

**Service Employees International Union, Virginia 512
Constitution and Bylaws**

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Vision & Mission

In the belief that in unity there is strength, this Union was formed in order for Virginia's public employees and long term care providers to have a voice in our work places and to effectively advocate for quality public services. The purpose of this document is to ensure our union operates in alignment with our democratically-based principles, with the greatest transparency, and with accountability to our members.

Article 1

Name of Our Local Union

Section 1 The name of this organization shall be Service Employees International Union Virginia 512, hereinafter referred to as SEIU Virginia 512 (SEIU VA512).

Section 2 The members of this association, officials and representatives, shall recognize, observe and be bound by the provisions of the Constitution and Bylaws of the Service Employees International Union (hereinafter “the International” or “International Union”) and the Constitution and Bylaws of Virginia 512.

Article 2 **Jurisdiction**

Section 1 Virginia 512 shall have such jurisdiction as granted and approved by the International Union, in accordance with the International Union Constitution and Bylaws.

Article 3 **Executive Board**

Section 1 Purpose

The SEIU VA 512 Executive Board of Directors is the highest decision-making body of the Union, after the annual membership assembly, and as such, its purpose is to advance the vision and goals of the Union membership with democratically-based principles, integrity and transparency.

Section 2. Composition

The Executive Board is composed of the duly elected President, Executive Vice President, Secretary-Treasurer, each Chapter Chairperson and each Chapter Vice Chairperson.

Section 3. Executive Board Duties and Responsibilities

- A. **Union Vision & Program** - taken together, union members’ voices and views inform a direction for the Board to move toward; setting strategic goals and adequately resourcing programs and plans to achieve those goals.
- B. **Decision-Making** - guided by democratic values and good judgement, the Board holds authority to make decisions on a wide-range of organizational issues including but not limited to strategic initiatives, campaign goals, financial commitments and political endorsements.

- C. **Democratic Member Representation** - sworn to advocate for the best interests of all members across the Commonwealth while at the same time participating in representation across different chapters, industries and geographic regions.
- D. **Governance Structure** – to establish standing committees, ad hoc committees, chapters, caucuses, divisions and other structures to advance the vision and goals of this Union.
- E. **Financial Oversight** - review and approve annual operating budgets, ensure an independent audit is conducted annually, supervise the handling of all union funds with transparency and integrity and vote on financial commitments and contributions.
- F. **Leadership Development** - inspire and motivate members to become active in the Union and take on leadership roles including but not limited to stewards, activists &/or become candidates for union-wide or chapter elected office.
- G. **Campaigns and Organizing** - guide and oversee the Union's campaigns and organizing efforts to improve working conditions and build power for members.
- H. **Contract Enforcement** – The Executive Board shall have the authority to establish a Steward Council.
- I. **Duty of Fair Representation** – act fairly, impartially and without discrimination when handling grievances against the employer.

Section 4. Executive Board Members shall have the following duties:

1. To perform said duties in a manner consistent with the Mission, Vision and Values of SEIU VA 512 including leading by example on core areas on how we build and exercise power by inspiring co-workers to join as full members of SEIU Virginia 512, helping non-union workers realize their power in organizing with SEIU Virginia 512.
2. To commit to all responsibilities of membership as outlined in Article 4 of this Constitution and Bylaws.
3. To take responsibility for the execution of Union decisions.
4. To attend all regular and special meetings of their Chapter in accordance with their Chapter bylaws.
5. To attend all Executive Board meetings. Failure to attend a regular meeting of the Executive Board without notifying the Secretary-Treasurer or their designee as to the reason(s) for their absence before the meeting constitutes an unexcused absence. Three unexcused absences are grounds for removal from office in accordance with the procedures set forth in Article 12. Officers and Executive Board members have an affirmative obligation to attend meetings, participate and provide important information relevant to making decisions and need to obtain permission for emergency absences.

6. To uphold this Constitution, to attend all delegate and other Union meetings at which their attendance is required.

7. To invite and encourage the involvement of all members in their Chapter in all affairs of the Union.

8. To fulfill all duties and obligations conferred upon them by this Constitution and Bylaws.

9. To always act responsibly and in the best interests of the Union and its members, refrain from any acts detrimental to the good and welfare of its members and faithfully carry out the Oath of Office. Failure to do so may result in removal from office in accordance with procedures set forth in Article 12.

Section 5 Executive Board Committees

The Executive Board shall be authorized to create committees as needed to advise the Executive Board and Officers of the Local Union on issues of specific or limited interest. Said committees shall have a specific goal and intent and shall be given clear timelines by which to conclude their work and report back to the Executive Board.

Article 4 Membership

Section 1 Membership in International Union

All members of SEIU Virginia 512, by nature of their membership status, shall be entitled to full participation in the affairs of the International Union including the right to run for office and serve on committees, advisory boards, and other bodies in the same manner and to the same extent as other members of the International Union.

Section 2 Authorization of Collective Bargaining

Every member, by virtue of their membership in this Local Union, authorizes it to act as their bargaining representative with full and exclusive power to execute agreements with their employer governing terms and conditions of employment, and to act for them and have final authority in presenting, processing and adjusting any grievance, difficulty, or dispute arising under any collective bargaining agreement, or out of their employment with such employer, in such manner as this Local Union or its officers deem to be in the best interest of this Local Union.

This Local Union and its officers, business representatives and agents may decline to process any such grievance, complaint, difficulty or dispute if in their discretion and judgment such grievance, complaint, difficulty or dispute lacks merit.

Section 3 Prohibition of Dual Unionism

No member shall engage in dual unionism or espouse dual unionism or disaffiliation in the course of any meeting, or shall slander or libel this Local Union, its members or its officers and shall not be a party to any activity to secure the disestablishment of this Local Union as the collective bargaining agent for any employee.

Section 4 Membership Categories

- A. **Active:** Any person, public employee or long term care provider who at the time of application is engaged in service within the jurisdiction of Virginia 512, as stated in Article 2, shall be eligible for Active Membership in Virginia 512.

Active Members shall be entitled to the rights stated in Section 1 above, and in addition shall have the rights to:

- (a) Attend and vote at all membership meetings
- (b) Participate in worksite bargaining surveys and/or ratification of collective bargaining agreements
- (c) Recruit other workers to become full members of the union
- (d) Share information about the importance of legislative and political issues and the impact of decisions affecting publicly-delivered services
- (e) Provide support for Union efforts within our worksites
- (f) Submit resolutions to the Executive Board
- (g) Vote on dues increases
- (h) Serve as a representative, with full voting rights on all issues, to any labor board, conference, convention, or other function, if elected by the membership or designated to do so by the Executive Board, in accordance with applicable law;
- (i) Nominate, run for, vote and serve as Officers in Virginia 512 statewide elections and/or Chapter elections
- (j) Support, when called to serve, on Local committee(s)
- (k) Participate in benefit programs such as insurance, travel, discount buying services and other programs of the Union.

- B. **Retired:** Any person, public employee or long term care provider who retired from service within the jurisdiction of Virginia 512, as given in Article 2, will be eligible for Retired Membership in Virginia 512.

Retired Members shall be entitled to the rights stated in Section 1 above, and in addition shall have all the same rights as an Active Member with the following exceptions

- (a) Retired members shall not participate in worksite bargaining surveys and/or ratification of collective bargaining agreements
- (b) Retired members shall not be eligible to run for Chapter Chair, Chapter Vice Chair or Chapter Secretary positions

- C. **Members-at-Large** Any person who is SEIU IU staff or VA 512 staff, not covered under a collective bargaining agreement. Members-at-Large in good standing shall be entitled to the rights stated in Section 1 above, and in addition shall have all the same rights as an Active Member except Members-at-Large shall not be eligible to run for Chapter Chair, Chapter Vice Chair, Chapter Secretary or Chapter Director positions.
- D. **Associate / Friend** Any person (18 or more years of age) who is not eligible for Active, Retired or Members-at-Large categories, and who is working within or is eligible to work within the jurisdiction of Virginia 512, shall be entitled to participate in benefit programs such as insurance, travel, discount buying services and other programs of the Union. Associate / Friend members shall not be eligible to vote for, run for or serve as candidates for elected union office.

Section 5 Non-Discrimination

There shall be no discrimination against any member, Associate Member, Retired Member or other category of membership, or any applicant for any such membership by reason of race, creed, color, religion, sex, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, or disability.

Section 6 Membership in Good Standing

- A. The SEIU Virginia 512 membership dues structure as set forth in Article 12 and adopted by the Executive Board and the membership at the Annual Membership Meeting in December, shall not be changed except by amendment to this Constitution and Bylaws as set forth in Article 14.
- B. In order to exercise the rights and privileges of Union membership, members of the Union shall maintain their membership in good standing by remitting payment of full monthly dues, assessments and/or any other payments owed prior to the last business day of each month. All members of the Union are under a positive duty to see that their dues, assessments and/or any other payments owed are remitted on or before the last day of the month in which the same are due. A member's signed authorization allowing an employer or an agent to calculate and remit dues, constitutes compliance with this requirement.
- C. A member in good standing whose dues have been checked off under a collective bargaining agreement according to their voluntary authorization may

not be disqualified from voting (or being a candidate) because of alleged delay or default in the payment of dues. A member who is not in good standing at the time the Union determines eligibility to run for elected office or vote in a Union election shall not be unreasonably denied the right to declare their candidacy or vote if, through no fault of the worker, their employer has failed to deduct and transmit dues to the Union.

- D. Members who are temporarily out of work (less than six (6) full months from their lay-off) may retain their membership in good standing by remitting thirty-five dollars (\$35) by the last business day of each month. Members who are out of work for longer than six (6) full months shall no longer be eligible for Active Membership under this Constitution and Bylaws, but, beginning the seventh calendar month from their lay-off, shall remain eligible for Associate / Friend Membership under the terms and conditions above, provided that they continue to pay the monthly dues required.

Section 7 Suspension From & Readmission to Membership

Members who fail to pay their monthly dues or assessments after being provided 90 (ninety) days notice shall be notified by the Secretary-Treasurer that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within 15 (fifteen) days following such notification. Delinquent members are not entitled to voice or vote in Virginia 512.

Within thirty (30) days after a full member repays current dues owed, the member shall be readmitted to membership in good standing and shall resume their voting rights and other privileges, rights and benefits of SEIU Virginia 512 membership, with the exception of eligibility to run for any SEIU Virginia 512 position.

Article 5 Meetings

Section 1 Meeting Governance

All meetings of the union shall be conducted following Robert's Rules of Order Revised, where not in conflict with this Constitution and Bylaws, or the Manual of Common Procedure contained in the SEIU International Constitution and Bylaws, unless specifically otherwise determined by the Executive Board.

Section 2 Non-Discrimination

There shall be no discrimination against any member, Associate Member, Retiree Member or other category of membership, or any applicant for any such membership by reason of race, creed, color, religion, sex, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age, or disability.

- A. All meetings of VA512 shall be held in facilities that are accessible to members with disabilities. To the fullest extent possible, VA512 shall make all meetings available in any means of language/communication needed by the member (i.e., a language other than English, American Sign Language, Closed Captioning, etc.).
- B. When requested with sufficient advanced notice, VA512 shall provide for transportation from home or work to the meeting and return for members, who, because of their disability, would be unable to attend and require special accommodation.
- C. The only meetings that do not need to comply with this section are those where none of the members or officers eligible to participate are disabled and require special accommodation.

Section 3 Statewide General Membership Meetings

General Membership Meetings shall be held at a minimum, annually. The quorum for any Virginia 512 membership meeting shall be at least ten percent (10%) of the total voting members or fifty (50) members, whichever is less, and including members representing at least three (3) chapters.

Section 4 Executive Board Meetings

Executive Board Meetings of Virginia 512 shall be held at a minimum six (6) times a year. The quorum for any Virginia 512 Executive Board meeting shall be at least sixty percent (60%) of the total voting members or five (5) members, whichever is less.

Section 5 Chapter Board Meetings

Chapter Board Meetings of Virginia 512 shall be held at a minimum six (6) times a year. The quorum for any Virginia 512 Chapter Board meeting shall be at least thirty percent (30%) of the total voting members.

Section 6 Special Meetings

Special Meetings of the membership may be called by a vote of a majority of the Executive Board. Notification of special meetings shall be sent out to the membership

electronically at least seven (7) days in advance. The notice shall state the business to be considered at such meeting and no other business other than that stated shall be conducted.

Article 6 Duties & Responsibilities of Officers

Section 1 The Statewide Officers

The Statewide Officers of Virginia 512 shall consist of a President, an Executive Vice President and a Secretary-Treasurer, who shall hold office for three (3) years and until the election and installation of their successors takes place.

Section 2 President

The duties and responsibilities of the President shall include the following:

1. The President shall chair the Executive Board and all General Membership Meetings.
2. The President shall serve in a full-time salaried position on staff of the Union or on employer release time when applicable and when the ability to do so is secured in the relevant collective bargaining agreement.
3. If the elected President comes from a Bargaining Unit where going on full-time union leave is not permissible (e.g.,, CBA language has not been negotiated or does not exist), the president-elect shall be expected to resign from their bargaining unit job and take the full-time salaried position on staff of the Union.
4. The President shall act as the chief representative of SEIU Virginia 512 in any dealings with employers, other unions, including other SEIU local unions, federal, state and local governments and agencies, and the public.
5. The President shall be responsible for the on-going development of the vision, strategy, and program of SEIU Virginia 512. The President, in consultation with the Executive Vice President, the Secretary-Treasurer and Chief of Staff, shall present the program including the annual budget to the Executive Board for approval.
6. The President shall be responsible for the day-to-day operations of SEIU Virginia 512 including the authority to hire, fire, supervise, direct, and determine compensation and benefits of the staff employed by SEIU Virginia 512. The President may assign additional duties and empower the Executive Vice President with additional authority, as the President may deem appropriate.

7. The President shall have general supervision and direction over the organizing, political, education, training and community activities of SEIU Virginia 512.
8. The President shall direct and be in charge of collective bargaining on behalf of SEIU Virginia 512 and may sit on any bargaining committee as a non-voting member, and shall sign all collective bargaining agreements on behalf of SEIU Virginia 512 after ratification of the affected members. However, the President may delegate such authority for collective bargaining in specific industry sectors to the Executive Vice President, as the President may deem appropriate.
9. The President shall sign all agreements on behalf of SEIU Virginia 512, and shall countersign checks with the Secretary-Treasurer and or Executive Vice President. No check shall be issued from SEIU Virginia 512 unless properly authorized.
10. The President shall have the power to call all regular and special general membership and/or chapter meetings and shall have the right to preside over such meetings or to delegate such authority to the Executive Vice President.
11. The President shall appoint trial bodies to hear internal union charges against members of SEIU Virginia 512, unless the charges are against or involve the President, in which case the Executive Vice President shall appoint the trial body. The appointment of trial bodies shall be subject to the approval of the Executive Board.
12. The President shall enlist members in the work of building SEIU Virginia 512, including creating committees and naming members to such committees, subject to the approval of the Executive Board. The President shall be an ex-officio member of all committees but not counted for purposes of quorum.
13. The President shall serve as SEIU Virginia 512's first delegate to all conferences, conventions and any other bodies for which SEIU Virginia 512 is eligible to participate and for which no election of delegates is required. The President shall appoint all other delegates where, and only where, elections of delegates to such conventions, conferences and other bodies are not required.
14. The President shall be responsible for the proper performance of duties to the Executive Board, General Membership Meetings, Leadership Assemblies, and the membership.
15. The President shall notify the International Secretary-Treasurer of the International Union of the names and addresses (with proper zip codes) of

all Officers and Executive Board members elected to Office within fifteen (15) days after the election.

16. The President shall have the authority to decide all questions regarding the proper interpretation of this Constitution and Bylaws, subject to appeal to the Executive Board.

Section 3 Executive Vice President

The duties and responsibilities of the Executive Vice President shall include the following:

1. The Executive Vice President shall serve as a volunteer in a non-compensated role on paid release time, if applicable, as the relevant CBA allows or unless and until the local has sufficient dues paying members for self-sustainability to support this as a salaried position. The EVP salary and compensation package, if applicable, are subject to approval by the Executive Board in the annual budgetary process.
2. In the absence of the President, the Executive Vice President shall chair Executive Board and General Membership Meetings.
3. The Executive Vice President shall assist the President in the administration of SEIU Virginia 512, including driving strategic program and responsibility for directing collective bargaining and political action in specific chapters and/or industry sectors, as authorized by the President.
4. The Executive Vice President shall assist the President in the on-going development of the vision, strategy, and program of SEIU Virginia 512. The Executive Vice President, along with the Secretary-Treasurer, shall present the program including the annual budget to the Executive Board for approval.
5. The Executive Vice President and or Secretary-Treasurer shall be authorized to countersign checks with the President. No check shall be issued from SEIU Virginia 512 unless properly authorized.
6. The Executive Vice President shall work with assigned staff to make recommendations to the Executive Board about political endorsements and candidate contributions
7. The Executive Vice President shall be responsible for the Stewards Program including working with each Chapter Vice Chair on the chapter specific goals for recruitment, training and development and overall support and success of stewards.
8. The Executive Vice President shall ensure the proper performance of duties to the Executive Board, General Membership Meetings, Leadership Assemblies, and the membership.

9. The Executive Vice President shall preside at meetings in the absence of the President.
10. The Executive Vice President shall serve as SEIU Virginia 512's second delegate to all conferences, conventions and any other bodies for which SEIU Virginia 512 is eligible to participate and for which no election of delegates are required.

Section 4 Secretary-Treasurer

The duties and responsibilities of the Secretary-Treasurer shall include the following:

1. The Secretary-Treasurer shall serve as a volunteer in a non-compensated role on paid release time, if applicable, as the relevant CBA allows or unless and until the local has sufficient dues paying members for self-sustainability to support this as a salaried position. The Secretary-Treasurer salary and compensation package if applicable, are subject to approval by the Executive Board in the annual budgetary process.
2. The Secretary-Treasurer shall be authorized to receive and collect all monies due to the Local Union, preserve and maintain for safekeeping all monies, properties, securities and other evidence of investments of the Local Union and shall have the responsibility to disburse such funds as authorized by the President and/or the Executive Board.
3. The Secretary-Treasurer and or Executive Vice President shall be authorized to countersign checks with the President. No check shall be issued from SEIU Virginia 512 unless properly authorized.
4. The Secretary-Treasurer shall chair the Finance Subcommittee of the Executive Board.
5. The Secretary-Treasurer shall maintain and preserve or delegate the maintenance and preservation of proper books and records of the finances of the Local Union. Such books and records shall at all times be subject to inspection by the President, Executive Vice-President, Finance Committee, and the Executive Board.
6. The Secretary-Treasurer shall be responsible for initiating an annual third-party CPA audit of SEIU Virginia 512's finances, and submitting the annual certified audit to the President, Executive Vice President, Finance Committee, and the Executive Board, as well as such other reports as the President, Executive Vice President, Finance Committee, and/or Executive Board may require.

7. The Secretary-Treasurer shall convene a process to develop an annual budget, which will be presented and discussed with the Finance Committee, and subject to final approval by the Executive Board.
8. The Secretary-Treasurer shall ensure the local sends to the International Union copies of any and all annual audit reports or other financial statements and all required legal filings.
9. The Secretary-Treasurer shall be responsible for the administration and supervision of any health, welfare and pension programs for SEIU Virginia 512 and its community services.
10. The Secretary-Treasurer shall be responsible for keeping and maintaining correct and accurate meeting records, and minutes, including Executive Board meeting attendance and minutes, as approved by the Executive Board.
11. In the event a statewide officer or Chapter Chair will be absent from an Executive Board meeting, they are to notify the Secretary-Treasurer in advance to be excused. Notification may be by phone, email or text. Any elected officer with three (3) unexcused absences from Executive Board meetings in one fiscal year shall be notified by the Secretary-Treasurer that their pattern of unexcused absences disqualifies them to hold office and that they are immediately relieved of their duties. In such a case, vacancies shall be filled according to Article 5 section 7 of this constitution and bylaws.

Article 7 Chapters

Section 1 SEIU Virginia 512 shall consist of Chapters

A chapter shall consist of individuals within a jurisdiction as defined in Article 2 above. This shall include bargaining units that have won collective bargaining or those being actively organized.

Section 2 Current Chapters

A list of the current chapters shall be listed in Appendix 3 of this Constitution.

Section 3 Chapter Governance

Chapter Offices and the duties and responsibilities of each chapter office are listed in Article 6 of this Constitution.

Section 4 Forming New Chapters

The policy and procedures guiding the formation of new chapters shall be listed in Appendix 3 of this Constitution.

Section 5 New Chapter Governance

The policy and procedures guiding the governance of new chapters shall be listed in Appendix 3 of this Constitution.

Article 8

Chapter Officers & Directors

Section 1 Chapter Officers

The Chapter Officers of Virginia 512 shall consist of a Chapter Chair, a Chapter Vice Chair, a Chapter Secretary and a minimum of four (4) Chapter Directors. Chapter Officers shall hold office for three (3) years and until the election and installation of their successors takes place. Chapter Officers shall complete the union Stewards Training.

Each elected Chapter Chair and Chapter Vice Chair shall concurrently hold statewide office as an Executive Board Director for a term of three (3) years.

A. Chapter Chair

The duties and responsibilities of the Chapter Chair shall include the following:

1. The Chapter Chair shall be responsible for the on-going implementation of the vision, strategy, and program of SEIU Virginia 512 and for achieving the Union's goals at the chapter level.
2. The Chapter Chair, in coordination with the direction of the statewide President and Executive Board, shall be responsible for the organizing, political, education, training and community activities at the chapter level.
3. The Chapter Chair shall have the power to call all regular and special general chapter membership and/or chapter board meetings and shall have the right to preside over such meetings or to delegate such authority to the Chapter Vice Chair.
4. The Chapter Chair, in alignment with the statewide President, shall provide leadership over contract bargaining and enforcement on behalf of the chapter including appointing members to serve on a bargaining team, a contract action team and/or other ad hoc teams as necessary.
5. The Chapter Chair, along with the statewide President, shall sign all chapter collective bargaining agreements after ratification of the affected members.

6. The Chapter Chair, in alignment with the statewide President, shall provide leadership and direction to chapter level political action teams and ensure the chapter level objectives for recruiting member political organizers and/or Committee on Political Education (COPE) goals are met.
7. The Chapter Chair in consultation with the Chapter Vice Chair and Chapter Secretary shall make a recommendation to the Executive Board whether or not a chapter member grievance against the employer should go to arbitration.
8. The Chapter Chair shall complete the union Stewards Training.

B. Chapter Vice Chair

The duties and responsibilities of the Chapter Vice Chair shall include the following:

1. The Chapter Vice Chair shall set and be responsible for chapter specific goals for recruitment, training and development and overall support and success of chapter stewards.
2. The Chapter Vice Chair will work with Vice Chairs of other SEIU Virginia 512 Chapters and the statewide Executive Vice President to provide leadership of the statewide Stewards Program.
3. In the event the Chapter Chair is unable to attend a chapter board or general membership meeting, they shall notify the Chapter Vice Chair who shall be responsible for developing the agenda and facilitating the meeting in absence of the Chapter Chair.
4. The Chapter Vice Chair shall complete the union Stewards Training.

C. Chapter Secretary

The duties and responsibilities of the Chapter Secretary shall include the following:

1. The Chapter Secretary shall be responsible for keeping and maintaining correct and accurate chapter board and general chapter membership meeting attendance, records, and minutes.
2. The Chapter Secretary shall be responsible for maintaining correct and accurate inventory of any and all property purchased by or produced for the union on behalf of the chapter for the purpose of protecting and advancing workers rights to include but not be limited to office supplies; visibility merchandise such as stickers, buttons, t-shirts, banners and signage; marshall vests; two-way portable radios; bullhorns; sound system equipment; folding tables and chairs; first-aid supplies; and other equipment, tools and or supplies.

3. In the event the Chapter Chair and/or the Chapter Vice Chair are unable to attend a chapter board or general chapter membership meeting, they shall notify the Chapter Secretary in advance to be excused. Notification may be by phone, email or text. The Chapter Secretary shall be responsible for developing the agenda for and facilitating the meeting in absence of both the Chapter Chair and Chapter Vice Chair.
4. In the event both the Chapter Chair and Chapter Vice Chair are unable to attend a statewide Executive Board meeting, they shall notify the Chapter Secretary who shall attend on their behalf absence of both the Chapter Chair and Chapter Vice Chair.
5. The Secretary-Treasurer shall complete the union Stewards Training.

D. Chapter Director

The duties and responsibilities of the Chapter Directors shall include the following:

1. Directors shall engage in the work of building the strength and sustainability of SEIU Virginia 512, including serving on committees as needed.
2. Directors shall share responsibility of ensuring the success of chapter-specific goals including but not limited to the Union's organizing, political, education, training and community activities.
3. Directors shall educate, organize and invite Union members and co-workers to participate in Union activities, campaigns and events.
4. Directors shall complete the union Stewards Training.

Article 9 Elections

Section 1 Elections Committee

- A. The President and/or Chapter Chairs shall invite members in good standing who wish to volunteer for the ad-hoc Elections Committee to do so. Active Members to be considered for the Elections Committee shall be submitted to the Executive Board for approval.
- B. Members of the Elections Committee shall not be allowed to be candidates for any office in Virginia 512 and shall be prohibited from publicly endorsing or opposing any candidate or slate of candidates in any manner.

- C. The Executive Board shall appoint an ad-hoc Elections Committee whose charge shall be to establish the rules and procedures for elections at Virginia 512, oversee the election, and respond to and issue decisions on complaints about election. Said rules and procedures shall be in compliance with the Constitution and Bylaws of Virginia 512 and of the International Union, as well as any applicable state and federal laws. See Appendix 4 of this Constitution.
- D. The Elections Committee shall consist of five (5) members and two (2) alternates, and will make its best efforts to include a minimum of one active member from each chapter.
- E. The Elections Committee shall designate a chairperson and a recording secretary from within the appointed committee to facilitate the meetings and to record the minutes.
- F. The Elections Committee shall submit its proposed rules and procedures to the Executive Board for approval. Said rules and procedures shall include a mechanism for the appeal of elections, consistent with the Virginia 512 and International Union Constitutions and Bylaws. The term of the Elections Committee should continue throughout the election period, including the handling and consideration of appeals.
- G. The Elections Committee shall have access to Virginia 512's legal team and administrative team for technical support.

Section 2 Elected Positions

- A. The following shall be union-wide elected positions in Virginia 512:
 - (a) President
 - (b) Executive Vice President
 - (c) Secretary Treasurer
- B. The following shall be chapter elected officers in Virginia 512:
 - (a) Chapter Chair – shall also serve on the Executive Board concurrent with their term as Chapter Chair.
 - (b) Chapter Vice Chair – shall also serve on the Executive Board concurrent with their term as Chapter Vice Chair.
 - (c) Chapter Secretary
 - (d) Chapter Directors– there shall be a minimum of four (4) Chapter Directors in each Chapter.

Section 3 Notice of Nominations & Process

- A. The Local Union shall send to all members in good standing a notice of elections and nomination form by mail, e-mail, or other format, no later than sixty (60) days before the Election.
- B. Written nominations must be presented to the Chairperson of the Elections Committee in accordance with the process and deadline for receiving nomination forms established by the Elections Committee and communicated in the notice of elections and nominations.
- C. In the event only one (1) candidate is nominated for any unionwide or chapter officer position, no election shall be conducted for such office unless required by law. Such unopposed candidates shall be declared elected by acclamation effective as of the conclusion of the term of the previous incumbent. No write-in candidates shall be allowed in the balloting.

Section 4 Eligibility of Candidates

- A. Any Active Member in continuous good standing for at least one (1) year immediately preceding nominations shall be eligible to be a candidate for President, Executive Vice President, Secretary-Treasurer or a Chapter Officer or Chapter Director position in Virginia 512.
- B. Any Retired Member who pays the full minimum dues amount set for Active Members in accordance with the Chapter from which they are retired for a minimum of 6 months immediately preceding nominations shall be eligible to nominate, run for, vote and serve as President, Executive Vice President, Secretary-Treasurer or as a Chapter Director. Retiree members are not eligible to hold Chapter Chair, Chapter Vice Chair, Chapter Secretary or Chapter Steward office.
- C. All duly nominated candidates may submit campaign statements not to exceed 400 words in length and a personal photograph to be included in a Voter's Guide, which shall be approved and published by the Election Committee.
- D. A list of candidates nominated for office shall be made available on the Union's website.

Section 5 Method of Vote Certification

- A. Elections for Virginia 512 offices shall be conducted every three (3) years in September of the election year by a secret ballot vote of the Membership.
- B. All members in good standing, for the minimum amount of time as noted below, shall receive a secure ballot
 - a. All Active Members who pay the full minimum dues amount in accordance with their respective Chapter for a minimum of 3 consecutive months immediately preceding elections shall receive a secure ballot.
 - b. All Retired Members who pay the full minimum dues amount set for Active Members in accordance with the Chapter from which they are retired for a minimum of 3 consecutive months immediately preceding elections shall receive a secure ballot.
 - c. All Members-at-Large who pay the full minimum dues amount as set by the Executive Board for a minimum of 3 consecutive months immediately preceding elections shall receive a secure ballot.
- C. The Election Committee shall include in its rules and procedures noted in Section 1 above the format of the ballot to ensure equitable access to the election for the entire membership. The Election Committee shall determine the deadline for receiving ballots, which shall be at least twenty (20) days and no more than thirty (30) days after ballots are distributed.
- D. The Election Committee will oversee the certification of all voter-returned ballots, tabulation of the ballots, reporting the election results to the President, and delivering all voter-returned ballots to the Secretary-Treasurer. If a third party election administrator is hired to assist with conducting the elections, the Election Committee will oversee the work of the election administrator.
- E. The Secretary-Treasurer shall be required to be present at the tabulation of the votes. Each candidate and one (1) candidate representative will be allowed to monitor the tabulation of the ballots.
- F. The candidate receiving the simple majority of the ballots cast shall be declared elected. In the event of a tie vote, a second election shall be held in accordance with the election procedures set forth previously.
- G. **Appeals.** All appeals of the election results shall be made to the Elections Committee, addressed to its Chair, within seven (7) calendar days of the closing of the official tally of ballots. Such appeal shall set forth the alleged violations of the Constitution and Bylaws of the Local, the International Union and/or

applicable law. The Elections Committee shall conduct such investigations and/or hearings as it deems necessary, and shall issue its decision on the appeal within fourteen (14) calendar days after receiving the appeal.

H. Appeals to the SEIU International Union are governed by the SEIU International Constitution and Bylaws.

I. **Prohibition on Outside Financial Support.** No candidate (including a prospective candidate) for any office in this Local or affiliated body or supporter of a candidate may solicit or accept financial support of any kind from any non-member of the International Union.

J. The ballots for each election shall be preserved by the Secretary-Treasurer in accordance with the Local privacy and document retention policy.

Section 6 Installation and Term of Office

A. The elected Virginia 512 Officers shall be installed by December 31 of the election year.

B. The term of office for all elected officers shall be three (3) years. Officials elected and qualified shall hold office until their successors are duly elected and installed.

C. The duly elected president, executive vice president and/or secretary-treasurer shall have a 90-day onboarding period to ensure a smooth transfer of power and take necessary steps to be installed and recorded on any and all records.

Section 7 Vacancy

A. Vacancy is defined by reason of death, resignation or removal of the incumbent.

B. Should the President's office become vacant, the Executive Vice President shall serve as the Interim President subject to approval of the Executive Board for a term no later than ninety (90) days while the Local holds an election to fill the President office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections. The EVP will be paid the salary commensurate with the President's salary during the time they are serving as Interim President.

- C. Should the office of Executive Vice President become vacant, the elected Chapter Chair of the bargaining unit with the largest membership shall serve as the Interim Executive Vice President subject to approval of the Executive Board for a term no later than ninety (90) days while the Local holds an election to fill the Executive Vice President office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.
- D. Should the office of Secretary-Treasurer become vacant, the elected Chapter Chair of the bargaining unit with the largest membership shall serve as the Interim Secretary-Treasurer subject to approval of the Executive Board for a term no later than ninety (90) days while the Local holds an election to fill the Secretary-Treasurer office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.
- E. Should the office of Chapter Chair become vacant, the Chapter Vice Chair shall serve as the Interim Chapter Chair subject to approval of the Executive Board for a term no later than ninety (90) days while the Local holds an election to fill the Chapter Chair office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.
- F. Should the office of Chapter Vice Chair become vacant, the Chapter Secretary shall serve as the Interim Vice Chair subject to approval of the Executive Board for a term no later than ninety (90) days while the Local holds an election to fill the Chapter Vice Chair office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.
- G. Should the Chapter Secretary office become vacant, the Chapter Director shall serve as Interim Chapter Secretary subject to approval of the Chapter Board for a term no later than ninety (90) days while the Local holds an election to fill the Chapter Secretary office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.
- H. Should a Chapter Director office become vacant, a Chapter Steward shall serve as Interim Chapter Director subject to approval of the Chapter Board for a term no later than sixty ninety (90) days while the Local holds an election to fill the Chapter Director office, except when the first date of the vacancy is within one hundred (100) days of regularly scheduled elections.

Article 10 **Bonding**

The Union shall secure and maintain surety bonds in the amounts and the form required by applicable statutes. The International Secretary-Treasurer may direct an increase in the amount of any bond whenever they deem it necessary.

Article 11 **Revenue**

Section 1. Sources

Revenue for SEIU VA512 may be raised through the collection of membership dues, initiation fees, assessments and other lawful means.

Section 2. Dues Collection

All members of SEIU VA512 are under a positive duty to see that their dues are paid on or before the last day of each month in which they are due. All union dues payable by members shall be paid through payroll deduction, if available. In the event payroll deduction is not available, the Executive Board will establish a method of dues collection and may require members to comply with an alternative method of dues collection, including a requirement to provide whatever information may be necessary in order to allow the same.

Section 3. Membership Dues Structure

The Local Union dues system shall be adopted by a two-thirds vote by the membership present at the Annual Membership Meeting in December. The dues system shall not be changed except by an amendment to this Constitution and Bylaws as stipulated in Article 14.

A. Active Members shall pay 1.75% of bi-weekly or monthly salary upon ratification and implementation of their collective bargaining agreement.

B. Retired Members shall pay no less than \$10/month

C. Members at Large shall pay no less than \$20/month

D. Associate / Friend Members shall pay no less than \$20/month

Section 4. Financial Obligation

SEIU VA 512 shall pay per capita taxes to the International Union for any person from whom the Local Union receives revenue, including dues. SEIU Virginia 512 shall not pay any other bills before it pays its full obligations to the International Union each month unless per capita taxes are waived by the International Union.

Section 5. Financial Accountability

SEIU Virginia 512 shall be audited on an annual basis by an independent audit firm. The results of such an audit, and any additional audits, shall be made available for review by members. The budget, as approved by the Executive Board, shall also be made available to all members for review.

Article 12

Hearings & Appeals

Section 1. Chargeable Offenses

Local Union officers or members, and officers of any affiliated body, may be charged with:

- a. Violation of any specific provision of this Constitution and Bylaws or of the SEIU Constitution and Bylaws;
- b. Gross disloyalty or conduct unbecoming a member;
- c. Gross inefficiency (if an officer or Executive Board member) which might hinder and impair the interests of the Local Union or of the International Union;
- d. Financial malpractice;
- e. Engaging in corrupt or unethical practices or racketeering;
- f. Advocating or engaging in dual unionism or secession including but not limited to aiding a rival labor organization, or disaffiliation in the course of any meeting in violation of Article XXV of the SEIU Constitution and Bylaws; no member shall be a party to any activity to secure the disestablishment of members from the Local Union or the disestablishment of the Local Union as the collective bargaining agent for any employee;
- g. Violation of democratically and lawfully established rules, regulations, policies, or practices of the Local Union or of the International Union;
- h. Wrongful taking or retaining of any money, books, papers or any other property belonging to the Local Union or the International Union; or the wrongful

destruction, mutilation or erasure of any books, records, bills, receipts, vouchers or other property of the Local Union or of the International Union;

- i. Working as a strikerbreaker or violating wage or work standards established by the Local Union or the International Union; and
- j. Bringing false charges against a member or officer without good faith or with malicious intent.

Section 2. Filing Charges

Charges must be specific and in writing.

In order to ensure members' protection from the filing of frivolous charges, the following procedure shall apply. Whenever charges are preferred against any member or officer of this Local Union, the charges shall be filed in writing in duplicate with the Secretary-Treasurer of the Local Union. A written copy of such charges specifying the nature of the offense of which the member or officer is charged shall be served by the Secretary-Treasurer on the charged party personally or by registered or certified mail, return receipt requested, directed to the last known address of the accused at least ten (10) days before the hearing on the charges. The charges must specify the events or acts which the charging party believes constitute a basis for charges and must state which subsection(s) of Section 1 of this Article or of Article XVII, Section 1 of the SEIU Constitution and Bylaws the charging party believes has (have) been violated. If the charges are not specific, the Hearing 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. No charges may be filed more than six (6) months after the charging party learned, or could have reasonably learned, of the act or acts which are the basis (bases) of the charges.

Section 3. Hearing Board

The Executive Board shall be the Hearing Board. However, when the member charged or preferring such charges is a member of the Hearing Board, they shall recuse themselves from the Hearing Board. The Executive Board may, by a majority vote, delegate a subcommittee of the Executive Board to investigate the charges or serve as the Hearing Board. The Hearing Board shall have the right to deliberate, discuss, and vote on the charges in closed session. The decision of the Executive Board shall be deemed final.

Section 4. Representation

Any member or officer who has been charged may have another member of this Local Union act as counsel to represent the charged member or officer in the presentation of a defense.

Section 5 Judgment

If the charges or any portion thereof are sustained, then the Hearing Board shall render judgment and take such disciplinary action and impose such penalty as it deems appropriate and as the case requires. However, such penalties shall not include any monetary fines or fees except in the case of reimbursement of any financial losses to the Local Union directly attributable to the charged member or officer.

Section 6 Appeals

Appeals of the final decision of the Local Union to the SEIU International Executive Board may be taken in accordance with Article XVII, Section 6 of the SEIU Constitution and Bylaws. During the pendency of any appeal, the decision appealed from shall remain in full force, unless it is stayed by the SEIU International Executive Board.

Section 7 Exhaustion of Remedy

Subject to the provisions of applicable statutes, every member or officer of this Local Union against whom charges have been preferred and disciplinary action taken agrees as a condition of membership or affiliation, and the continuation of membership or affiliation, to exhaust all remedies provided for in this Constitution and Bylaws and the SEIU Constitution and Bylaws, and further agrees not to file or prosecute any action in any court tribunal, or other agency until those remedies have been exhausted.

Article 13 Constitutional Amendments

Section 1 Amendments can be brought to the Executive Board by motion of a sitting elected board member or by submission of amendment by petition (minimum one hundred (100) verified signatures of members in good standing). Amendments must receive approval of the Executive Board by a minimum affirmative 2/3 vote to be considered for adoption by the membership.

Section 2 Amendments approved by the Executive Board shall be considered for adoption at the Annual Membership Meeting in December.

Section 3 The Constitution and Bylaws of this Local may be amended by a minimum two-thirds affirmative vote of the membership present at the Annual Membership Meeting in December. No amendment shall be valid or become effective until approved by the International Union.

Article 14

Dissolution

SEIU Virginia 512 shall not dissolve, disband, disaffiliate or secede while there are seven (7) or more dissenting members desiring to continue its existence. In the event Virginia 512 dissolves, disbands, disaffiliates or secedes, the funds, assets, properties (both real and personal), books and records of SEIU Virginia 512 shall become the property of the International Union. No net earnings will inure to the benefit of any individual member.

Article 15

Delegates to International Union Convention

The President, Executive Vice President, Secretary-Treasurer and Executive Board members, by virtue of being elected to office, shall during the term of their office be eligible delegates to any International Union Convention that may take place. If the total number of these officers is greater than the number of delegates to which SEIU VA512 is entitled at any International Union Convention, or is greater than the number of delegates that SEIU VA512 determines shall represent it at any Convention, the elected Officers shall serve in the following order - President (1st delegate), Executive Vice President (2nd delegate), Secretary-Treasurer (3rd delegate), Chapter Chairs serving concurrent terms as Executive Board Members (4th - 7th delegates), Chapter Vice Chairs serving concurrent terms as Executive Board Members 8th - 11th delegates).

If at the time of the Convention call it appears that such number of officers is less than the number of delegates to which the Local Union is entitled, then members of the Steward Council shall attend, with the Lead Stewards from each chapter &/or unit having the first opportunity to attend. In the event the Local Union is entitled to even more delegates, and once all Lead Stewards have had the opportunity to attend, then a second and/or third Steward from a single bargaining unit shall be offered the

opportunity to attend as a delegate based on the Member Resources record of the Steward/s handling the highest number of cases.

Article 16

Property Rights

Section 1. Property & Possessions. All officers shall deliver to their respective successors at the conclusion of their term of office, all property in their possession belonging to SEIU Virginia 512. All the funds and property of SEIU Virginia 512 shall be deemed held in trust for the benefit of the members, to be used in accordance with the direction of the Executive Board or the membership and subject to the International Constitution and Bylaws of SEIU.

Section 2. Vesting. The title of all property, funds and other assets of this Union shall at all times be vested in this Union for the joint use of the general membership of this Union, but membership in this organization shall not vest any member with any severable proprietary right, title or interest in or to the funds, property or other assets of this Union, now owned or possessed or that may hereafter be acquired and each member hereby expressly waives any right, title or interest in or to the property of this Union, including the funds of this Union.

Section 3. Intact. The funds or property of this Union shall not be divided among the members but shall remain intact for the use of this Union for its legal and legitimate purposes while this Union exists.

Article 17

Protection Against Personal or Union Suits

In the event a suit is brought against the Union or any of its officers or employees, funds of the Union may be expended to the extent permitted by law for all legal costs, including attorney's fees, court costs and investigative expenses, in the defense of such a lawsuit. In the event any officer or employee of the Union is held personally liable, either by way of judgment, compromise or settlement arising out of a lawsuit against such officer or employee regarding the performance of duties on behalf of the Union, the funds of the Union may be expended to satisfy such judgment, compromise or settlement to the extent permitted by law.

Article 18
Savings Clause

If any provision of this Constitution and Bylaws shall be modified or declared invalid or inoperative by any competent authority of the executive, judicial, or administrative branch of federal or state government, the Executive Board shall have the authority to suspend the operation of such provision during the period of its invalidity or modification and to substitute in its place and stead a provision that will meet the objections to its validity and that will be in accord with the intent and purposes of the invalid or modified provisions. If any article or section of this Constitution and Bylaws should be modified or held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this Constitution and Bylaws or the application of such article or section to persons or circumstances other than those as to which it has been held invalid or modified shall not be affected thereby.

Article 19
Subordination of Bylaws

The Constitution and Bylaws of this Local shall at all times be subordinate to the SEIU International Constitution and Bylaws, as it may be amended from time to time. If any conflict should arise between the Constitution and Bylaws of this Local, or any amendment thereto, and the SEIU International Constitution and Bylaws, the provisions of the International Constitution shall control.

Approved by the members of SEIU Virginia 512, December 13, 2025 during the 2025 Winter Statewide Meeting.