**Bylaws**

Adult Foster Home Providers Local 858, SEIU Local 503, OPEU

ARTICLE I – NAME

The name of this organization shall be Adult Foster Home (AFH) Local 858 of the Service Employees International Union, Local 503, OPEU (the Union).

ARTICLE II – PURPOSE

Local 858 is a basic membership group of the Union and is established for the purpose of representing the employees of the Adult Foster Home Local 858. The AFH Council is the elected representatives of the AFH Local 858 members and responsible for carrying out the duties of their respective positions. Their purpose is to represent the membership of Local 858 with and in the best interest of all members to ensure that every member has equal treatment and protection within their contract and through the Union.

ARTICLE III – VISION

The vision of this organization is to be a voice for the members of the Adult Foster Home Local 858 and work to achieve fair reimbursement rates, health care and other benefits, recognition and respect for the value of our work and to advance the economic, social and political areas, improving the lives and welfare of Local 858 members, working families and the residents we care for through bargaining, organizing and political action.

ARTICLE IV – MEMBERSHIP

Section 1. Active membership is open to all Union members in good standing of the AFH Local 858.

ARTICLE V - DUTIES OF THE LOCAL

The duties of Local 858 will be to participate in bargaining fair contracts to ensure quality care for Medicaid residents through safe and fair working conditions for all AFH providers, and to develop a system of communication for bargaining, voting on ratification of the collective bargaining contracts, to elect Local Representatives who are current members in good standing of Local 858 and to protect the general goals of Local 858 and the Union.

ARTICLE VI – LOCAL REPRESENTATIVES

Section 1. The elected representatives of Local 858 shall be the President, Vice President, Financial Treasurer, Recording Secretary, and Chief Steward. The Immediate Past President shall also participate in Local leadership as a non-voting member of the Executive Committee.

Section 2. Each representative, except Immediate Past President, shall be elected for a two-year year term. The President becomes the Immediate Past President upon the installation of their successor, provided the Immediate Past President continues to be a member in good standing.

Section 3. District Council Directors shall be elected to the AFH Council for a two-year term.

Section 4. The AFH Council shall consist of the President, Vice President, Financial Treasurer, Recording Secretary, Chief Steward, Immediate Past President (non-voting), and the District Council Directors elected from their respective regions. All members of the local may attend as non-voting observers.

ARTICLE VII - ELECTIONS

Section 1. The term of office shall be two (2) years beginning in May 1 of even numbered years

Section 2. The President shall appoint a Nominations/Election Committee of at least three (3) active members or retiree members to seek candidates, to oversee and certify the election results in accordance with the Union’s governing documents.

Section 3. All members shall be entitled to vote for all candidates elected in the local.

ARTICLE VIII - DISTRICTS

The Adult Foster Home Council is composed of regional districts as defined in Appendix 1 of the Union’s Bylaws. District Council Directors shall be elected from each of the regional districts based on the district where they reside.

ARTICLE IX - EXECUTIVE COMMITTEE

The President, Vice President, Financial Treasurer, and Recording Secretary, and the Immediate Past President as a non-voting member, shall constitute the Executive Committee, empowered to transact all AFH Local 858 business between meetings of Adult Foster Home Council.

ARTICLE X - DUTIES OF LOCAL REPRESENTATIVES

Section 1. President:

1. Preside over all meetings of the Adult Foster Home Council and the Adult Foster Home Council Executive Board.
2. Set the agenda for Council meetings and the Council Executive Board
3. Shall be the chief spokesperson for AFH Local 858.
4. Shall have the authority to attend and represent AFH Local 858 at national, local and coalition meetings as appropriate.
5. Shall assist in the development of the Local’s communication system.
6. Shall be an automatic delegate to General Council.
7. Shall appoint nominations and elections committee.
8. Shall work on an ongoing basis to enhance skills, knowledge and abilities by
9. attending trainings, conferences, meetings, reading mailings and educational
10. material.
11. Shall assist in the development of Ground Rules and shall abide by and enforce
12. all Ground Rules.
13. Shall be an automatic member of the bargaining team.

Section 2. Immediate Past President:

1. Shall advise the President.
2. Shall serve as a non-voting member of the Executive Committee.
3. Shall serve on such committees as may be designated by these bylaws or to which they are appointed by the President.
4. Shall serve as Historian of the AFH Local 858.

Section 3. Vice President:

1. Shall, in the absence of or upon request of the President perform the duties of
2. the President.
3. Shall replace the President for the unexpired term in the event of death,
4. incapacity, resignation or removal of the President.
5. Shall assist in the development of the Adult Foster Home Council
6. internal structure to support political action and organizing within local 858.
7. Shall be an automatic delegate to General Council, or, in the event the local does not have adequate positions available, serve as the 1st Alternate General Council Delegate.
8. Shall be a member of the Adult Foster Home Council executive
9. committee.
10. Shall work on an ongoing basis to enhance skills, knowledge and abilities by
11. attending trainings, conferences, meetings, reading mailings and educational
12. materials.
13. Shall be an automatic member of the bargaining team.

Section 4. Secretary-Treasurer:

1. Shall maintain financial records of the Adult Foster Home Local and maintain a record of the meetings of the Adult Foster Home Council and Executive Board.
2. Shall be responsible for disbursement of Local funds. Requests for disbursement shall be made to Union headquarters in care of the statewide.
3. Treasurer of the Union who shall comply with such requests where they are in compliance with the Bylaws of the Union.
4. Shall assist in the development of the Adult Foster Home Council.
5. internal structure to support political action and organizing within Adult Foster
6. Home Union Local 858.
7. Shall be an automatic delegate to General Council, or, in the event the local does not have adequate positions available, serve as the 2nd Alternate General Council Delegate.
8. Shall be a member of the Local 858 Executive Committee.
9. Shall coordinate and keep current a list of all policies and procedures of the Adult Foster Home Provider’s Local 858.
10. Shall work on an ongoing basis to enhance skills, knowledge and abilities by attending trainings, conferences, meetings, reading mailings and educational materials.
11. Shall be an automatic member of the bargaining team.

Section 5. Statewide Chief Steward:

1. Must be an Adult Foster Home Steward before seeking the position of Chief Steward.
2. Shall be a voting member of the Adult Foster Home Council.
3. Shall be elected by a vote of eligible members of Adult Foster Home Local 858.
4. Shall Chair the AFH Stewards Committee.
5. Shall recruit and develop stewards.
6. Shall track grievances.
7. Shall assist stewards.
8. Shall ensure training opportunities for stewards.
9. Shall participate in Labor/Management meetings as necessary.
10. Shall be an automatic delegate to General Council, or, in the event the local does not have adequate positions available, serve as the 3rd Alternate General Council Delegate
11. Shall be an automatic member of the bargaining team.

Section 6. Adult Foster Home District Council Director(s):

One (1) District Council Director for each of the regional districts:

1. Shall assist members.
2. Shall participate in statewide AFH Local 858 meetings.
3. Shall participate in political action in the district and whenever possible at the State Capitol.
4. Shall assist in recruiting AFH into the Union.
5. Shall assist in communications within their area of geographic representation.
6. Shall represent AFH at District meetings of the Union.
7. Shall serve as alternate delegates to General Council, in order of the highest votes received.
8. Council Directors must live in the District they are elected to represent.
9. Shall assist in the development of Ground Rules and shall abide by all Ground Rules.
10. Shall be an automatic member of the bargaining team. A District Council Director may relinquish their role on the bargaining team to the Assistant Council Director in their region without resigning their position as Council Director, but may not assume a role on the bargaining team again after relinquishing their role.

Section 7. Assistant Council Director(s):

One (1) Assistant Council Director for each of the regional districts:

1. Shall, at the request of the Council Director, serve in their absence.
2. Shall assist Council Directors in carrying out the duties enumerated in the preceding section, Council Directors.
3. Shall serve as an alternate General Council Delegate if positions cannot be filled from all of the District Council Directors, serving in the order of the highest number of votes received.
4. Assistant Council Directors must live in the District they are elected to represent.
5. Shall abide by all Ground Rules.
6. Shall serve as an alternate on the bargaining team for their regional Director.

Section 8. Filling vacancy of AFH Council Statewide Local Representative Position:

Except for the President and Immediate Past President, a vacancy of a statewide representative position shall be announced to the membership of the AFH Local 858 and every member given the opportunity to submit their name for consideration for appointment by the AFH Council to fill the remainder of the term.

Section 9. Filling vacancy of AFH Provider’s Council Directors and Assistant Council Directors:

Vacancies in the office of Council Directors shall be filled by the Assistant Council Director for that District. The vacant Assistant Council Director(s) shall be filled by appointment of the AFH Providers Council.

ARTICLE XI - REMOVAL OF LOCAL REPRESENTATIVES

In the event a Local Representative of Local 858 is not actively carrying out the duties and responsibilities of the elected position they may be removed from their position by a two-thirds (⅔) majority vote of the AFH Council.

ARTICLE XII – BARGAINING TEAM

The elected President and Vice President shall both be automatic Bargaining Delegates. The Secretary-Treasurer and Chief Steward shall also be automatic Bargaining Delegates, but may opt out of this bargaining team position in writing in advance of bargaining commencing.

Council Directors shall also be automatic Bargaining Team Delegates. A Council Director may allow their Assistant Director to serve in their place on the Bargaining Team.

All types of licensing groups must be represented on the bargaining team. If a licensing group is not represented on the elected bargaining team, additional member(s) may be appointed by the other members of the bargaining team so that all licensing groups are represented.

ARTICLE XIII – QUORUMS

A Quorum of at least 50% of the seated AFH Council shall be required to conduct the business of the AFH Council to allow for a proper and fair discussion and decision making. This article is to ensure that all proceedings have a fair democratic process and to ensure the broadest representation of the providers within Local 858.

ARTICLE XIV – PARLIAMENTARY PROCEDURES

Meetings and other types of business shall be conducted per the Parliamentary Procedures and Robert’s Rules to ensure order, fair process and that all members are able to participate equally.

ARTICLE XV – AMENDMENTS

The Bylaws can only be amended by a majority vote at the statewide AFH Council meeting following proper notice to the membership, via electronic voting, or mail voting. Proper notice means that the AFH Council shall notify the membership via mail, email, or web publication with the proposed amendments for distribution along with the time and date of the meeting where the vote will take place. The vote will take place no sooner than fifteen (15) days of original notice to all eligible voters of Local 858 and in good standing.

End of the Bylaws

Date of Ratification: