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# **AFRAM CAUCUS SEIU-UHW**

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# **CONSTITUTION & BY-LAWS**

# CONSTITUTION AND BYLAWS

## Article I

### Name and Affiliation

The name of this caucus shall be the AFRICAN AMERICAN CAUCUS OF UNITED HEALTH CARE WORKERS WEST SERVICE EMPLOYEES INTERNATIONAL UNION CTW-CLC

## Article II

### Objects and Purpose

The African American Caucus shall support the purpose statement; "We, as the United Healthcare Workers West African American Caucus are committed to enhancing opportunities for addressing concerns, needs, education and training of rank and file members and staff to enable African Americans to develop leadership skills and local, regional, and international levels of SEIU, thus ensuring our input into the policy and decision making process at all levels of SEIU, and causing SEIU's administrative bodies to reflect our membership ethnically.

## Article III

### Members in Good Standing

African American Caucus members must be in good standing and dues paying to a Local Union or individuals who are affiliated with SEIU.

## Article IV

### Officers, Terms and Elections

The officers shall serve for a term of two (2) years.

No member shall simultaneously hold more than one elected office within any level of this organization.

Therefore the officers of the African American Caucus shall consist of:

President- Jesse Smith  
Vice President- Edna Marie Clayton  
Recording Secretary- Alicia Gibson  
Treasurer- Tiffani Tubbs  
Chaplain- Wanda Talton  
Parliamentarian- Elma Maynard

Historian-Shirlee Shirley  
Sergeant -At-Arms- Gloria Charles

## **Duties of the Officers**

### **President**

Duties of the president shall be to preside at all Executive Board meetings and General membership meetings and perform all other duties of a President. The President shall represent this UHW African American Caucus at regional and national meetings of affiliated organizations. The President shall be an ex-officio member of all committees and shall be empowered to appoint the necessary chairs of all committees / officers of vacant position/s.

### **Vice- President**

Duties of the Vice-President shall, in case of absence, death, resignation or disability of the President, assume all of the duties of his/her official duties and shall serve as Chair of any committee assigned by the President of the UHW African American Caucus and approved by the Executive Board.

### **Recording Secretary**

Duties of the Recording Secretary shall be to keep minutes at the Executive Board and General Membership meetings. The Recording Secretary shall keep the organization's official membership roll on file. The Secretary shall keep an updated copy of the by laws. In the case of absence or disability of the President or Vice-President the Secretary shall perform all the duties of the President or Vice-President and when acting shall have all the powers of and be subject to all the restrictions of the President or Vice-President.

The Secretary shall prepare an order of business prior to the Executive Board meeting or General caucus membership meeting. The Secretary shall send out to each member a notice of general membership meetings. The Secretary shall send out to each Executive Board member a notice of each meeting. The Secretary shall notify officers or committee members of their election or appointment and furnish committees with whatever documents are required for the, performance of their duties, and to have on hand at each Executive Board meeting a list of all existing committees and their members. The Recording Secretary shall prepare an order of business prior to each Executive Board or caucus general membership meeting. The Secretary shall have such other duties as may be from time to time prescribed by the President.

### **Treasurer**

The duties of the Treasurer shall be to receive all monies and deposit same in the proper bank account. The Treasurer shall keep an accurate record of all expenditures of the caucus and shall give a written report of receipts and expenditures.

The treasurer shall provide each member with a membership card. The Treasurer shall at all times be ready to exhibit to the Executive Board or President the cash on hand and his/her books for inspection. The Treasurer shall perform all other duties as the President of the caucus may require or direct.

**The Treasurer and President shall be the two signatures authorized to withdraw funds for expenditures subject to the approval of the Executive Board.**

### **Parliamentarian**

The Parliamentarian shall attend all meetings of the UHW African American Caucus Executive Board meetings and general membership meetings; upon request advise the President, Executive Board Officers and members on parliamentary procedures.

### **Sergeant-At-Arms**

The Sergeant-At-Arms shall be responsible for the maintenance of good order and discipline of all meetings and elections. Sergeant-At-Arms shall also coordinate logistics for events and meetings.

### **Chaplain**

The Chaplain shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings or other events.

### **Historian**

The Historian shall prepare a narrative account of the UHW African American Caucus activities during his/her term of office, which, when approved by the Executive Board shall become a permanent part of the Caucus official history.

## **ARTICLE V**

### **BOARDS AND COMMITTEES; MEETINGS AND RESPONSIBILITIES**

The Executive Board of the UHW African American Caucus shall consist of the elected officers and immediate past President and shall meet at least once each month or upon call of the President or simple majority of Executive Board members. A majority of Executive Board members shall constitute a quorum.

#### **Committees of the UHW African American Caucus**

The Vice President/or designee appointed by the President will chair the following standing committees;

Caucus Ways and Means Committee  
Caucus Organizing/Political Committee  
Caucus Fundraising Committee  
Caucus Community Relations Committee

#### **MEMBERSHIP IN STANDING COMMITTEES**

For all standing committees above membership is voluntary and open to all members in good standing with the UHW AFRICAN AMERICAN CAUCUS.

#### **SIZE AND QUORUM OF STANDING COMMITTEES**

The committee chair shall determine the size of each standing committee.  
The quorum for each standing committee is a simple majority of its registered members.

#### **STANDING COMMITTEE MEMBERSHIP LIST**

A membership list for each committee shall be presented to the UHW AFRICAN AMERICAN CAUCUS President and report prior to the monthly Executive Board meetings.

#### **STANDING COMMITTEE RECOMMENDATIONS**

All committee recommendations shall be presented to the UHW AFRICAN AMERICAN CAUCUS Executive Board for final approval.

#### **CALL OF STANDING COMMITTEE MEETINGS**

The Chairperson of the standing committee shall call committee meetings.  
The Chair shall determine date, time, and place of standing committee meetings.

## **STANDING- COMMITTEE DUTIES AND STATEMENT OF WORK**

### **CAUCUS WAYS AND MEANS COMMITTEE**

The Caucus ways and Means Committee shall consider ideas and methods of raising money for the UHW AFRICAN AMERICAN CAUCUS. The committee shall consider methods and resources of financing proposals that will bring money into the Caucus. The Committee will maintain contact with the Caucus Fundraising Committee and the Caucus Treasurer.

### **CAUCUS POLITICAL/ORGANIZING COMMITTEE**

The Political and Organizing committee shall develop ways and strategies for organizing African American Caucus membership in Local Unions of the Western Region and National. The committee shall develop and promote ideas and methods to move AFRICAN AMERICAN CAUCUS membership toward more effective political action at the local, state or national level. The action shall be aimed at elected officials, thus furthering the goals stated in the UHW AFRICAN AMERICAN CAUCUS purpose statement.

### **CAUCUS FUND RAISING ACTIVITIES COMMITTEE**

The Caucus Fund Raising Activities Committee shall plan, coordinate, and make all necessary arrangements and contacts for fund raising activities for the UHW AFRICAN AMERICAN CAUCUS. The committee shall determine and create those activities for fundraising that are in line with the purpose statement of the UHW AFRICAN AMERICAN CAUCUS. The committee shall be in close communications with the Caucus Ways and Means Committee.

### **COMMUNICATIONS/COMMUNITY RELATIONS COMMITTEE**

The Communications/Community Relations Committee shall serve as an outreach arm for the UHW AFRICAN AMERICAN CAUCUS to the African American Community or those communities sympathetic thereof. The committee shall plan and coordinate activities that will provide for education and positive assistance to the African American Community and bring that community to fuller understanding of the role of the African American Caucus and its membership in organized labor. The committee shall be responsible for publishing newsletters, flyers, leaflets or other instrument of communications to the African American Caucus membership and community. The committee shall work in close concert with the other committees.

**ARTICLE VI**

**AFRICAN AMERICAN CAUCUS GENERAL MEMBERSHIP MEETINGS**

UHW AFRICAN AMERICAN CAUCUS General Membership meeting shall be held the 3<sup>rd</sup> Saturday of each month. A quorum shall consist of the UHW African American Caucus members present at said meeting.

**ARTICLE VII**

**RULES OF ORDERS**

The rules contained in the current edition of Robert's Rules of Order shall govern the UHW AFRICAN AMERICAN CAUCUS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any other Special Rules of Order, which the Caucus may adopt.

**ARTICLE VIII**

**DUES/REBATES**

Effective January 1, 2006, the annual membership dues shall be \$20.00. Dues paid shall be rebated as follows:

National Caucus: \$10.00

Regional Caucus: \$8.00

Local/Area Caucus: \$2.00

The Local Area may raise additional funds to meet their expenses, and may accept contributions/donations from members in addition to the annual dues.

## **ARTICLE IX**

### **AMENDMENTS TO BYLAWS**

Bylaw amendment(s) require a two-thirds (2/3) vote of the UHW AFRICAN AMERICAN CAUCUS general membership present. Notice of proposed amendment(s) to the Bylaws shall be given at the previous meeting or by "special notice" sent at least thirty (30) days in advance of the membership meeting. Membership approval is required before amendment(s) become final.

## **ARTICLE X**

### **RESOLUTIONS**

All resolutions to be acted upon at the UHW AFRICAN AMERICAN CAUCUS General Membership meeting, must be submitted in writing to the UHW AFRICAN AMERICAN CAUCUS Recording Secretary at least thirty (30) days prior to the General Membership meeting and unless submitted may not be considered at the General Membership meeting except on unanimous consent of caucus members present. The Executive Board may present resolutions at the General Membership meeting at any time during the meeting without requiring consent of the members present.