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Article I
NAME
This organization shall be known as the Services Employees International Union, Local 668 of the Pennsylvania Social Services Union.

Article II
JURISDICTION
Section 1. This Local Union shall have such jurisdiction as granted and approved from time to time by the International Union in accordance with the International Constitution and By-Laws.

Section 2. Any person employed within the jurisdiction of this Union shall be eligible for membership. However, members who resign, retire, are furloughed or are on a leave of absence from employment within the jurisdiction of this Union may continue as members by paying the minimum dues provided for by the International Constitution. Resigned or retired members shall have full membership rights and privileges, except that resigned members shall not be eligible to run for or hold any office in this Local Union or vote in any Union election. Retired members may vote for but not run for the offices of President or Secretary-Treasurer. Retired members are eligible only to run for and vote for the position of Trustee.

Section 3.
A. Any staff member who was a SEIU 668 PSSU member prior to his/her employment by SEIU 668 PSSU may retain his/her membership in SEIU 668 PSSU by:
   1. maintaining an unpaid leave of absence (LWOP) status with the Employer where he/she was a SEIU 668 PSSU member and paying the minimum dues to SEIU 668 PSSU required by the SEIU Constitution; or
   2. paying the full, regular membership dues to SEIU 668 PSSU as established elsewhere in this Constitution.
B. Any staff member who was not a SEIU 668 PSSU member prior to his/her employment by SEIU 668 PSSU may become a member by paying the full, regular dues to SEIU 668 PSSU as established elsewhere in this Constitution. Staff members who were not SEIU 668 PSSU members prior to their employment by SEIU 668 PSSU shall have full membership rights and privileges except they shall not be eligible to run for or hold any office in this Local Union or vote in any Union election.
C. Any staff member who maintains his/her SEIU 668 PSSU membership in accordance with A. 2. above shall have full membership rights, including the right to run for an elective SEIU 668 PSSU office, with the following stipulations:
   1. During the period of time commencing with the date the nominating petition is filed and ending with the date ending his/her campaign (the deadline for return of ballots, or the date he/she withdraws his/her candidacy, or the date his/her petition is finally rejected, whichever is earliest) he/she must be on either paid (annual, personal) or unpaid leave of absence (LWOP) from his/her SEIU 668 PSSU position.
   2. He/she, if elected, must resign from his/her SEIU 668 PSSU staff position no later than the day his/her term of office commences.
3. Within 45 days of the date of ratification of these amendments, any SEIU 668 PSSU staff person currently paying minimum dues must convert to full dues status as per Article II, Section 3. a. 2. or lose all rights to run for the office in the future.”

Section 4. Life Members
This Local Union establishes a Life Member category for retired members who are 75 years of age or older, and who have been dues paying members continuously to the Local Union either as full members or as retired members, for at least ten (10) years immediately prior thereto. No International per capita tax shall be required, and Life Members shall have no continuing dues obligations, but they shall be eligible to enjoy all the benefits and privileges of retired members in this Local Union and in the International Union, including continued participation in the International Union’s Death Gratuity Program, if otherwise eligible.

Section 5. Associate Members
Any individual sharing the common interest of the union and with the authorization of the Statewide President may join as an associate member. Associate members will have no voting rights and cannot run for any office within Local 668.

Article III
OBJECTS AND PURPOSES
The objects and purposes of our Local Union shall be to benefit its members and improve their conditions by every means, including but not limited to:

A. Unite SEIU 668 PSSU within the jurisdiction of the Service Employees International Union, welfare, protection and advancement.

B. To secure fair wages, hour, and working conditions, and to further the cause of social and economic justice through a commitment to member education, organizing, collective bargaining, political and Legislative action. To acknowledge and respect diversity as an integral part of the life of our Union.

C. To promote through education, a positive image, and understanding among members, clients, and professional and voluntary organizations in the field of human services.

D. To strengthen the rights of all union members by aligning ourselves with other unions to foster union solidarity.

E. To cooperate with and assist, by moral, monetary, or other means; other Labor organizations; whether or not affiliated with this Union, or any other groups or organizations, having objectives which are in any way related or similar to those of this Union, or which are of a nature beneficial to this Union or to its members, directly or indirectly.

F. To take affirmative steps to insure that elected and appointed officials as well as staff reflect the diversity of the membership.
Article IV
MEMBERSHIP RIGHTS

Section 1. Every member of this Local Union shall have equal rights and privileges within such organization to nominate candidates, to vote in elections or referendums of the Labor organization, to attend membership meetings, and to participate in the deliberations and voting upon the business of such meeting, subject to reasonable rules and regulations in this organization's rules and by-laws.

Section 2. Every member of this Local Union shall have the right to meet and assemble freely with other members and to express any views, arguments or opinions, and to express at meetings of this Local Union his/her views, upon candidates in an election of this Local Union or upon any business properly before the meeting, subject to the organization's established and reasonable rules pertaining.

Section 3. There shall be no discrimination by this Union against any member, or any applicant for membership by reason of race, color, creed, sex, national origin, political affiliation, age, marital status, disability, sexual or affectional preference, occupation, ancestry, religion, citizenship status, or gender expression.

Section 4. Every member of this Local Union shall have the right to appeal a decision not to arbitrate his/her grievance to the grievance committee and then to the Statewide Executive Board.

Article V
MEMBERSHIP OBLIGATIONS

Section 1. Every member by virtue of his/her membership in the Local Union is obligated to adhere to and follow the terms of the International Constitution, this Local Constitution and such other reasonable rules which are duly promulgated in order for this Union to perform its legal contractual and other obligations. Each member shall faithfully carry out such duties and obligations and shall not interfere with the rights of fellow members.

Section 2. Every member, excluding members of the Union Employees Union (staff employee bargaining representative), by virtue of his/her membership in this Local Union authorizes this Union to act as his/her exclusive bargaining representative with full and exclusive power to execute agreements with his/her employer and to act for him/her and have final authority in presenting, processing and adjusting any grievance, difficulty, or dispute arising under any collective bargaining agreement or out of his/her employment with such Employer.

Section 3. No member of this International Union shall injure the interest of another member by undermining him/her in price or wage or by any other act, direct or indirect, which would wrongfully jeopardize a member's office or standing.

Section 4. No members shall engage in dual unionism or espouse dual unionism, including but not limited to aiding a rival labor organization, or secession in violation of Article XXV of the SEIU Constitution, or shall be a party to any activities to secure the disestablishment of this Local Union as a collective bargaining agent for any employee.

Section 5. All members shall participate in and/or assist in a duly called strike or other work action called for by their bargaining unit in accordance with this and/or the International Constitution.
Section 6. Subject to the provisions of applicable statutes, every member or officer against whom charges have been preferred and disciplinary action taken as a result thereof or who claims to be aggrieved as a result of adverse rulings or decisions rendered agrees, as a condition of membership, to exhaust all remedies provided for in the constitutions and bylaws of the International Union and the Local Union and further agrees not to file or prosecute any action in any court, tribunal, or other agency until those remedies have been exhausted.

Section 7. No member shall discriminate or advocate discrimination against any other member or applicant for membership by reason of race, color, creed, sex, national origin, political affiliation, age, marital status, disability, sexual or affectional preference or occupation, ancestry, religion, citizenship status, or gender expression.

Section 8. Members appointed or elected to represent the Local in an official capacity shall have the responsibility to carry out the policies of this Local and provide reports of their activities to the appropriate body.

Article VI
STRUCTURE
Section 1. For structural and representational purposes there will be geographical chapters and employer/agency work committees.

A. The chapters will be 14 in number and will be designated:
   1. Crawford, Erie
   2. Armstrong, Beaver, Butler, Clarion, Lawrence, Mercer, Venango
   3. Allegheny
   4. Fayette, Greene, Washington, Westmoreland
   5. Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana, Somerset
   6. Cameron, Clearfield, Elk, Forest, Jefferson, McKean, Potter, Warren
   7. Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union
   8. Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Mifflin, Perry
   9. Berks, Lancaster, York
   10. Chester, Delaware
   11. Bucks, Montgomery
   12. Philadelphia
   13. Carbon, Lehigh, Monroe, Northampton, Pike, Schuylkill
   14. Lackawanna, Luzerne, Susquehanna, Wayne, Wyoming

B. The employer/agency work committees shall be designated as:
   1. State Work Committees
      a. Bureau of Disability Determination
      b. Bureau of Visual Services
      c. County Assistance Offices
      d. Mental Health
      e. Mental Retardation
      f. Office of Employment Services
      g. Office of Unemployment Compensation
h. Office of Vocational Rehabilitation
i. State Correctional Institutions
j. Youth Development Centers/Youth Forestry Camps
k. Pennsylvania Human Relations Commission
l. OIG/Bureau of Child Support Enforcement
m. Unemployment Compensation Referees
n. Miscellaneous State
o. County Assistance Office Supervisors

2. Local Unit Work Committees (private and public are included together)
   a. Mental Health/Mental Retardation
   b. Drug and Alcohol
   c. Courts
   d. Juvenile Detention
   e. Aging
   f. Children and Youth
   g. County Miscellaneous
   h. Education
   i. Municipal Services
   j. Miscellaneous (includes “Employment and Training”)
   k. Prisons
   l. 911

Section 2. Each agency or discrete work entity listed above shall have at least one (1) representative to the Statewide Executive Board hereafter known as SWEB provided there are at least sixty (60) members. (60 to 500 members = 1 representative.)

A. Each employer/agency work group shall have at least one (1) additional representative to the Statewide Executive Board for each 500 members or part thereof.

B. Should an employer/agency work group not listed in Article VI Section 1, B1 or B2, attain at least 60 members, it may petition the Statewide Executive Board to form its own work committee. The Board will establish reasonable rules for the petitioning and approval process.

C. The Statewide Executive Board shall review the established work committees as necessary to determine viability due to a decrease in membership to below 60, agency/employer reorganization, etc. Any impact will be implemented at the next regular election.

D. At the request of and majority vote by a chapter board, the SWEB shall review the established chapter alignment outlined in Section 1. a. for reasons including, but not limited to, decrease in membership, agency/employer reorganization, central labor council lines, etc. The gaining Chapter Boards and the losing Chapter Boards must vote by two-thirds vote to concur with any realignments proposed prior to any implementation. If there is any impact upon elected chapter officers or work committee representatives, implementation will not occur until the next statewide election, unless members of STATEWIDE EXECUTIVE BOARD and both chapter boards agree to waive this requirement.
Article VII
STATEWIDE EXECUTIVE BOARD

Section 1. The general policy making body of this Local Union shall be the Statewide Executive Board (SWEB) which shall have the authority and duties as set forth in this Constitution. The affairs of this Local Union shall be conducted through the authority invested in the Statewide Executive Board pursuant to this Constitution. The Statewide Executive Board is authorized and empowered to take any lawful action consistent with this Constitution.

Section 2a. The Statewide Executive Board shall meet at least quarterly. The Statewide President shall call all Statewide Executive Board meetings at times and places which in his/her judgment best serves the needs of this Local Union, and at times convenient for the attendance of interested members. A meeting of the SWEB may be held by telephone or video conference at the discretion of the President.

Section 2b. Whenever a majority of the members of the Statewide Executive Board request the President to call a meeting thereof, it shall be mandatory upon him/her to do so within 15 days.

Section 3. The Statewide Executive Board shall consist of: the statewide President, the statewide Secretary-Treasurer, board members representing chapters, board members representing employer/agency work committees, 3 trustees, and the representatives of the standing committees. The three trustees and the standing committee representatives shall be non-voting members of the Board. Each chapter shall have (1) representative. Each employer/agency work committee shall have at least one representative. Over an initial 500 members or part thereof each employer/agency work committee will be entitled to an additional representative.

Section 4. A quorum shall consist of 50% plus one of the total voting officers and representatives. A motion shall be passed by a majority of those present.

Section 5. The Statewide Executive Board shall counsel the President on all matters and may overturn any policy initiative of the President through the passage of a policy superseding the action of the President. Union policy positions may be established by the board by a simple majority of those present.

Section 6. The Statewide President shall preside at all Statewide Executive Board meetings. In the absence of the President, the Secretary-Treasurer shall preside at the meeting.

Section 7. The Statewide Executive Board shall establish standing committees as it sees fit in accordance with this Constitution. These committees shall include a Committee on Political Education, a Committee on Retired Union Members, an Organizing Committee, a Committee on Civil and Human Rights, a Budget-Finance Committee, a Community Services Committee, and a Grievance Appeal Committee. All standing committees shall have a non-voting seat on the Statewide Executive Board. Such committees shall advise the Statewide Officers and the Executive Board of policy and program proposals for the subjects covered by the committees.

The Statewide Executive Board of this Local Union shall appoint a Committee on Political Education to assist it in carrying out a program of sound political education and political action and encouraging its members and their families to register and vote. No
Local Union shall establish its own registered federal political committee or any political candidate’s fund for contributions in connection with federal elections, provided, however, that the International President in his or her discretion shall waive this provision or establish such conditions as the International President may deem necessary.

The International Secretary-Treasurer shall be notified promptly by each Local Union of the composition of the Civil and Human Rights Committee, the Committee on Political Education, the Retired Member Committee, and the Organizing Committee.

Such committees shall also be responsible for the development and implementation of SEIU 668 PSSU policy on such subjects to whatever degree they are so delegated by the Statewide Executive Board.

Section 8. Any Statewide Executive Board member may place items on the agenda of Statewide Executive Board meetings.

Section 9. The Statewide Executive Board shall approve the yearly budget of the Local.

Section 10. The Statewide Executive Board shall designate one (1) other person to be one of the three (3) persons authorized to countersign all orders on funds and agreements concerning this Local Union subject to the provisions of this Constitution and By-Laws. The Statewide Executive Board designated signator shall serve only when either the President or Secretary-Treasurer is unable to sign and must be a member of the SWEB.

Article VIII

STATEWIDE OFFICERS

Section 1. President

A. The President shall be elected from within the ranks of the membership.

B. The President shall be the highest ranking officer of this Local Union and will act as spokesperson of the Statewide Executive Board and this Local. All duties will be performed in conformance with the Constitution and By-laws of this Local.

C. The President shall be the Chief Executor of policy and shall be responsible for carrying out day-to-day administration of this Local in accordance with the policies set forth by the Statewide Executive Board. When lacking specific policy guidelines, the President shall be responsible for making policy decisions and for presenting these decisions to the Statewide Executive Board at the next meeting. Any major policy decisions shall be brought to the attention of the Statewide Executive Board.

D. The President shall have general supervision and direction over the affairs of the Local Union. The President shall have the responsibility for the general supervision and direction of all staff. The President shall be authorized to call and make arrangements for such meetings, seminars, and conferences as he/she may deem necessary and shall direct the research, educational, legislative, publications, and political activities of the Local Union.
E. The President shall preside at all Statewide Executive Board meetings and other statewide functions plus special and constitutional conventions. He/she shall be a voting member of the Statewide Executive Board.

F. The President shall appoint all standing and other statewide committees with the approval of the Statewide Executive Board and shall be an ex-officio member of all committees.

G. The President shall call all regularly scheduled and emergency Statewide Executive Board sessions and will submit a written report on his/her activities at all meetings. The President shall submit a specific agenda to the Statewide Executive Board members at least 2 weeks prior to the regularly scheduled Statewide Executive Board meetings, and one week prior to special meetings.

H. The President shall be empowered to employ such other assistants, counsel, accountants, and other personnel as the President may require to assist in the duties of the office and to fix their compensation, subject to the disapproval of the Statewide Executive Board and any applicable collective bargaining agreements.

I. The President shall be one of three individuals authorized to countersign all orders on funds and agreements concerning the Local Union subject to the provisions of the constitution and the by-laws of this Local Union.

J. The President shall have general supervision and direction of the organizing efforts of the Local Union and all staff assigned to those efforts.

K. It shall be the responsibility of the President to attend each chapter's Executive Board meeting at least once per term of office. The President shall be an ex-officio member of all chapters with the rights and privileges thereof.

L. The President shall submit a report to the general membership at least once per year.

M. The President shall be elected for a three year term and may succeed himself/herself.

N. The President shall receive a base salary of $59,351. His/her salary shall be increased annually by the annual increment and the average increases in the wages and benefits of the largest bargaining unit represented by this Local Union. Base rate reflects the start salary as of 1996.

O. The President shall act in compliance with the mandates of all referendums, statewide membership votes and Statewide Executive Board decisions.

P. The President shall have the authority to decide on all points of law and constitutional interpretations submitted to him/her by chapters, work committees, membership, or by affiliated bodies, subject to appeal to the Statewide Executive Board.

Q. The President shall, by virtue of his/her office, represent the Local Union at the conventions of labor organizations with which the Local Union is affiliated and shall appoint all other delegates to such conventions with the approval of the Statewide Executive Board. The appointment provision does not apply where elections of delegates to conventions are required under the terms of this Constitution, the International Constitution and/or applicable laws or statutes.
R. The President may have any motion of the Statewide Executive Board reconsidered by writing a letter to all Statewide Executive Board members outlining his/her objections to the particular motion and requesting the members to call a meeting in accordance with Article VII, Section 2B. However, the original motion shall remain in effect unless reversed in accordance with Robert’s Rules.

Section 2. Secretary-Treasurer

A. The Secretary-Treasurer shall be elected from within the ranks of the membership. He/She shall assist the President in the operation of the affairs of the Local Union. In the absence of the President, or in the event of the President’s inability to serve, the Secretary-Treasurer shall carry out the duties of the President. The Secretary-Treasurer shall be a voting member of the Statewide Executive Board, and an ex-officio member of all chapters with all the rights and privileges thereof.

B. It shall be the duty of the Secretary-Treasurer to receive all monies paid to this Local Union, giving receipts for same, and reporting the receipts and disbursements at each Statewide Executive Board meeting. He/She shall be responsible for all financial records and transactions of this Local Union. The Secretary-Treasurer shall chair the Budget/Finance Committee of the Local Union.

C. The Secretary-Treasurer shall deposit all monies in a bank recommended by the trustees, keeping a correct record of all dues payments and all other money received and expended.

D. All funds shall be deposited in the name of this Local Union subject to an order signed by the President and the Secretary-Treasurer.

E. The Secretary-Treasurer shall submit his/her books and receipts to the auditors designated by the Trustees for their audit. At the expiration of the official term of office, he/she shall turn over to his/her successor all monies and property of this Local Union that may be in his/her possession.

F. The Secretary-Treasurer shall be one of three individuals authorized to countersign all funds, financial contracts, and agreements concerning this Local Union subject to the constitution and by-laws of this Local Union.

G. The Secretary-Treasurer shall maintain a property inventory of all union property valued in excess of $250.00.

H. The Secretary-Treasurer shall keep a record of the proceedings of all Statewide Executive Board meetings and membership meetings of this Local Union.

I. The Secretary-Treasurer shall provide copies of the minutes of the Statewide Executive Board meetings to the Statewide Executive Board members within 30 days after each Statewide Executive Board meeting. A summary of the actions of the Statewide Executive Board meeting shall be provided to each shop steward within 14 days of the meeting. A copy of the approved minutes of each Statewide Executive Board meeting shall be available for inspection by any member.

J. The Secretary-Treasurer shall keep all membership records and application cards, and a record of all members admitted by initiation or otherwise, as well as rejections and suspended or expelled members. He/She shall send to the
International Union an accurate record of all dues payments and other revenue and he/she shall forward to the International Secretary-Treasurer the correct names and addresses (including e-mail addresses and phone numbers, if available) of all members of this Local Union, whether initiated or readmitted, and of all other persons from whom revenue is derived, together with social security or social insurance numbers, and shall provide the International Secretary-Treasurer with monthly updates of this information.

K. The Secretary-Treasurer shall be elected for a three year term and may succeed himself/herself.

L. The Secretary-Treasurer shall receive a base salary of $55,554. His/her salary shall be increased annually by the annual increment and the average increase in the wages and benefits of the largest bargaining unit represented by this Local Union. Base rate reflects the start salary as of 1996.

M. The Secretary-Treasurer, in conjunction with the President, shall be empowered to employ such assistants, counsel, accountants, and other professional personnel as the Secretary-Treasurer may require to assist in the duties of his/her office and to fix their compensation, subject to the disapproval of the Statewide Executive Board and subject to any applicable collective bargaining agreements.

N. The Secretary-Treasurer, in conjunction with the Budget/Finance Committee, shall prepare the annual budget and supply to the Statewide Executive Board such financial information as the Statewide Executive Board may require in order to evaluate the annual budget of this Local.

O. The Secretary-Treasurer shall, by virtue of his/her office be the second representative of this Local at the conventions of labor organizations with which this Local Union is affiliated.

P. The Secretary-Treasurer shall notify the International Union of the names and addresses (with zip codes) of all officers elected to office within 15 days after the election.

Q. The Secretary-Treasurer shall promptly forward to the International Secretary-Treasurer copies of all annual audit 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.

Section 3. Trustees

A. All trustees will be elected for a three-year term.

B. The trustees shall occupy non-voting seats on the Statewide Executive Board.

C. The trustees will conduct annual audits of all financial systems and related records of the treasury and present the results to the governing body.

D. The trustees shall insure adherence to the financial policies of the Local Union and shall insure that officers are honoring their fiduciary responsibilities.

E. The trustees shall select an auditor, subject to SWEB disapproval, and oversee a certified audit of the books of the Local Union and at least annually
inventory and verify the securities, investments, bank accounts and cash funds on hand. Their report will be published for the membership.

F. The trustees shall see that the funds of the Local Union are deposited in one or more reliable banks.

G. The trustees may perform such duties as may be assigned to them by the President.

H. The Trustees subject to SWEB disapproval shall designate auditors who shall conduct an audit at least annually of the treasury and who shall report to the SWEB Board. The audit report shall be available for the inspection of any member who requests it. A summary of the report shall be published in the Local Union’s newsletter to the membership.

Section 4. Chapter Chairperson

A. There shall be one Chapter Chairperson elected from the ranks of the members of each designated geographic area (Chapter) as defined in Article VI, Section 1A.

B. The Chapter Chairperson shall be a voting member of the Statewide Executive Board with the responsibility to represent his/her members on those issues that are not work specific. These issues are "union-life" issues. They include but are not limited to political action, budget, organizing, community service, education and the general support of union brothers and sisters.

C. The Chapter Chair may designate an elected chapter officer, who in the absence of the chapter chair will have voting rights at the SWEB.

Section 5. Work Committee Representatives

A. There shall be at least one Work Committee Representative on the Statewide Executive Board for each employer or agency grouping represented by this Local Union. Such representatives shall be elected from the ranks of the membership of the respective work committee groupings as described in Article VI, Section 1B. The number of representatives a work committee will have on the Statewide Executive Board will be determined proportionally in accordance with Article VI, Section 2.

B. The Work Committee Representatives shall be voting members of the Statewide Executive Board with the responsibility to represent his/her respective members on those issues directly related to the specific work group.

C. In the absence of a work committee representative, one of the statewide elected alternates may be designated by the committee chair to attend SWEB and have voting rights.

**Article IX**

**CHAPTER, WORK COMMITTEE AND SHOP STRUCTURE**

Section 1. Chapter Structure

A. Chapter shall consist of the members under the jurisdiction of this Local Union based on geographical units as defined in Article VI, Section A.

A. The Chapter Executive Board shall coordinate and facilitate shop activities, disseminate information, and shall have the authority to expend chapter funds in
accordance with the approved budget and carry out all other responsibilities stated within this constitution and the by-laws of this union.

B. The Chapter shall have a Chairperson elected by the membership in good standing in the chapter. The Chapter Chairperson shall be that chapter's representative on the Statewide Executive Board.

C. The Chapter Executive Board shall consist of one elected representative of each shop and the chapter representatives of the work committees. The statewide work committee representative shall be a voting member of the Chapter Executive Board.

D. The Chapter Executive Board will meet at least 4 times per year and within 30 days after the Statewide Executive Board meeting.

E. The Chapter Executive Board shall have the power to appoint any committee it sees fit to carry out its duties.

F. Each Chapter Board shall be responsible for all activities of the chapter in representing its members within its jurisdiction.

G. The Chapter Executive Board shall be responsible for carrying out the constitutional policies of the Statewide Executive Board and the Statewide President when he/she is acting in accordance with the Constitution and Bylaws of the Statewide Union.

H. Each Chapter Board shall have the right to elect from the ranks of the chapter membership any officer deemed necessary to carry out the business of the chapter.

Section 2. Shop Structure

A Shop shall consist of a representative unit or combination of units or groups of employees under the jurisdiction of this Local Union at an administrative worksite. Disputes regarding shop entities shall be resolved by the Chapter Board with the appeal to the SWEB.

A. Each shop shall elect one Chief Shop Steward who will represent that shop and have voting rights on the Chapter Executive Board.

B. Each shop shall elect an alternate steward who in the absence of the Chief Shop Steward will have voting rights on the Chapter Executive Board.

C. Additional shop structure where needed shall be a matter for the membership of each shop.

D. Each shop shall call at least one general membership meeting within 30 days after each Chapter Executive Board Meeting.

Section 3. Work Committee Structure

A. There shall be established work committees made up of representatives who are elected by the members from each of the agency or employer work groupings as defined in Article VI, Section 1B. From these work committees shall come the Work Committee Representatives to the Statewide Executive Board. Each designated work grouping will be allotted a proportional number of seats on the Statewide Executive Board as outlined in Article VII, Section 3.
Each work group will then elect statewide its proportionally Statewide Executive Board allotted number of representatives, plus two additional representatives, to serve on the work committee. The Statewide Executive Board Work Committee Representatives shall be the highest vote-getters out of these Statewide Representatives. Work Committee Representatives shall be responsible for reporting their activities to the Statewide Executive Board and to the members of the shops they represent.

B. Work Committees shall be chaired by the Representative who receives the highest number of votes in the respective Work Committee statewide election. The highest statewide vote-getter may defer the chair to the next highest statewide vote-getter. The President, subject to the approval of the Statewide Executive Board, will designate a chair from the Work Committee Representatives elected statewide in the event that no Work Committee Representatives accept the Chairmanship.

C. Each Chapter that contains one or more shops belonging to one of the work groupings designated in Article VI, Section 1B shall have one representative on the work committee. This representative shall be appointed by the Chapter Chair subject to the disapproval of the Chapter Executive Board. These Chapter Work Committee Representatives shall not serve on the Statewide Executive Board.

D. The Work Committees’ primary responsibility is to organize workers, coordinate activities, and develop plans and campaigns to improve the work-lives of their respective members.

Article X
CHAPTER AND SHOP OFFICERS AND CHAPTER WORK COMMITTEE REPRESENTATIVES

Section 1. Chapter Chairpersons
A. All Chapter Chairpersons shall be elected from within the ranks of the chapter membership.

B. A person can hold only one elected office at the chapter level.

C. The term of office for the chapter chairperson shall be three years and he/she may succeed himself/herself.

D. The Chapter Chairpersons shall be the highest ranking officer of the Chapter and will act as Spokesperson for the Chapter.

E. All Chapter Chairpersons shall represent the Chapter Executive Board at the Statewide Executive Board and shall report to the chapter on the Statewide Executive Board activities.

F. The Chapter Chairpersons shall call all regularly scheduled and emergency Chapter Executive Board meetings, preside over them and report on his/her activities and his/her future plans. He/she shall provide a written report of all Chapter meetings and activities to the Statewide Executive Board quarterly.

G. The Chapter Chairperson shall appoint all standing and ad hoc committees with the approval of the Chapter Executive Board and shall be an ex-officio member of all chapter committees.
H. The Chapter Chairperson shall serve as a representative on the Statewide Executive Board. The Chapter Chairperson shall be authorized to call and make arrangements for such meetings, seminars, and conferences as he/she may deem necessary, and shall direct the research, educational, legislative, publications and political education activities of the chapter with the approval of the Chapter Executive Board.

I. The Chapter Chairperson shall be responsible for specified business of the members of the chapter such as assisting on grievances, appeals, and membership drives.

J. The Chapter Recording Secretary shall keep a record of the proceedings of all Chapter Executive Board meetings of the Chapter. He/she shall also provide copies of the minutes to the Chapter Executive Board members within 30 days after each Chapter Executive Board meeting. The Recording Secretary shall be elected from the ranks of the Chapter membership by the Chapter Executive Board.

Section 2. Shop Stewards
A. Each Chief Shop Steward shall be elected from within the ranks of his/her shop or administrative worksite.

B. Each Chief Shop Steward shall have the responsibility to represent his/her shop on the Chapter Executive Board.

C. Each shop shall also elect an alternate steward who will have the responsibility to represent his/her shop at the Chapter Executive Board in the absence of the Chief Shop Steward.

D. Each Chief Shop Steward shall have the responsibility to report back to the shop, on all Chapter Executive Board business.

E. Each Chief Shop Steward will serve as the members' primary connection to the union structure.

Section 3. Chapter Work Committee Representatives
Chapter Work Committee Representatives shall be responsible for serving on the statewide work committee. They shall also have a seat on the Chapter Executive Board. They will be responsible for representing the "work-life" issues of their respective constituents within their chapter. Chapter Work Committee Representatives shall be responsible for reporting their committee activities to the Chapter Executive Board.

**Article XI**

**ELECTIONS**

Section 1. Regular shop elections shall be conducted during the month of January. Elections shall be conducted at least every two years in odd years.

Section 2.
A. Elections for President and Secretary-Treasurer shall be conducted every three years. Elections for Statewide Executive Board shall be conducted every three years. Election for trustees shall be conducted in accordance with Article VIII, Section 3 of this constitution.
B. The uniform procedure for all regularly scheduled chapter and statewide elections after the first election following the establishment of this constitution shall be as follows:

1. Prior to August 15, the Union shall mail to each member written notification of elections, containing the offices to be filled, the regulations and rules for the election.

2. Candidates desiring to run for office shall submit to the Statewide Elections Committee a nomination petition supplied by the Union. Such petition shall be a part of the written notification of elections mailed to members' homes. No petitions will require the signatures of more than 25 members in good standing.

3. Their petition must be received at the Harrisburg Headquarters of the Union by 5:00 p.m., September 20. Petitions received after that shall be invalid.

Section 3. No candidate shall submit a petition for more than one office. Candidates submitting petitions for more than one office shall have the first petition received by the Statewide Elections Committee validated. In the case of simultaneous receipt, both petitions shall be invalid.

Section 4. Ballots shall be mailed by at least October 5. In cases of voting at the worksite, at least five (5) days shall be made available to vote.

Section 5. All ballots shall be returned by 5:00 p.m. October 25. Ballots received after that shall be invalid.

Section 6. The Statewide Elections Committee shall develop procedures to insure that every member paying dues as of October 1 is able to vote by secret ballot, and that duplicate ballots are provided to members not receiving a ballot.

Section 7. The Union shall develop procedures to allow each candidate to use Union facilities at the candidates' expense to mail campaign literature once to each shop member.

Section 8. Any challenges to elections shall be made to the next highest authority; elections conducted by the shop to the Chapter Executive Board, elections conducted by the Chapter to the Statewide Executive Board, elections conducted by the Statewide Executive Board to SEIU. All elections shall be considered valid unless overturned by the appropriate authority.

Section 9. Vacancies of any elected, paid, full time officials shall be filled in the following manner:

A. Arrangements for filling vacancies shall be finalized within 15 days of that vacancy and shall be such that the office will be filled within 60 days of the vacancy. In the event that a special election to fill a vacancy would result in the election being held within 60 days of a regularly scheduled general election, the official so elected shall continue in office for the remaining three year term in addition to the remaining balance of the preceding term.

B. When a vacancy occurs, the next ranking officer shall assume the duties of the office until such time as the position is filled.
C. Should there be no available officer to fill a vacancy; the position shall be filled from within the appropriate Executive Board by a majority vote of the Executive Board.

D. The Statewide organization shall provide such assistance to the officer temporarily filling a vacancy so as to insure continuation of necessary services to the membership.

Section 10. Vacancies of all other Statewide Executive Board Representative shall be filled in the following manner:

A. Statewide Work Committee Representatives

1. In the event of a vacancy occurring during the term of office of a Work Committee Representative, the vacancy shall be filled by the highest vote-getter of the additional two statewide elected representatives to the work committee.

2. Vacancies shall be filled within thirty days of the occurrence.

3. In the event there is no elected candidate available the vacancy may be filled by the President subject to the approval of Statewide Executive Board.

B. Chapter Chairperson

1. In the event of a vacancy the Chapter Executive Board, within thirty days, will elect a chairperson from within its ranks.

Section 11. No person shall be eligible for nomination as an officer, member of the Statewide Executive Board, Chapter Executive Boards, delegate, or any other office in this Local Union who has not been a member in continuous good standing in this Local Union for at least two (2) years immediately preceding the nomination and has during all of that time paid the full dues required for working members of this Local Union within each month when due. With approval of the SEIU International President, the 2-year requirement may be waived. No persons who have been convicted of a felony as defined in Section 504 of the Landrum-Griffin Act (or indictable offense in Canada) shall remain in office or be eligible for nomination as provided by applicable law.

Section 12. There shall be no write-in proxy balloting permitted in any election.

Section 13. No candidate (including a prospective candidate) for any office in the Local Union or affiliated body or supporter of a candidate may solicit or accept financial support or any other direct or indirect support of any kind from any non-member of the International Union.

Section 14. No candidate can assume office until their election financial disclosure form has been received by the election committee.
Article XII

REVENUES AND FINANCES

Section 1. All revenues of this Local Union shall be held in one centralized statewide treasury.

The revenues of this Local Union shall be derived from initiation fees, monthly dues, fines, assessments, fair share or agency shop fees, and such other sources as may be approved by the Statewide Executive Board. The funds of this Local Union can only be drawn out by a check of this Local Union and all checks must be signed by two of the three persons authorized to withdraw funds in accordance with this Constitution. The persons authorized to withdraw funds shall be the Statewide President, Statewide Secretary-Treasurer, and another person designated by the Statewide Executive Board.

Section 2. The dues of this Local shall be one-point-three nine percent (1.39%) of the gross annual salary of the member who comes under the jurisdiction of the Local Union as defined by law. The minimum dues are twenty-eight dollars ($28) per month. Retired member's dues are four dollars ($4) per month.

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 shall be entitled to credit for membership dues for the period of unemployment, but not to exceed six months in any calendar year.

Section 3. The Statewide Executive Board shall approve the yearly budget of the Local. It shall be an itemized line budget delineating state, chapter, and work committee allocations. The Chapters shall be responsible for approving chapter expenditures within budget limitations and in accord with the financial by-laws of the union. Chapters shall be allowed to access these funds through a draw-down process determined by the Statewide Executive Board.

Section 4. Funds should be set aside for the use of individual chapters which will remain under the fiduciary responsibility of the Statewide Executive Board. Use of the money shall be determined by the Chapter Executive Board in accordance with legal restraints and within the parameters of their chapter allocation. No less than $1.00 (one-dollar) per member per month shall be set aside for the use of individual chapters in the union's annual budget. There shall be no rollover of chapter funds from one budget year to the next. The one exception will be funds needed for special projects that last longer than one budget year. Exceptions must be approved by the Statewide Executive Board.

Section 5. Any assessments shall be made only in accordance with the following procedures:

A. Reasonable notice shall be given by the Statewide Secretary-Treasurer to the membership at least fifteen (15) days prior to the mailing of ballots on which the membership will vote on the question of whether or not such assessments shall be changed or levied. This notice shall indicate the assessment to be voted on.

B. Voting shall be by secret ballot by the members in good standing.

C. A majority vote by secret ballot of the membership in good standing shall decide the issue.
Section 6. The Local Union shall pay per capita tax to the International Union for any person from whom the Local Union receives revenue, whether called dues or otherwise. This Local Union shall have no right to pay any bill before it pays its full per capita tax to the International Union each month.

Section 7. All records of this Local Union pertaining to income, disbursements and financial transactions of any kind whatever, must be kept for a period of at least seven (7) years or longer if required by applicable law and there shall be at least one (1) general outside audit per year.

Section 8. The title to all property, funds and other assets of this Local Union shall at all times be vested in this Local Union’s Statewide Executive Board for the joint use of the membership of this Local Union, but no member shall have any severable proprietary right, title or interest therein. Membership in this organization shall not vest any member with any right, title or interest or to the property of this Local Union, including the funds of this Local Union.

Section 9. All officers and employees handling any moneys of this Local Union shall be bonded in the amounts and forms required by applicable statutes, said bond or bonds to be procured immediately upon assuming office or employment, the premiums to be paid for by this Local Union. The International Secretary-Treasurer of the International Union may direct the increase or decrease in the amount of the bond when he/she deems advisable.

Section 10. All disbursements from the Statewide Treasury shall be co-signed by two of the three persons authorized to sign such disbursements.

Article XIII

REFERENDUM AND RECALL

Section 1. Referendum

A. To enable the membership to exercise its right to participate in the decision-making process of the Local, the membership may raise any question through the referendum procedure.

The Statewide Executive Board shall submit to referendum vote any matter at the request of a petition bearing the signatures of 10% of the statewide membership. The referendum shall be held within 60 days of receipt of the request by the Statewide President or the Statewide Secretary-Treasurer of this Local. The votes shall be conducted by secret ballot and shall be carried by a simple majority of those voting. Results will be binding on the Local.

B. Chapter Executive Boards shall submit to referendum any matter pertaining to their particular chapters at the request of a petition bearing the signatures of 10% of the Chapter membership. The referendum shall be held within 30 days of receipt of the request by the Chapter Chairperson. The vote shall be conducted by secret ballot and shall be carried by a simple majority of those voting. Results will be binding on the Chapter.

Section 2. Recall

A. To enable the membership to exercise its right to good leadership, any officer or representative may be recalled.

B. All Statewide Officers and Statewide Work Committee Representatives, Chapter Officers and Shop Officers shall be subject to recall.
C. A vote to recall officers and members of the Statewide Executive Board and Statewide Work Committee Representatives shall be held within 60 days of receipt by the Statewide President or the Statewide Secretary-Treasurer of a petition signed by 20% of the Statewide membership for Statewide Officers, 25% of the Chapter membership for Chapter Officers and 30% of the Shop membership for Shop Officers.

D. Recall votes for Statewide Officers and Statewide Work Committee Representatives shall be conducted by mail secret ballots under the auspices of the Statewide Executive Board.

E. Recall votes for Chapter Officers shall be conducted by mail secret ballots by the Chapter Executive Board.

F. Recall votes for Shop Officers shall be conducted by mail secret ballots by the Chapter Executive Board.

G. A simple majority of those voting in favor of recall shall be necessary to recall the officer or representative. When a majority votes to recall an officer or representative in a recall vote, that seat shall be considered vacant at the time that the responsible board certifies the results of the vote.

Section 3. All petitions on recall or referendum must be dated, and no petitions more than six months old at the time of presentation shall be considered valid.

Article XIV
TRIAL AND APPEALS

Preamble: In order to ensure members' protection from the filing of frivolous charges, the following procedures shall apply:

Section 1. Any official of SEIU 668 PSSU may be charged with any of the violations cited in the SEIU Constitution, Article XVII, Trials and Appeals, Section 1.

Section 2. Any member of SEIU 668 PSSU may be charged with any of the violations cited in the SEIU Constitution, Article XVII, Trials and Appeals, Section 1.

A. 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 Section 1 of Article XVII of the International Constitution the charging party believes has been violated. If the charges are not specific, the trial body 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, provided that the charging party is in compliance with all other applicable provisions of Article XVII of the SEIU Constitution and Bylaws.

Section 3. Charges against any member or officer of SEIU 668 PSSU may be filed by any member in good standing.

A. Charges must be specific and in writing.

E. Charges must be filed in duplicate with the Secretary-Treasurer in the case of charges originating at the statewide level or with the Chapter Chairperson in the case of charges originating at the chapter level.
C. The Secretary-Treasurer or Chaptor Chairperson shall serve a copy of the charges on the accused either personally or by registered or certified mail, return receipt requested, at least ten (10) days before the hearing on the charges.

D. If the President of SEIU 668 PSSU believes that the charges filed against an officer of SEIU 668 PSSU show reasonable evidence that the provisions of Article XVII, Sections (1), (6), (7) of the International Constitution may have been violated, the President may suspend such officer from office without prejudicing the case until a decision has been reached. However, officers or members so accused shall receive in writing the exact specifications of the charges within three (3) days of suspension.

E. Failure of the accuser to appear at the hearing without sufficient cause shall automatically void all charges against the accused.

Section 4. The Chapter Executive Board shall assume primary jurisdiction for all hearings against all members and officers except the Statewide Officers, Chapter Chairs, Statewide Work Committee Representatives and SEIU 668 PSSU staff as provided for in Section 5.

A. A Hearing Committee shall be appointed by the Chapter Executive Board. The committee shall consist of three (3) members in good standing who have no direct financial interest nor are a witness in the case nor a participant in the case from which charges arose.

B. A full and fair hearing will be held within thirty (30) days of the receipt of the charges.

C. The Chapter Recording Secretary shall prepare a written summary of the proceedings, including all charges and points of defense, but shall not be a voting member of the Hearing Committee. This record shall be distributed to the other members of the Hearing Committee for the purpose of reviewing the written report.

D. The Hearing Committee shall meet within ten (10) days after the hearing for the purpose of reviewing the written report and to deliberate the decision and set the penalty if the charges are sustained.

E. A roll call vote shall be taken on the question. If there are multiple charges, each question shall be raised separately. A vote to sustain the charges requires a two-thirds majority.

F. The Hearing Committee shall determine the penalty and inform the accused and the party bringing the charges of its decision in writing within fifteen (15) days following the hearing.

G. A copy of the written summary and the committee’s decision shall be sent by certified or registered mail, return receipt requested, to the accused, the accuser, the members of the Hearing Committee and the Statewide Secretary-Treasurer. A copy of all such documents shall be retained at the Statewide and Chapter levels, and shall be open for review by any member in good standing.

H. An appeal of the decision of the Chapter Hearing Committee may be submitted by the accused or the accuser.
1. A request for appeal must be filed with the Statewide Secretary-Treasurer by certified or registered mail, return receipt requested, within thirty (30) days of receipt of the Chapter Hearing Committee's decision.

2. A Standing Committee of the Statewide Executive Board shall be established to hear all appeals. It shall have three (3) members and also include the Secretary-Treasurer of the Statewide Executive Board in an ex-officio and non-voting capacity.

3. The Chairperson of the Hearing Committee shall call a hearing within thirty (30) days of receipt of the appeal request. The accused and the accuser shall be notified by certified or registered mail, return receipt requested, of the hearing date at least ten (10) days in advance.

4. The Secretary-Treasurer shall prepare a written summary of the hearing. The summary shall be distributed to the Hearing Committee members, who shall meet within two (2) weeks of the conclusion of the hearing to review the report and make its decision.

5. The decision procedure shall be the same as in Section 4, f and g.

6. A copy of the final written report shall be sent by certified or registered mail, return receipt requested, to the accused, the accuser, and all members of the Statewide Executive Board. Copies shall be retained at the Chapter and State levels.

7. The Chairperson of the Hearing Committee shall report on the proceedings at the next meeting of the Statewide Executive Board. The decision of the Hearing Committee shall be deemed final upon presentation of the report.

Section 5.

A. Charges against the President, Secretary-Treasurer, Chapter Chairs, or Statewide Work Committee Representatives shall be heard by the Statewide Executive Board as a whole.

B. The Statewide Executive Board shall deliberate and come to a roll call vote on whether to sustain charges. If there are multiple charges, the committee shall consider each charge separately. A vote to sustain a charge requires at least a two-thirds majority of the Statewide Executive Board. The Statewide Executive Board shall determine the penalty and inform the accused in writing of the decision, by certified or registered mail, return receipt requested, within fifteen (15) days after the hearing.

C. The Secretary-Treasurer shall prepare a written summary of the proceedings and submit them to the next regular Statewide Executive Board meeting. Once accepted, these will be retained as permanent records and copies shall be sent to the accused, accuser and all members of the Statewide Executive Board.

Section 6.

A. No member, either accused or presenting charges, may sit on a Hearing Committee herein established to consider the charges. For voting purposes, neither the seats of the accuser nor the accused shall be counted in determining the quorum.
B. If at any level, charges are brought against more than one (1) person, simultaneously, the hearing body shall consider the individual singly beginning with the person holding the highest office.

C. The accused and the accuser may employ another Local member or an attorney to assist in the presentation of the case at any hearing if they choose, and may present as many witnesses as they see fit.

D. The trial body, after requisite due process has been afforded, may impose such penalty as it deems appropriate and as the case requires.

Section 7. Except for violations of Article XVII, Section (1), (6), (7) of the International Constitution, charges must be filed within thirty (30) days of the occurrence of the offense, or when the member knew or by reasonable diligence shall have known of its occurrence. No charges may be filed more than six months after the charging party learned, or could have reasonably learned, of the act or acts which are bases of the charges.

Section 8. All time limits provided for in this Article may be extended by written mutual agreement of the parties involved.

Section 9. In cases appealed to SEIU, penalties shall not take effect until SEIU’s adjudication.

**Article XV**

**NEGOTIATIONS**

Section 1. The authority to bargain collectively for this Local Union shall be vested in a Negotiating Committee.

Section 2. For all Commonwealth units, each work committee shall nominate representatives to serve on the Negotiating Committee. Each work committee shall have a minimum of one (1) representative for each 1,000 members of the statewide unit or portion thereof and an alternate for each representative. This Negotiating Committee shall act to facilitate the flow of information regarding negotiations from the Negotiating Team to the membership and vice versa. For UC Referees, the negotiating committee shall consist of members of the statewide work committee.

A. The President of this Local Union shall serve as the Chairperson of the Negotiating Committee and shall appoint and balance the membership to include a reasonable representation of all the groups within the bargaining unit. He/she will designate responsibility to committee members as needed.

B. A team of not less than five (5) persons from among the committee shall be appointed by the President to participate in direct negotiations with the Commonwealth subject to the approval of the Statewide Executive Board.

C. The President will be Chief Negotiator, or may delegate that authority to another person subject to the Statewide Executive Board’s approval.

Section 3. For local unit negotiations, the Negotiating Team shall be selected in a manner determined by the bargaining unit. The President or his/her designee shall be chief negotiator.
Section 4. The results of any collective bargaining negotiation shall be subject to ratification by the membership of the appropriate bargaining unit. A plurality of approving votes from the unit shall constitute ratification.

Section 5. The President shall appoint a Negotiating Team for negotiations with staff unions subject to approval of the Statewide Executive Board.

Section 6. A true copy of all collective bargaining agreements and contracts entered into by this Local Union shall, immediately upon execution, be filed with the International Department of Research.

Article XVI
STRIKES

Section 1. In order to initiate a strike action against an Employer, a plurality vote is required from the membership of the affected bargaining unit. The plurality is determined from those voting. The vote shall be held by secret ballot at the shop level, at mass meetings held at convenient locations, or by direct member mailings. The results of such a vote shall be binding on the Negotiating Committee. The Negotiating Committee may be voted the right to call a strike or take other action at their discretion.

Section 2. All strike actions are subject to the stipulations contained in the Constitution of the International Union.

Section 3. In a legally constituted strike the membership shall return to work:

1. At the direction of the Negotiating Committee.
   or

2. Upon ratification of the contract.

Section 4. All actions and/or sanctions pertaining to strike violations shall be set by the Statewide Executive Board and implemented by the Secretary-Treasurer. The Statewide Executive Board must announce and make public sanctions and/or fines at least five (5) working days prior to expiration of the contract.

Section 5. This Local Union shall not strike without previous notification to the International President, or, where prior notice is not practicable, with notification as soon as possible after commencement of the strike, in which notice this Local Union has stated it has complied with all applicable notice requirements. If the Local Union fails to give such notice, the International President may withhold sanction for the strike by this Local Union.

Section 6. In addition to any actions or sanctions specified by SWEB under Section 4, no individual will be eligible to be hired by the union who has violated Article 5, Section 5 of this Constitution. A member affected by this section shall have right of appeal to SWEB. SWEB shall have the right to waive this section by a two-thirds majority vote.
Article XVII
AFFILIATIONS
This Local Union shall affiliate with the Central Labor Body and the State Federation of Labor, where these exist and with the appropriate Service Employees Joint Council, as determined by the International Union covering the geographical jurisdiction of the Local Union and shall conform to the rules, regulations, policies, constitutions and by-laws of the organization in so far as such rules, regulations, policies, constitutions and by-laws are applicable to the affiliated Local and are not in conflict with public law, rules and regulations governing public employees and public employee labor organizations in the Commonwealth of Pennsylvania and are not in conflict with the Constitution and By-Laws of the Local.

Article XVIII
CONDUCT OF MEETINGS
Section 1. Unless otherwise specifically provided for in the by-laws of this constitution, no committee or policy making body of this Local Union may resort to Executive session or otherwise exclude the membership from its deliberations, nor exclude voting participation of members in good standing at membership meetings.

Section 2. All Union meetings at every level (Statewide, Chapter, Work Committee, and Shop) shall be conducted in accordance with Roberts Rules of Order.

Article XIX
CONVENTIONS
The Statewide Executive Board shall have the authority to call conventions when and for whatever purpose they deem it necessary. Delegates from each chapter to the convention shall be elected by the general membership of the Chapter on a proportional membership basis to be determined by the Statewide Executive Board.

Article XX
AMENDMENTS
Section 1. An amendment may be submitted to the membership in any of the following manners:

A. An amendment may be submitted after receiving the approving signatures of 10% of the membership of the Local Union.

B. An amendment may be submitted after receiving a 2/3 vote of the Statewide Executive Board at two consecutive meetings of the Statewide Executive Board.

C. An amendment may be submitted after being passed by a majority of the members of 2/3 of the Chapter Executive Boards.

D. An amendment may be submitted after being passed at a convention as defined in Article XIX.

Section 2. Amendment ratification votes shall be made by mail, under the auspices of an outside agency under guidelines set down by the Statewide Executive Board of this Local Union or its designee.

Section 3. An amendment submitted to the membership shall be adopted if it receives a majority of the votes cast.
Section 4. No amendment shall be valid or become effective until approved by the International Union.

**Article XXI**  
**DISSOLUTION**

This Local Union cannot dissolve, secede or disaffiliate while there are seven (7) dissenting members. In the event of secession, dissolution or disaffiliation, all properties, funds and assets, both real and personal, of this Local Union shall become the property of the International Union. Under no circumstances shall this Local Union distribute its funds, assets, or properties individually among its membership.

**Article XXII**  
**CONTROLLING PROVISIONS**

The Constitution and By-Laws of this Local Union shall at all times be subordinate to the International Constitution and By-Laws, as it may be amended. If any conflict should arise between the Constitution and By-Laws of this Local Union, or any amendments thereto, and the International Constitution and By-Laws, or any amendments thereto, the provisions of the International Constitution and By-Laws shall control.

Revised and amended changes  
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