors and all other functions usually attributed to the office of President.

### **Section 3. Vice President**

The Vice President shall:

- A. Preside over meetings of the Board of Directors, the Executive Committee of the Board of Directors, the Annual Meeting and the **Annual Membership Convention** in the absence of the President;
- B. Represent the District before the public;
- D. Be bonded; and
- E. Perform other duties as may be assigned by the President or the Board of Directors.

#### **Section 4. Secretary**

The Secretary shall:

- A. Keep accurate minutes of all meetings of the Board of Directors, Executive Committee of the Board of Directors and **Annual Membership Convention**;
- B. Assist the President with correspondence;
- C. Prepare a summary of minutes of all Board of Directors meetings and a summary of minutes of all Executive Committee of the Board of Directors meetings since the last **Annual Membership Convention** for presentation to the **Annual Membership Convention**;
- D. Notify the International of the Names and Addresses (with zip codes) of all officers elected to office within 15 days after the election.
- E. Be bonded; and
- F. Perform other duties as may be assigned by the President or the Board of Directors.

#### **Section 5. Treasurer**

The Treasurer shall:

- A. Safeguard the funds of the District and be responsible for the investment and disbursement of funds upon authorization of the Board of Directors;
- B. Oversee the preparation of the biennial budget, collection of dues, fair share assessments and other income;
- C. Keep accurate records of receipts and disbursements;
- D. Be bonded;
- E. Submit an annual written report to the membership;
- F. Submit a summary of monthly receipts and disbursements to the Board of Directors;
- G. Provide a report to each meeting of the Board of Directors and **Annual Membership Convention**;
- H. Keep the President and the Board of Directors informed of the financial conditions of the District;

- I. Send to the International an accurate record of all dues payments and other revenue, and forward to the International Secretary-Treasurer the correct names and addresses and Social Security or social insurance numbers of all members initiated or readmitted, and all others persons from whom revenue is derived, as well as those not in good standing because of nonpayment of dues or for any other cause; also a correct list of those to take transfer or with drawl cards. The proper zip code shall be included for each address.
- J. Forward to the International Secretary-Treasurer copies of all annual reports and copies of all financial reports setting forth a statement of assets and liabilities and a statement of receipts and disbursements, which are required by law; and
- K. Perform other duties as may be assigned by the President or Board of Directors.

**Section 7. Term of Office**

- A. The President, Vice President, Secretary and Treasurer shall serve for a term of three years beginning on July 1 or until their successors are elected. If a successor has not been elected by October 1, a vacancy shall be declared.
- B. The three-year election cycle shall begin in 2006 with the election of the President and Treasurer in the first year of the cycle. The Vice-President and Secretary shall be elected in the second year of the cycle. There shall be no election of officers in the third year of the cycle.

**Section 8. Vacancy**

In the event of a vacancy in the office of the President, the Vice President shall succeed to the office of President for the remainder of the term or the duration of the vacancy whichever shall occur first. In the event of vacancy in any other office, the President shall appoint, with approval of the Board of Directors, a replacement to serve the remainder of the term or the duration of the vacancy. In the event of concurrent vacancies in the offices of President and Vice President, a special election shall be held to fill the vacancies within sixty (60) days.

**ARTICLE V - Board of Directors**

**Section 1. Composition**

The members of the Board of Directors shall be the officers of the District and members of the Board of Directors elected to represent the chapters.

**Section 2. Chapter Members of the Board of Directors**

- A. **Election.** Members in each chapter who are in good standing shall elect, by secret ballot, and for a term of not less than one (1) year but not greater than three (3) years, one (1) member of the Board of Directors, plus one (1) additional such member for each whole multiple of 200 members in good standing in the chapter.

- B. **Term.** The term of office of a member of the Board of Directors shall be three (3) years. However, any Board member with two or more unexcused absences, in a rolling twelve (12) month period, shall be reviewed by the Board of Directors for possible removal from office. The Board of Directors shall have the authority to remove from office, any Board member so reviewed, by a two-thirds vote.
- C. **Vacancies.** When vacancies arise on the Board of Directors, the chapter will nominate a member in good standing and the President shall then appoint the nominee to the Board of Directors to serve until the next annual Board of Directors election cycle. At the next election cycle, a replacement Board member shall be elected to finish the term.
- D. **Subdivision or Merger of Chapters.** When a chapter is subdivided into two (2) or more chapters, or two (2) or more chapters are merged into a single chapter due to the creation of a new employer, the Election Board must conduct a special election to fill all the BOD positions according to the provisions in Article V, Section 2(A). The special election must be held within sixty (60) days of the receipt of the request. One request from one (1) member in good standing from each of the new chapters shall be an adequate request.
- E. **Newly Organized Chapters.** Newly organized chapters without a Collective Bargaining Agreement in effect may elect one (1) non-voting representative to a term not to exceed one (1) year. The Board of Directors may authorize an extension of this term.

### **Section 3. Power and Duties**

The Board of Directors shall:

- A. Manage the affairs of the District in accordance with the policies established by the Annual Membership Convention;
- B. Approve a bi-annual budget;
- C. Approve or disapprove the hiring and firing of the Executive Director, upon recommendation of the President;
- D. Establish the salary and expenses of the President and the Executive Director, upon recommendation of the Executive Committee of the Board of Directors and Finance Committee;
- E. Approve or disapprove all actions of the President in regard to labor relations activities regarding employees of the District;
- F. Decide questions concerning interpretation of these Bylaws between meetings of the Annual Membership Convention;
- G. Invest the surplus funds of the District solely for the benefit of the members, in accordance with the principles set forth in these Bylaws;
- H. Appoint alternates to the Annual Membership Convention whenever there is a vacancy, provided that the only Board members who may vote to appoint alternates

shall be the Board member or members from the same chapter as the delegate or alternate needing replacement and that the provisions of Article XI, Section 6(I) have been effectuated.

- I. Recruit members to participate in union activities at the District level.
- J. Consider and act upon requests from Chapters to meet their needs.

#### **Section 4. Meetings**

- A. The Board of Directors shall hold at least four (4) regular meetings per year, with a regularly scheduled date, time and place. Written notice of regular Board meetings shall be mailed to Board members at least 10 days prior to the meeting date.
- B. Special meetings may be called by the President or at the request of twenty-five percent of the Board of Directors or Executive Committee of the Board of Directors provided written notice is mailed to each member at least 7 days prior to the meeting date.
- C. **In unusual circumstances, teleconference meetings may be called by the President provided notice is e-mailed and telephone messaged to each member at least twenty-four (24) hours prior to the meeting date.**

#### **Section 5. Quorum**

Ten elected Board Members and Officers shall constitute a quorum.

#### **Section 6. Immediate Past President**

- A. The Immediate Past President shall advise the Board of Directors and assist the President at the President's request.
- B. The Immediate Past President may be a member of the Board of Directors without voting privileges.
- C. The Immediate Past President shall serve no longer than one year in office.

### **ARTICLE VI - Executive Committee of the Board of Directors**

#### **Section 1. Composition**

The Executive Committee of the Board of Directors shall consist of the officers of the District: President, Vice President, Secretary, Treasurer, and; one member of the Board selected from the chapters bargaining under SELRA, one member of the Board selected from the chapters bargaining under WEPA, one member of the Board selected from the chapters bargaining under MERA, and two members of the Board selected from **two different employers** bargaining under the NLRA..

The members of the Executive Committee of the Board of Directors from the Chapters bargaining under the various labor laws shall be selected at the **Annual Membership Convention** and shall serve for one year terms beginning **with the Annual Membership Convention where elected** and ending **with the next Annual Membership Convention**. They may serve more than one consecutive term.

#### **Section 2. Powers and Duties**

The Executive Committee of the Board of Directors shall:

- A. Manage the affairs of the District in accordance with the policies established by the **Annual Membership Convention** between meetings of the Board of Directors;
- B. Shall make personnel policies and decisions regarding hiring, firing, and evaluation of employees of the District and the handling of member complaints about employees;
- C. Represent the District in collective bargaining regarding employees of the District.

All transactions of this committee shall be reported in full at the next meeting of the Board of Directors and be subject to the approval of the Board of Directors.

### **Section 3. Meetings**

The Executive Committee of the Board of Directors shall meet monthly and at the call of the President. The Executive Committee of the Board of Directors may conduct business by teleconference.

### **Section 4. Quorum**

Four (4) members of the Executive Committee of the Board of Directors shall constitute quorum.

## **ARTICLE VII - Executive Director**

In the event that the Board of Directors chooses to employ an Executive Director as chief of staff, the following provisions apply:

- A. The Executive Director will perform such duties as the President, Executive Committee, and the Board of Directors may assign to implement policies and procedures of the District. Between Board meetings, the Executive Director shall be answerable to the President;
- B. The Executive Director shall not have final responsibility for financial decisions or other executive functions, but shall implement all policies and procedures set by the Board of Directors in accordance with applicable law; and
- C. The Executive Director shall attend conventions as directed by the President, but shall always be in an ex-officio, non-voting status.

## **ARTICLE VIII - Annual Meeting**

### **Section 1. Date:**

The District shall have an Annual Meeting **between September 15 and November 15.** The Board of Directors will determine the time and place of the Annual Meeting.

**Section 2. Notice:**

Written notice of the Annual Meeting stating the place, day and hour of the meeting, shall be mailed to each member **thirty days prior to the scheduled annual meeting date.** The notice shall include a meeting agenda prepared by the President or designee of the President. Such notice shall be deemed to be given when deposited in the United States mail, with postage prepaid, addressed to each member at her/his address as it appears on the records of the District.

**Section 3. Purpose:**

Each Annual Meeting will attempt to provide: professional growth opportunities, opportunities for the exchange of ideas between members from different Chapters, and such other purposes as may be beneficial to the District.

**Section 4. Attendance:**

Members from each Chapter are encouraged to use contractual language and/or personal leave days to attend the District's Annual Meeting including the **Annual Membership Convention.** Each member should give adequate advance notice to his or her employers to attend the Annual Meeting.

## **ARTICLE IX – Annual Membership Convention**

**Section 1. Powers of the Annual Membership Convention**

The **Annual Membership Convention** is the democratic body with the greatest authority over policy of the District. The **Annual Membership Convention** shall be the legislative and policy forming body of the District. Powers not reserved to other specific groups shall be vested in the **Annual Membership Convention.**

- A. The **Annual Membership Convention** shall set policy directions for the District by enacting resolutions and policy directives for the Board of Directors. These resolutions and policy directives may include but are not limited to the appropriation of money.
- B. The **Annual Membership Convention** shall receive reports of committees and act on recommendations of the committees.
- C. The **Annual Membership Convention** may adopt rules governing the operations of the District and meetings.
- D. The **Annual Membership Convention** will receive and review the biennial budget as approved by the Board of Directors.

- E. The **Annual Membership Convention** has the power to amend the bylaws in accordance with Article XVIII.

## **Section 2. Annual Meeting of the Annual Membership Convention**

The **Annual Membership Convention** will meet at least once a year during the District's Annual Meeting. If the **Annual Membership Convention** does not conclude its business, it may adjourn and reconvene at a time, date and place other than at the Annual Meeting. In this case written notice of the reconvened meeting of the **Annual Membership Convention**, stating the place, day and hour of the meeting, shall be mailed to each delegate at least 15 days in advance of the meeting.

## **Section 3. Delegates to the Annual Membership Convention**

- A. Members in good standing in each chapter shall elect by a secret ballot for a term of one (1) year, one (1) delegate plus an additional such delegate for each whole multiple of thirty (30) of the number of members in good standing in the chapter. Their term shall begin on **September 1**.
- B. Officers and members of the Board of Directors of the District shall be automatic delegates to the **Annual Membership Convention**.
- C. Members of the Retired Members Chapter in good standing shall elect by secret ballot one (1) delegate plus one (1) delegate for each thirty (30) members in good standing.
- C. Each delegate shall be entitled to one (1) vote upon each matter submitted to a vote at the **Annual Membership Convention**.
- D. Delegates may vote in person only. Alternates may only vote in the absence of the elected delegate.
- E. Newly Organized Chapters without a Collective Bargaining Agreement in effect may elect non-voting representatives using the same formula as in A above.

## **Section 4. Quorum for the Annual Membership Convention**

A majority of the delegates shall constitute a quorum of the **Annual Membership Convention**.

## **Section 5. Financial Decisions of the Annual Membership Convention**

Any matter involving the obligating of money or an increase in dues will require a call of quorum before the vote can be taken.

## **Section 6. Proceedings of the Annual Membership Convention**

- A. The President shall appoint a parliamentarian.

- B. A resume of proceedings and standing committee reports shall be published in an official publication of the District. The Secretary will be responsible for publishing summaries of such reports.

### **Section 7. Special Meetings of the Annual Membership Convention**

Special meetings of the Annual Membership Convention may be called by the President, the Board of Directors or by delegates having twenty-five percent of the votes entitled to be placed at a meeting.

Written notice of the meeting, stating the place, day and hour of the meeting, shall be mailed to each delegate at least 15 days in advance of the meeting. The purpose(s) for which the meeting is called shall be included in the meeting notice.

## **ARTICLE X – Committees of the District**

### **Section 1. Standing Committees**

The standing committees of the District shall be: Finance, Arbitration and Bylaws; Social & Economic Justice Committee. Standing committees shall be composed of no less than five (5) members

#### **A. Finance Committee**

The Finance Committee shall:

1. work with the Treasurer to prepare the biennial budget;
2. monitor the budget;
3. ensure that a biennial audit is conducted by a certified public accountant and a mid term review of the finances is done in the year when the audit is not done;
4. review the monthly financial statements of the District;
5. report to the Annual Membership Convention on the bi-annual audit;
6. oversee the categorization of chargeable and non-chargeable expenses;
7. approve disbursements as authorized by policy and/or by the Board of Directors; and
8. recommend policies and procedures regarding finances to the Board of Directors.

#### **B. Arbitration Committee**

The Arbitration Committee shall:

1. Establish criteria for reviewing grievance and interest cases to determine appropriateness for arbitration;
2. Make a determination whether or not a case should proceed to arbitration;
3. Determine appropriateness of legal action and whether or not to proceed for Unfair Labor Practice or Prohibited Practice cases; and
4. Provide notification to grievant(s) and/or chapter(s), as appropriate, of Committee decisions.

#### **C. Bylaws Committee**

The Bylaws Committee shall:

1. suggest and receive proposed amendments or revisions to the District bylaws;
2. report proposed amendments or revisions to the Board of Directors; and
3. submit proposed amendments or revisions to the **Annual Membership Convention** for action.

#### **D. Social & Economic Justice Committee**

The Social & Economic Justice Committee shall:

1. Identify and recommend key issues impacting the local/state/national/international community related to economic/social justice.
2. Present recommendation to the Board of Directors for approval of issues
3. Committee will educate members about economic/social justice issues.
4. Committee will solicit communication from staff, District lobbyist, and SEIU Political education Director around these issues.

#### **Section 3. Committee Members**

Members shall be appointed by the President, with the approval of the Board of Directors, and shall serve for the duration of the term of the President. Chairs of committees shall be elected by the members of committees.

#### **Section 4. Committee Meetings**

Unless otherwise specified in these bylaws, committees shall meet at the call of the committee chair or the President as necessary to carry out their responsibilities. A majority of the members of a committee shall constitute a quorum. Committees may do business by mail or by telephone.

Unless otherwise provided by these Bylaws, no committee or policymaking body shall hold executive sessions. However, the Board of Directors, the Executive Committee, and the Finance may hold executive sessions. No committee of the District may exclude members of the District from deliberations except during executive sessions.

#### **Section 5. Committee Reports**

The chair of each standing committee shall submit a written report to each meeting of the Board of Directors and to the **Annual Membership Convention** . Chairs of special committees shall report as requested by the President.

#### **Section 6. Additional Committee Duties**

In addition to duties specified in these Bylaws, standing committees shall fulfill such duties as may be assigned by the Board of Directors.

#### **Section 7. Special Committees**

The President and/or the Board of Directors may create special committees as necessary.

## **ARTICLE XI - Election Board**

### **Section 1. Composition**

The Election Board shall consist of at least five (5) members but not more than nine (9) members appointed by the President, subject to the approval of the Board of Directors, no later than the month of January immediately following the election of the President.

- A. Members of the Election Board:
  - 1. must be a member of the District in good standing for not less than one (1) year;
  - 2. may not be members of the incumbent Board of Directors, Finance Committee or employees of the District; and
  - 3. shall not be a candidate for any office at the District level.
- B. To promote democratic representation, there shall be no more than two members from any chapter.
- C. The term of office of Election Board members shall be no longer than two (2) years, unless the member is re-appointed. The first time that this Article is implemented, the President shall appoint two (2) members for terms of one (1) year and three (3) members for terms of two (2) years. Thereafter, terms shall be staggered.
- D. The Election Board shall designate a chair and a secretary.

### **Section 2. Duties**

The Election Board shall:

- A. Conduct nominations and elections, special elections as necessary, dues referendums and any other district-wide referendums or elections, in accordance with these bylaws and applicable law;
- B. Establish safeguards to ensure fair and democratic elections;
- C. Validate the qualifications of nominee for candidacy;
- D. Tabulate the results, certify the election and report the outcome of the election to the Board of Directors;
- E. Establish, review and update election procedures to conform to policies, bylaws and applicable laws;
- F. Recommend policies to the Board of Directors regarding conduct of elections and referendums.

### **Section 3. Candidate Eligibility**

- A. **District Officer, Board of Directors, and Convention Delegate and Alternate.** A candidate for District Officer, Board of Directors or Convention Delegate or Alternate must be a member in good standing for at least one (1) year prior to the nomination deadline. The Election Board may waive this requirement for candidates from chapters organized less than one (1) year prior to the nomination deadline. It may also waive the requirement when there is no candidate nominated for the position who meets the requirement. However, in the case of such a waiver, the Election Board must notify all members entitled to nominate for the office that the requirement has been waived and must re-open nominations.
- B. **Chapter Delegate to Annual Membership Convention and Alternate.** A candidate for delegate or alternate to the Annual Membership Convention must be a member of the District in good standing as of two (2) weeks prior to the nomination deadline.
- C. **Member of District Hearing and Appeals Board.** A candidate for member of the District Hearing and Appeals Board must be a member of the District in good standing for one (1) year prior to the nomination deadline.
- D. No members convicted of a felony as defined in Section 504 of the Landrum-Griffin Act shall, in accordance with the provisions of applicable law, be eligible to hold office in the District.

**Section 4. Nominations**

- A. **Nominating Petitions for District-wide Elections.**
  - 1. The Election Board shall make available to all members, nomination petitions for all open positions for District-wide Elections.
  - 2. Nominating petitions shall be submitted to the Election Board at least 30 days prior to conducting the election.
- B. **Signatures Required for District-wide Elections**
  - 1. **District Officers.** A nominating petition for a candidate as a District Officer shall require twenty (20) signatures of members in good standing of the District as of two (2) weeks prior to the nomination deadline.
  - 2. **District Board of Directors.**
    - a. A nominating petition for a the District Board of Directors shall require the signatures of not less than five (5) members in good standing in the chapter from which the candidate seeks election as of two (2) weeks prior to the nomination deadline.
    - b. In chapters with less than five (5) members in good standing a nominating petition shall require the signature of one member in good standing as of two (2) weeks prior to the nomination deadline.

3. **District Hearing and Appeals Board.** A nominating petition for a candidate as member of the District Hearing and Appeals Board shall require the signatures of five (5) members in good standing from the District as of two (2) weeks prior to the nomination deadline.
  4. **Chapter Delegates and Alternates to Annual Membership Convention.** A nominating petition for a candidate from the Chapter as a delegate to the Annual Membership Convention shall require the signature of one (1) member in good standing from the chapter represented as of two (2) weeks prior to the nomination deadline.
  5. **SEIU International Convention Delegates and Alternates.** A nominating petition for a candidate as SEIU International Convention Delegate or Alternate shall require twenty (20) signatures of members in good standing of the District as of two (2) weeks prior to the nomination deadline.
  6. There shall be self-nomination for office.
- C. All nominees shall either be certified for candidacy by the Election Board or notified in writing of the reasons for disqualification no later than 7 days after the close of nominations.
  - D. Nominees shall accept the nomination in writing in order to appear on the ballot. A nominee who signs his/her own petition shall be considered to have met this requirement.

## **Section 5. Candidate Procedures**

- A. Every bona fide candidate for office shall have the right, once within the thirty (30) days prior to the election in which the member is a candidate, to inspect the list containing the names and last known addresses of all members entitled to vote for the office for which the member is a candidate.
- B. Each candidate for a District office shall be encouraged to prepare a statement of qualifications and a platform statement. Each of the two statements shall not be longer than two hundred (200) words. Each candidate for District Board of Directors or SEIU convention delegate shall be encouraged to prepare a statement of no more than fifty (50) words. These statements shall be included in a "Voter's Pamphlet" and shall be mailed to members at the expense of the District.
- C. No candidate or supporter of a candidate for any office in the District may solicit or accept financial support, directly or indirectly, from any non-member of the District.
- D. Any candidate shall have the right to have an observer present at the counting of the ballots, at the polls and as otherwise provided by applicable law.
- E. The District will comply with a request made at a reasonable time of any candidate for a District Office to distribute campaign literature by mail or otherwise at the candidate's expense. If the District distributes campaign literature at the expense of the District,

the same opportunity to distribute at the expense of the District must be made available to all candidates. In addition, the Election Board shall notify all candidates of the time, procedures and costs for mailing of campaign literature.

- F. The District shall refrain from discrimination in favor of or against any candidate.

## **Section 6. Election Procedures**

- A. All members shall be notified of the election procedures at least thirty (30) days prior to conducting the election.
- B. The general election for District Officers, District Board of Directors, members of the District Hearing and Appeals Board and Chapter delegates and alternates to the District's **Annual Membership Convention** shall be completed by no later than June 15.
- C. Ballots shall be counted by no later than June 15 and all candidates shall be notified of the results of the election within one (1) week of the election.
- D. International Convention Delegates and Alternates shall be elected by special election within the six (6) months prior to the convention **and shall take office thirty (30) days prior to the convention.**
- E. Vote Required To Elect.
  - 1. All District Officers shall be elected by a majority of members voting.
  - 2. All other offices and positions shall be filled by election by the highest number of votes of members voting.
- F. Run-off Election.
  - 1. If no candidate for an office requiring a majority receives a majority of votes, a run-off election shall be held within forty-five (45) days to fill the vacant office. In such a run-off election, the two (2) candidates who receive the highest total number of votes shall be placed on the run-off ballot. In the run-off election the candidate receiving a majority of the votes cast shall be declared elected.
  - 2. The term of an incumbent officer whose office is involved in a run-off election shall be extended from June 30 until the election of a successor to the office.
- G. If only one candidate is nominated for an office, the candidate shall be declared without further procedures. District officers, members of the District's Board of Directors, members of the District's Hearing and Appeals Board shall all take office on July 1.

Chapter delegates to the District's **Annual Membership Convention** shall take office on **September 1.**

- H. No write-in or proxy voting shall be allowed.

- I. The Election Board shall ensure that ballots and all other records pertaining to the election shall be preserved as required by applicable law.
- J. In elections of **Annual Membership Convention** and SEIU International convention delegates, there shall be elections for alternates. The following procedures apply to the election of alternates:
  1. If an alternate delegate to the **Annual Membership Convention** or a convention is elected, the Election Board shall appoint the alternate to serve in the position of delegate for the duration of the term if the elected delegate resigns the position or is otherwise unable to serve the entire term.
  2. In the event that no alternate is elected, the Election Board shall appoint the runner-up for the delegate position to serve the duration of the term.
  3. In the event that these procedures do not result in the appointment of an alternate by the Election Board, appointments of alternates to replace delegates to the **Annual Membership Convention** shall be handled according to the provisions of Article V, Section 3(H) and appointment of alternates to replace elected convention delegates shall be handled according to the provisions of Article IV, Section 2(K).

#### **Section 7. Vacancies**

In the event the election procedures described above do not result in the Chapter having all of its delegate positions filled, the District Board members from that Chapter may sign a statement to the District Secretary appointing members to fill the vacant RA delegate positions. Such statement must be received by the District Secretary and presented to the Executive Committee for their verification at their October meeting.

#### **Section 8. Appeals**

A member not satisfied with a ruling of the Election Board may petition the President of the District within fifteen (15) days after the ruling. Such appeals shall be immediately referred by the President to the chair of the Election Board for consideration by the Election Board. Once the Election Board makes a decision, a member still not satisfied may file a complaint under Article XII.

### **ARTICLE XII - District Hearings and Appeals Board**

#### **Section 1. Objective**

It is the objective of the District to provide a democratic and orderly procedure for its members in order to hear and determine complaints brought by or against a member, officer or member of the Board of Directors.

The following shall be the grounds for complaints: disloyalty to the District; incompetence; corrupt or unethical practices; dual unionism; conduct calculated to bring the District into disrepute; violation of the District Bylaws or the constitutions and bylaws of SEIU; failure to enforce the

collective bargaining agreement; violation of District decisions; scabbing; strike breaking or violation of wage or work standards established by the District.

## **Section 2. Procedures**

In order to ensure members protection from the filing of frivolous charges the following procedures shall apply: The District shall elect a District Hearings and Appeals Board which shall consist of no more than nine (9) members and no less than five (5) members. There shall be no more than two (2) members from any chapter represented on this Board. They shall serve terms of two years, taking office on July 1. In the event of vacancy(ies) due to death, resignation, or no candidates accepting nomination for the Hearing and Appeals Board from appropriate chapters, the President shall fill the vacancy by appointment of member(s) in good standing from appropriate chapters for no greater than one (1) year term with the approval of the Board of Directors.

- A. Any member in good standing may file a complaint.
  - 1. The complaint must be in writing.
  - 2. The complaint must specify the events or acts, in detail, which the charging party believes constitute a basis for charges and must state which subsection(s) of Section 1 of this Article or Section 1 of Article XVII of the International Constitution the charging party believes has been violated. The complaint must include the time, place and circumstances of the misconduct alleged. No charges may be filed more than six months after the charging party learned, or could have reasonably learned, of the act of acts which are the basis of the charges.
  - 3. The complaint must be filed in duplicate with the President and the Chair of the District Hearing and Appeals Board.
- B. Members prosecuting a complaint and members defending against a complaint must appear personally at the hearing on the complaint. Members may select another member of the District to act as spokesperson in presenting evidence and argument.
- C. At the hearing, a member defending against a complaint has the right to offer testimony and evidence, including his or her own testimony, and to confront and cross-examine witnesses against him or her.
- D. The Board shall elect chairperson(s) and a secretary.
- E. If a member prosecuting a complaint or defending against a complaint fails to appear at the hearing, the Board may proceed in the absence of the member.
- F. The decision of the Board shall be in writing and shall require a majority vote.
- G. A majority of members of the Board shall constitute quorum.
- H. Members of the Board who are directly or indirectly involved in the subject matter of the hearing shall recuse themselves from all proceedings on the complaint.

- I. No person employed by the District shall serve on the Board, but employees may provide assistance to the Board at the request of the Board.
- J. In the event that the Board believes that legal counsel from outside the District is needed, the Board must receive prior approval from the District Board of Directors to retain counsel.
- K. If the charges are not specific, the Board may dismiss the charges, either before or at the hearing, but the charging party shall have the right to re-file more detailed charges which comply with this section.
- L. Within sixty (60) days of the filing of a complaint, the Board shall hold a full and fair hearing on the complaint, provided that the member complained against shall have at least three (3) weeks notice of the date and place of the hearing.
- M. The Board shall prepare a written summary of the hearing, including all complaints and the defenses, which shall be available to all members of the District in good standing.
- N. Within fifteen (15) days of the hearing, the Board will present its decision to the parties.
- O. It shall be a condition of continuation of membership in the District that a member must exhaust all remedies provided in these Bylaws and that the member will not file or prosecute any action in a court, tribunal or other agency until these remedies have been exhausted.

### **Section 3. Appeal from Decisions of the District Hearing and Appeals Board**

Appeal from a decision of the District Hearing and Appeals Board shall be conducted according to procedures provided by the Constitution and Bylaws of SEIU, whichever Constitution and Bylaws are applicable at the date of the decision.

### **Section 4. Appeals From Chapter Hearings**

As provided in Article XIV, chapters may elect hearing boards to hold hearings on violations of chapter bylaws. Decisions of chapter hearing boards may be appealed to the District Hearing and Appeals Board as follows:

- A. To appeal a decision of a chapter hearing board, a party must make a request in writing to the President of the District not later than fifteen (15) days from the date of mailing of the decision of the board. Upon receipt of a timely appeal, the President shall convene the District Hearing and Appeals Board within sixty (60) days. Notice of the hearing date, time and place shall be sent to the parties involved not later than three (3) weeks prior to the date of the hearing.
- B. In such appeals, the review by the District Hearing and Appeals Board shall be limited to deciding (1) whether the hearings were held in conformity with these Bylaws and the chapter bylaws and, if so, (2) whether the decision rendered was fair and reasonable.

- C. If the Board decides that the hearing was not held in conformity with these Bylaws and chapter bylaws, it may dismiss the complaint, or in the alternative, order a new hearing.
- D. If the Board decides that the hearing procedures were proper but that the decision of the chapter board was not reasonable or fair, the Board may modify or reverse the decision.
- E. The decision of the Board shall be rendered within fifteen (15) days from the date of conclusion of the appeal and shall be forwarded to the parties and the President of the District.

## **ARTICLE XIII - Strike and Defense Fund Board of Trustees**

### **Section 1. Objective**

As long as District 1199W/UP chooses to have a Strike and Defense Fund at the district level, a Board of Trustees shall be established to have oversight functions and the funds shall be segregated funds with separate bookkeeping.

### **Section 2. Composition**

The President and Treasurer of the district shall be members of the Board of Trustees. The President shall appoint 5 additional members subject to the Board of Directors' approval at a regular meeting of the Board. The make up of this committee shall include members from the public and private sectors, including 1 each from Meriter Hospital, University of Wisconsin Hospital and Clinics Authority (UWHCA), and the Professional Patient Care Unit (PPCU), and 2 others representing the membership.

### **Section 3. Term of Appointment**

The terms of the committee members shall be for a term of 1-2 years beginning July 1 expiring in a year opposite of the two officers.

### **Section 4. Duties**

- A. Recommend policies to the Board of Directors regarding rate of contributions, deposits, investment, and disbursement of funds;
- B. Establish procedures and guidelines and make decisions about depositing, investing, and dispersing the funds within the parameters of policies established and approved by the Board of Directors;
- C. Give the Board of Directors a quarterly financial report; and
- D. Establish an appeal process for requests for funds, which are denied.

## ARTICLE XIV - Chapter Governance and Leadership

### Section 1. Bylaws

Chapters may establish their own bylaws, conforming to these Bylaws and the constitutions and bylaws of SEIU.

### Section 2 Leadership

- A. **Chapter leaders.** Members in good standing in each chapter may elect chapter leaders for the purpose of carrying out the functions of the chapter. The number of leaders shall be based on the size, location of worksites, and the number of chapter members. Nominations for chapter leadership positions shall be posted in a conspicuous place at the worksite for at least fifteen (15) days prior to the election, unless the bylaws of the chapter provide for a longer period of notice.

#### **Duties of chapter leaders:**

To the best of their abilities, chapter leadership shall:

1. Hold and attend chapter meetings on a regular basis;
  2. Recruit membership at the work site, contacting new permanent employees, familiarizing them with the activities of the District and enrolling them as members, if possible;
  3. Act as a spokesperson at labor/management meetings and report accurately the feelings, interests and concerns of the represented workers;
  4. Educate represented workers on issues concerning workers' rights, health and safety, the collective bargaining agreement, negotiations, the grievance procedure and chapter business or procedures;
  5. Try to resolve differences between members over issues which may adversely affect the functioning and unity of the chapter or District; and
  6. Recruit members to participate in union activities at the chapter and District level including membership drives, chapter committee work, contract negotiations and the like.
- B. **Grievance Representatives.** Unless chapter bylaws require election of grievance representatives, chapter leaders may appoint grievance representatives.

#### **Duties of grievance representatives** Grievance representatives shall:

1. Be trained in grievance procedure.
2. Agree to fairly represent and assist members in the grievance process (all bargaining unit employees) without discrimination on the basis of race, creed,

national origin, sex, age, sexual orientation, political beliefs or disability, in understanding the collective bargaining agreement;

- C. Worksite Leaders.** Each Chapter may provide for the election and/or appointment of worksite leaders.

**Duties of worksite leaders** To the best of their abilities, worksite leadership shall:

1. Hold and attend worksite meetings on a regular basis;
2. Recruit membership at the work site, contacting new permanent employees, familiarizing them with the activities of the District and enrolling them as members, if possible;
3. act as a spokesperson at labor/management meetings and report accurately the feelings, interests and concerns of the represented workers;
4. educate represented workers on issues concerning workers' rights, health and safety, the collective bargaining agreement, negotiations, the grievance procedure and chapter business or procedures;
5. try to resolve differences between members over issues which may adversely affect the functioning and unity of the chapter or District; and
6. Recruit members to participate in union activities at the worksite, chapter and District level including membership drives, chapter committee work, contract negotiations and the like.

### **Section 3. Chapter Hearing Boards**

Each chapter may elect a chapter hearing board and hold hearings on violations of chapter bylaws in accord with the provisions of these Bylaws and chapter bylaws.

### **Section 4. Bargaining Teams and Bargaining Proposals**

Bargaining teams will be elected and will consist of an appropriate number. If the chapter seeks financial support from the District for bargaining team expenses, the chapter must seek prior approval for all such expenses.

Bargaining proposals must be approved by two-thirds majority of the bargaining team.

### **Section 5. Strike Authorizations**

Authorization for a strike must be by a secret ballot vote of members in good standing in the bargaining unit. Before a strike vote is taken, there must be notice to the President and Executive Director of the intent to hold a vote. The District Board of Directors shall be polled within 72 hours of the results of such vote to approve a strike. Total votes in favor of authorizing a strike must equal at least 50% plus 1 of the total number of employees in the bargaining unit.

### **Section 6. Strike Terminations**

Any proposal to settle or terminate a strike shall require approval of the membership involved at a meeting duly called to consider the matter and voted on by secret ballot.

**Section 7. Contract Ratification**

Contracts will be ratified by a majority of members voting by secret ballot in the chapter.

**ARTICLE XV - Affiliation**

The District may affiliate with another union by a vote of fifty percent (50%) plus one (1) of those voting. An affiliation election must be held by direct mail secret ballot to the entire membership. If the majority of members voting vote to affiliate with another union, these Bylaws will automatically be modified in accordance with the affiliation.

**ARTICLE XVI - Convention Delegates**

**Section 1. Number of Delegates**

The number of delegates to conventions of the International and other similar conventions shall be determined in accordance with the applicable constitutions and bylaws.

**Section 2. Officers as Delegates**

All officers of the District shall be delegates to such conventions during their term of office.

**Section 3. Additional Delegates**

Election of additional delegates and alternates shall be conducted in accordance with applicable law and applicable constitutions and bylaws. Such delegates and alternates shall serve terms of two (2) years or until they have attended the convention to which they were elected.

**ARTICLE XVII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the District in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules of order that the District may adopt and applicable law.

**ARTICLE XVIII - Amendments**

These Bylaws may be amended at any regular or special meeting of the **Annual Membership Convention** of the District by a two-thirds vote of the delegates voting.

Proposed amendments shall be submitted to the Chair of the Bylaws Committee by August 15, shall be described in the call to convention, and shall be provided to all delegates to the **Annual Membership Convention** no later than information provided to the delegates pursuant to Article VIII, Sec. 2.

### **Appendix A. – Membership Dues**

The entire membership of the District sets the dues. The current dues were approved in 2001 and are based upon the following formula:

Each member shall pay monthly an amount equal to two (2) times their hourly rate of pay multiplied by the full time equivalent (FTE) of record for their position, or \$12.00 whichever is greater.

Members who do not have an FTE associated with their position (i.e. because they work a minimum number of hours, or are considered “pool”, or their employer does not use the term FTE, etc.) will have their dues figured based upon the average number of hours per payroll period that they worked during the last quarter.

Some examples of how the dues formula works are as follows:

hourly wage	x	2	x	FTE*	=	Monthly Dues
\$10.00		2		.4	=	\$ 8.00 (this person’s dues would be the minimum \$12.00)
\$10.00		2		.6	=	\$12.00
\$10.00		2		1.0	=	\$20.00
\$12.00		2		.5	=	\$12.00
\$12.00		2		1.0	=	\$24.00
\$16.00		2		.4	=	\$12.80
\$16.00		2		.6	=	\$19.20
\$16.00		2		1.0	=	\$32.00
\$24.00		2		.5	=	\$24.00
\$24.00		2		1.0	=	\$48.00

\*FTE means full time equivalent and is calculated to the nearest tenth with full time being equal to 1.0.

Changes in your hourly wage and FTE of record will result in a change in your dues.

Inactive, unemployed or members-at-large may retain their membership with annual dues set at \$25 per year.

Retired members have the option of joining the Retired Members Chapter with annual dues at \$6 per year.

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