

**CONSTITUTION
AND BYLAWS
OF
SEIU LOCAL 1**

Revised March 2020



Member Resource Center:
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**CONSTITUTION AND BYLAWS OF
SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 1
Revised June 2013**

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PREAMBLE

WHEREAS, time and experience have proved that through united efforts and strong organization workers can secure and protect their rights and their jobs and ensure fair working conditions, better wages and benefits that bring them dignity and improves their lives and the lives of their families.

THEREFORE, BE IT RESOLVED that we, the members of the Service Employees International Union, Local 1, adopt the following Constitution and Bylaws to define the rights and duties of the members of this Union and to establish fair and equitable rules for governing and protecting the Union and its members.

MISSION STATEMENT

We are united by the belief in the dignity and worth of workers and the services they provide and dedicated to improving the lives of workers and their families and creating a more just and humane society.

Our union seeks to pursue justice for all. We believe in and will fight for a just society where all workers are valued, where all families and communities thrive, and where we leave a better and more equal world for generations to come.

As people of every race, ethnicity, religion, age, physical ability, gender, gender expression and sexual orientation, we are the standard-bearers in the struggle for social and economic justice begun nearly a century ago by janitors who dared to dream beyond their daily hardships and to organize for economic security, dignity and respect.

Our vision is of a union and a society:

- ▲ Where all workers and their families live and work in dignity.
- ▲ Where work is fulfilling and fairly rewarded.
- ▲ Where workers have a meaningful voice in decisions that affect them.
- ▲ Where workers have the opportunity to develop their talents and skills.
- ▲ Where the collective voice and power of workers is realized in democratic, equitable and progressive unions.
- ▲ Where union solidarity stands firm against the forces of discrimination and hate and the unfair employment practices of exploitative employers.
- ▲ Where government plays an active role in improving the lives of working people.

**ARTICLE I
NAME**

This organization shall be known as Service Employees International Union, Local 1, and shall be affiliated with the American Federation of Labor-Congress of Industrial Organizations, Change To Win and the Canadian Labor Congress, where appropriate.

**ARTICLE II
OBJECTS AND PURPOSES**

The objects and purposes of this Local Union shall be to benefit its members and improve their working conditions by all legal means, including, but not limited to:

- A. Securing economic benefits such as better wages, hours and working conditions through collective bargaining, and by providing benefits and advantages to Union members, officers and employees through education, training, pensions, death, and health and welfare benefits.
- B. Organizing unorganized workers and affiliating and cooperating with other organizations, groups and Unions and the International Union for purposes of strengthening and providing services by lawful means to further the interests and rights of all workers and to carry out all of the objects and purposes of the International Union, and thereby effectuate the well being and security of its members and all workers.
- C. Empowering SEIU Local 1 members to lead and participate in all aspects of the Union's organization to secure a better future for all, including organizing, bargaining, political work, direct action and community partnerships.

**ARTICLE III
JURISDICTION**

Section 1. Local 1 shall have jurisdiction over all workers who are employed in the property services industry, including: commercial buildings, residential properties, sports and entertainment facilities, security services, institutional properties, allied and industrial facilities, firemen and oilers services, educational institutions, food service facilities, utilities, industrial plants, commercial and mercantile establishments, apartment buildings, structures, complexes and projects, grounds, shopping centers, recreational facilities, and other places of employment in Illinois, Wisconsin, Indiana, Missouri, Ohio, Michigan, Kansas and as approved by the International Executive Board.

Section 2. The Union shall have such jurisdiction as it had in the past in respect to all of the above and shall from time to time be granted additional jurisdiction as approved by the International Union in accordance with the Constitution and Bylaws of the International Union.

ARTICLE IV ORGANIZATION STRUCTURE

Section 1 Under the direction of the President, a Director may be appointed for each Division, District and/or City. The President may establish Regional Councils, Advisory Boards, and/or Committees, as well as rules and regulations therefore. The members of such Councils, Advisory Boards and/or Committees shall be selected by election or appointment by the President subject to the President's direction. The purpose of such Councils, Boards, and/or Committees created by the Divisions hereunder shall be to formulate policy recommendations to the Local Executive Board and to otherwise serve in an advisory capacity. Such bodies shall, at all times, be subject to the supervision of the President of the Union, or President's designee.

Section 2. In cities designated by the President, Advisory Councils appointed by the President may be established to help advise and forward the program of the union regarding:

Supporting local contract administration and campaigns

The local political program

The union social programs for the members

Any other issues or activities as designated by the President

ARTICLE V ORGANIZATION MEMBERSHIP

Section 1. Any person employed in any employment within the jurisdiction of this Local Union shall be eligible for membership, except as otherwise provided herein.

Section 2. There shall be no discrimination against any member or any applicant for membership by reason of race, creed, color, religion, gender, sexual orientation, gender expression, national origin, citizenship status, marital status, ancestry, age, handicap or disability, or in respect to any state or federal law, and no member shall discriminate or advocate such discrimination.

Section 3. Self-employed individuals who perform work within the jurisdiction of the Local Union and who otherwise meet the eligibility requirements for membership under this Article IV shall be eligible for membership except that such members shall not be (a) eligible to hold any position as an officer, member of the Local Executive Board, or trustee; (b) permitted to vote upon the acceptance or rejection of proposed collective bargaining agreements to cover employees other than self-employed workers or (c) permitted to vote in respect to any proposed strike or other such

collective action in respect to other employees. In no case, however, shall such membership be allowed in order to avoid or undermine the standards established by the Union in collective bargaining agreements or where for any reason such membership is not in the interest of the Local Union.

Section 4. Every member by virtue of membership in the Local Union is obligated to adhere to and follow the terms of the International Constitution and Bylaws, this Local Constitution and Bylaws, and the rules and regulations promulgated in accordance with these Constitutions in respect to each member's rights, duties, privileges and immunities conferred by them and by statute. Each member shall faithfully carry out such duties and obligations and shall not interfere with the rights of fellow members.

Section 5. Every member by virtue of membership in the Local Union authorizes the Local Union to act as his or her exclusive bargaining representative with full and exclusive power to execute agreements with his or her employer governing terms and conditions of employment and to act for and have final authority in presenting, processing, and adjusting any grievance, complaint, or dispute arising under any collective bargaining agreement or out of the member's employment with the employer in such manner as the Local Union, its officers or agents deem to be in the best interests of the members and the Local Union. The Local Union and its officers, union representatives, and authorized agents may decline to process any such grievance, complaint, or dispute, if in their discretion and judgment such grievance, complaint or dispute is without merit.

Section 6. No member shall interfere with the elected or appointed officers, union representatives or other agents or employees of this organization in the performance of their duties, and every member, when requested, shall render such assistance and support in the performance of such duties as may be required, provided that it does not interfere with his or her individual rights as a member. Each member shall adhere to the terms and conditions of applicable collective bargaining agreements and shall refrain from any conduct that would interfere with the performance by the Local Union of its legal or contractual obligations.

Section 7. No member shall espouse or engage in dual unionism or disaffiliation, or be party to any activity to secure the disestablishment of this Local Union as the collective bargaining agent for any employee nor shall any member either slander or libel the Local Union, its members, employees, officers or agents. No member shall be permitted at any assembly or meeting of other members to engage in any of the conduct hereinbefore described.

Section 8. No member or group of members of the Local Union, including advisory boards, councils, committees, conferences, leagues, clubs or any association composed of members of the Local Union shall, in any manner, directly or indirectly, use, exploit or trade upon the name of the Local Union, or any similar name or designation, nor levy or collect any taxes dues or other monies, nor conduct any affair or any other activity including programs or soliciting advertisements in any publication, or any like conduct either directly or indirectly, without first obtaining express written permission from the President of the Local Union.

Section 9. No member shall, at any time, solicit the job of a fellow member, unless such a member is leaving voluntarily. No member shall injure the interest of another member by undermining wages or other terms and conditions of employment, nor shall any member commit any act which would jeopardize another member's office or standing in the Union. No member shall take any action or seek to undermine or injure a fellow worker with an employer.

Section 10. Any person desiring to become a member of this Local Union shall execute an application form. The application for membership must be accompanied by such partial payment of the initiation fee fixed by the Local Executive Board. Not later than sixty (60) days after such partial payment has been made, the full amount of the initiation fee must be paid to the Local Union unless the President, the Secretary-Treasurer or the Executive Board shall otherwise provide for partial payments and the terms thereof. Unless otherwise expressly exempted as provided herein, full payment of the initiation fee shall be made prior to taking the oath of membership. The Local Executive Board may require an applicant for membership to present himself before the Executive Board or an examining Board established by the Executive Board for the purpose of submitting to an examination as to the applicant's qualifications for membership.

Section 11. Any internal or external program personnel employed by SEIU Local 1 or affiliated state councils shall be eligible for membership in Local 1. Union staff personnel do not authorize the Local union to serve as their bargaining representative unlike members otherwise working in Local 1's jurisdiction as described in Article III.

Section 12. Every member shall notify the Secretary-Treasurer of the Union of any change of address.

ARTICLE VI OFFICERS

Section 1. The officers of the Local Union shall be as follows:

1. President
2. Secretary-Treasurer
3. Executive Vice President
4. Twelve (12) Vice Presidents
5. Recording Secretary
6. Thirty-Seven (37) members of the Local Executive Board designated as follows:

a.A. Twenty (20) seats assigned to membership in the cities as follows:

- Chicago - 10 seats
- Akron - 1 seat
- Cincinnati - 1 seat
- Cleveland - 1 seat
- Columbus - 1 seat
- Detroit - 1 seat
- Indianapolis - 1 seat
- Kansas City - 1 seat
- Milwaukee - 1 seat
- St. Louis - 1 seat
- Toledo - 1 seat

B. Seventeen (17) at-large seats elected by the membership as a whole

Section 4. The Fifty-three (53) members shall constitute the Local 1 Executive Board.

Section 5. The officers of the Union, including the members of the Local Executive Board, shall be nominated and elected on an at-large basis for the election to be held in September 2014 and every three (3) years thereafter in accordance with Article VIII, Section 1.

Section 6. In addition to the voting members of the Executive Board as laid out above, there shall be one (1) non-voting member of the Executive Board appointed by the President from the retired members of the local in good standing who are active in the Local 1 retirees chapters.

ARTICLE VII DUTIES OF THE OFFICERS

Section 1. Duties of the President. It shall be the duty of the President to preside at all meetings of the Union and the Local Executive Board, to preserve order therein and to enforce the International Constitution and Bylaws, the Constitution and Bylaws and the rules and regulations of the Local Union; to see that all officers perform their respective duties; and to appoint all Division, District and/or City Directors, Trustees and committees, including members of Councils, Advisory Boards, and other bodies not otherwise provided for. The President shall have the right to serve on all such bodies by virtue of this office, and in general shall perform all duties incident to the Office of President, and such other duties as may from time to time be provided by the Local Executive Board or the membership. The President shall decide all questions of order, subject to an appeal to the membership, shall have the right to vote on the election of Officers, and shall cast a vote when the vote will affect the outcome on any question.

The President shall have the right to direct the Secretary-Treasurer to disburse funds. The President shall have the right to grant a new trial to any member who has been found guilty of a charge by the Local Executive Board or appointed trial body. The President shall have the authority to appoint, hire, direct, discipline and discharge all Union Representatives, Organizers and other employees of the Local Union. Union Representatives and Organizers shall work under the supervision of the President, who shall act as General Union Representative. Union Representatives and Organizers who fail to follow and/or implement the policies and programs of the Union or otherwise violate the rules or law shall be subject to immediate discharge. The President shall have the authority to enter into and execute any and all contracts and agreements for and on behalf of the Local Union and its membership. The President shall appoint delegates as may be necessary to attend all conventions or meetings of organizations with which the Local Union is or may be affiliated, except the delegates to conventions of the International Union must be elected by secret ballot in accordance with applicable law and the provisions of the Constitution and Bylaws of the International Union. In addition, the President shall have the authority to appoint all other members of Regional Councils, Advisory Boards, and other committees or bodies not otherwise provided for and to relieve such members of their duties for good cause. The President shall be empowered to fix the compensation and salaries of all officers, employees, and agents including the Local Executive Board members subject to the approval of said Executive Board.

Section 2 Duties of Secretary-Treasurer. Under the direction of the President, the Secretary-Treasurer shall maintain records of the membership of the Local Union, including a record of retired members, persons denied membership, expelled members, deceased members, and records of initiation fees, dues, assessments and fines and other records required by the International Union and the law. The Secretary-Treasurer shall have authority to extend the usual period for payment of initiation fees, dues, fines and assessments whenever it is advisable to do so, or the President or the Executive Board so directs. Such extension shall be in writing but in no event shall any such extension operate to save or restore any rights, privileges or other benefits provided by the Local Union or the International Union. The Secretary-Treasurer shall keep a correct account of each member's standing and shall sign and issue membership cards.

The Secretary-Treasurer shall receive and collect all monies due to the Local Union and shall promptly deposit them in the name of the Local Union in such banks as may be selected by the President and approved by the Executive Board. The Secretary-Treasurer shall pay all obligations and monies due by the Local Union and shall issue and sign or authorize the signing of all checks covering expenditures of the Local Union, with the co-signature or approval of the President.

The Secretary-Treasurer shall notify the Secretary-Treasurer of the International Union of the names, addresses, and zip codes of all officers elected or appointed to office within fifteen (15) days after their election or appointment and installation. The Secretary-Treasurer shall, on behalf of the Local Union, receive all official communications and correspondence. The Secretary-Treasurer shall send the International Union an accurate record of all dues payments and other revenue and shall forward to the Secretary-Treasurer of the International Union and any state council with which it is affiliated, the correct names and addresses, zip codes, and Social Security or social insurance numbers (including email addresses and phone numbers, if available) of all members initiated or readmitted, and all other persons from whom revenue is derived, as well as those suspended for nonpayment of dues or stricken from membership for any other cause, and shall maintain a correct list of those who take transfer or withdrawal cards and other membership information as specified by the International Executive Board.

The Secretary-Treasurer shall maintain full and accurate books, records and accounts of all assets, liabilities, income and expenses of the Local Union and shall prepare financial reports for review by the membership. The Secretary-Treasurer shall promptly forward to the International

Secretary-Treasurer copies of all annual audit reports and financial reports setting forth a statement of liabilities and a statement of receipts and disbursements which are required by law. The Secretary-Treasurer shall at the end of this term of office turn over to his or her successor in office all books, records, accounts, monies and property of the Local.

In the interest of efficiency and the maintenance of necessary and proper records for the transaction of business of the Local Union, the Secretary-Treasurer has the authority after a period of at least six (6) years to destroy and dispose of such records as may be permitted by law and which are deemed to be unnecessary and nonessential.

The Secretary-Treasurer and all other officers and designated employees of the Local Union shall be bonded by a licensed surety company for such amount as the Executive Board may deem sufficient to fully protect the Local Union in accordance with the requirements of applicable law and the provisions of the International Constitution and Bylaws. The International Secretary-Treasurer may request an increase or decrease in the amount of such bonds when he or she deems it necessary. The Secretary-Treasurer shall perform such other duties as may be assigned by the President or President's designee.

Section 3. Duties of Recording Secretary. Under the direction of the President, it shall be the duty of the Recording Secretary to attend meetings and to keep minutes of the proceedings of the Local Union and the Executive Board, to keep a record of the names of the members comprising each Committee, to furnish the Chairman of each Committee with a copy of such Resolutions as may be adopted by the Local Union applicable to the duties of such Committee under the direction of the President, and to assist the Secretary-Treasurer in the performance of his or her duties as provided in Section 4 above. In the Recording Secretary's absence, the President shall appoint a member to act as Acting Recording Secretary. The Recording Secretary shall perform such other duties as may be assigned by the President or President's designee.

Section 4. Duties of Executive Vice President. The Executive Vice President will work directly for and with the President to assist in carrying out the executive duties of the President.

Section 5. Duties of Vice Presidents. Under direction of the President, Vice Presidents shall perform such duties as are assigned to them by the President on a full or part-time basis.

Section 6. Duties of Executive Board Members. Under direction of the President, Executive Board members shall perform such duties as are assigned to them by the President on a full or part-time basis.

Section 7. Wage Information. Beginning in 2006, SEIU Local 1 shall forward to the International Secretary-Treasurer, by April 1 of each year, information and supporting documentation showing the average gross wage rate of its membership for the previous calendar year.

ARTICLE VIII DUTIES OF THE LOCAL EXECUTIVE BOARD

Section 1. The Local Executive Board shall hold regular scheduled meetings at least once a quarter unless waived by the International President, and may hold other meetings at such time and place as shall be determined by the President of the Local Union. Fifty (50%) percent plus one members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board. In the event of an emergency, the President or President's designee may call a special meeting. If it appears that there may not be sufficient members at an emergency meeting to constitute a quorum, an Executive Board member may authorize the presiding officer to cast his or her vote for or against any of the issues to be voted on at such meeting by way of telephone, e-mail or fax, which vote shall be subsequently affirmed in writing and ratified at the next regular meeting of the Executive Board at which a quorum is present.

Section 2. The Local Executive Board shall have authority to take any and all lawful actions not inconsistent with this Constitution and Bylaws to advance, safeguard and protect the interest of the Local Union and the rights, duties and privileges of officers, agents, and members of the Local Union, and to guide, manage, conduct and direct the activities, affairs and functions of the Local Union in every way including, but not limited to authorizing expenditures and utilizing the property and funds of this Local Union toward the fulfillment of the objects and purposes of this organization and the interest of its members. The Executive Board is authorized to establish, adopt, prescribe and order such procedures, rules and regulations consistent with the Constitution as are required for the fulfillment of the purposes and objects of the Local Union and for the management of its affairs. The Executive Board shall be authorized to provide that a member who is laid-off from employment or is absent from work due to employer lockout or Union authorized strike for more than twenty (20) days in any calendar month, may be entitled to credit for membership dues for the period of unemployment but not to exceed six (6) months in any calendar year.

Section 3. The Local Executive Board shall, subject to the action of the membership, be the final authority and the highest governing body of this Local Union. It shall have authority to act for the Union between meetings of the membership.

Section 4. The Local Executive Board shall be the trial body of the Local Union for the trial of all offenses provided by this Constitution. It shall have the authority to appoint an arbitrator or trial body which will have the right to act on behalf of the Board. The Executive Board, the arbitrator or the trial body, as the case may be, shall have the right to consider and pass upon all grievances or charges and to report its recommendations to the membership. Such recommendations, upon approval, shall be final and binding.

Section 5. The Local Executive Board shall upon recommendation of the President, appoint a Social and Economic Justice Committee to carry out the work of the union regarding issues of social and economic justice as approved by the International Convention of 2004.

Section 6. The opinion of any attorney, accountant, or other professional consultant or expert hired pursuant to this Constitution, shall be full and complete authority and protection with respect to any action taken, suffered, or omitted by the President or any other officer of the Local Union in good faith and in accordance with such opinion. The President or any officer, agent or member of the Local Union shall not be liable to any person or organization for any act which does not constitute willful misconduct or bad faith, taken by said officer, agent, or members in effectuation of the objects and purposes of this Constitution and the interests of members of the Local Union.

Section 7. There shall be an Executive Committee of the Local Executive Board made up of the sixteen (16) officers of the local (President, Secretary-Treasurer, Executive Vice President, twelve (12) Vice-Presidents, and the Recording Secretary). The Executive Committee shall meet in the months when there is no Local Executive Board meeting held to conduct fiduciary business as required. Any decisions of the Executive Committee shall be presented to the Local Executive Board at the next scheduled Executive Board meeting. Minutes of all meetings of the Executive Committee shall be kept by the Secretary-Treasurer, who will provide reports to the Executive Board.

ARTICLE IX TERM OF OFFICE

The term of office of each of the officers set forth in Article V shall be for a period of three (3) years starting September 2011, and each officer elected and/or qualified shall hold office for such term unless removed for cause, or upon

death or resignation, or until a successor is duly elected and qualified.

ARTICLE X NOMINATIONS AND ELECTIONS

Section 1. An Election Board consisting of three members who are not candidates for office shall be appointed by the President prior to June 1st of the year of the election for the purpose of conducting the election.

Section 2. Petition Process

No member shall be eligible for nomination as a candidate for election to any office, including at-large members of the Local Executive Board, unless such nomination is supported by a petition signed by a minimum of 2% of the members of the Union in good standing for all officer positions (President, Secretary-Treasurer, Executive Vice President, Vice-presidents, and the Recording Secretary) and At-Large Executive Board members. Effective September, 2011, for Executive Board members from each specific city, the petition needs to be supported by 100 signatures of members or 2% of the membership from that specific city, whichever is more.

Petitions on behalf of any candidate shall be submitted to the Secretary-Treasurer at the Local Union Office by no later than July 1st of the year of the election. Any challenge to the validity or sufficiency of the petition or eligibility of a candidate shall be made within ten (10) days thereafter to the Election Board. The Election Board shall render a decision in respect to the challenge and notify the candidate within ten (10) days. The candidate may appeal such decision to the Local Executive Board within ten (10) days thereafter. The Local Executive Board shall render its decision or ruling within ten (10) days thereafter. Such decision or ruling shall be final. This appeals procedure shall be completed by no later than August 10st of the election year. All notices and notifications required herein shall be in person or by certified mail.

Only a member in good standing shall have the right to sign a petition for the candidates of the member's choice.

Section 3. No member shall be eligible for nomination or appointment, or to fill a vacancy or serve a new term as an officer, member of the Executive Board, delegate or any other position in this Local Union unless he or she has been a member in continuous good standing in the Local Union for at least two years immediately preceding the nomination, appointment, or the new term of office, and during all of that time has paid the full dues required for working members of the Local (within each month) when due and during that period has been actively employed, or available for and

actively seeking work in an occupation subject to the jurisdiction of the Union, or has been an officer, agent, representative or other employee of the Local Union or the International Union, or has been on an approved absence while engaged in a governmental position, or in an International Union position, or as an employee of a Fund to which the Local or International is a party under a collective bargaining agreement. However, such requirement shall be waived for a period of two (2) years prior to nomination or appointment for members who transferred into Local 1 from local Unions affiliated with the Service Employees International Union pursuant to Article XV, Section 2 of the International Constitution. No member shall be eligible for such nomination or appointment to fill any vacancy if at any time during the two year period prior thereto the member has been (a) a self-employed individual as defined in Article IV, Section 4 of this Constitution, (b) an employee or person employed by or otherwise acting on behalf of an employer in respect to premises or employing units subject to the jurisdiction of the Union, or (c) a member who has once retired, whether or not such member returns from retirement thereafter, unless he has, following such return, been a member of the Union in continuous good standing for at least two years immediately prior thereto and has been actively employed or available for and actively seeking work in an occupation subject to the jurisdiction of the Union. No candidate (including a prospective candidate) for any office in this 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. No member of this Local Union shall be eligible for nomination or appointment if, on the basis of written charges and a full and fair hearing, he or she has been found guilty of violating any of the provisions of the Constitution and Bylaws of the International Union or the Constitution and Bylaws of this Local Union or any rules promulgated there under within two (2) years prior to the date of nomination or appointment.

Section 4. No person who has been convicted of a felony or other violation as defined in Section 504 of the Landrum-Griffin Act shall, in accordance with the provision of the applicable law, be eligible to hold office in this Local Union.

Section 5. The election of officers shall take place during the month of September at the time and place designated by the Local Executive Board. The election process shall take into account the geography of the local. Each city will only vote for Executive Officers (President, Secretary-Treasurer, Executive Vice President, Vice-Presidents and Recording Secretary) and At-Large Executive Board members. Effective September, 2011, members in each city will only vote for Executive Board Members assigned to their city, Executive Officers and Executive Board members

running At-Large. Notice of time and place for the election and the candidates to be elected shall be given to the membership at least fifteen (15) days prior to the election. At such time, the Union shall also inform all members of the candidates to be elected. Such notice shall be given by the Local Union Newsletter, regular mail or by other lawful means.

Section 6. Each eligible candidate for office shall have a right once within thirty (30) days prior to any election in which he or she is a candidate to inspect a list containing the names and last known addresses of all members of the Local Union. Such inspection must be made in the presence of the Secretary-Treasurer or Secretary-Treasurer's designee.

Section 7. Elections shall be held under the auspices and jurisdiction of the Election Board. The Election Board shall be in charge of all arrangements for the election. The election shall be conducted by a secret ballot among the members in good standing. There shall be no proxy votes or write-in candidates or nominations from the floor. Any ballot containing a write-in candidate shall be void and shall not be considered as having been cast in determining the results of an election.

Section 8. The candidate for each office who receives the greatest number of votes cast shall be elected to office. If there is only one candidate for any office, such candidate may be elected by acclamation.

Section 9. The Election Board shall certify the results of every election and shall turn in the ballots and other records of the election to the Secretary-Treasurer, who shall preserve them for a period of one year or such other period as may be required by applicable law.

Section 10. Any challenge to the election results must be made within fifteen (15) days of certification to the International pursuant to the International Constitution and By-Laws.

ARTICLE XI VACANCIES IN OFFICE

Section 1. In the event of a vacancy in the office of President by reason of death, resignation, or otherwise, the Secretary-Treasurer shall, in addition to his or her other duties, assume the duties of the President and shall be the acting President for a period of no longer than thirty (30) days. During that period the Executive Board shall be convened and shall make an appropriate appointment to fill the vacancy for the unexpired term by majority vote.

Section 2. In the case of a vacancy in any elective office other than that of President, the President shall appoint a successor

subject to ratification by majority vote of the Local Executive Board to serve the balance of the term.

Section 3. Any individual holding any elective or appointed office with the Union shall upon retirement be deemed to have vacated such office or position.

ARTICLE XII INSTALLATION OF OFFICERS

All officers declared elected by the Election Board or duly appointed shall assume office and be installed by taking the Installation Obligation as provided by the Constitution of the International Union, Manual of Common Procedure. All appointees shall serve a term of no longer than the term of the appointing President. Appointees shall nevertheless serve at the discretion of the President.

ARTICLE XIII DELEGATES

All officers of the Local Union elected in conformity with this Constitution and applicable statutes shall by virtue of such elections be considered to be eligible delegates to any International, intermediate body or conference convention which may take place during their time in office. If at the time of the receipt of the convention call it shall appear that the number of such officers is less than the number of delegates to which the Local Union will be entitled at an International, intermediate body or conference convention, then arrangements shall be made for the nomination and secret ballot election, if required, of an additional number of eligible members as delegates. Nominees for such position, if unopposed, shall be deemed elected without the necessity for further procedures. If the total number of officers is greater than the number which the Local Union is permitted to send to the International convention, delegates shall be designated in the following order until the delegation is filled: President, Secretary-Treasurer, Executive Vice President, twelve (12) Vice Presidents, Recording Secretary, thirty-seven (37) members of the Local Executive Board in accordance with the length of membership in this Local.

ARTICLE XIV MEMBER LEADERSHIP

On a day-to-day basis, thousands of SEIU Local 1 members build a united, organized, and involved union membership to realize our vision of a just society, a society where there is greater equality between the richest 1% and the rest of us, and where workers share in the prosperity generated by their labor. As leaders in our union, SEIU Local 1 leaders and activists serve as stewards, member political organizers, bargaining committee members, labor management committee members, member organizers and other critical leader and activist roles.

ARTICLE XV REVENUES

Section 1. In addition to revenue from investments and other income, the revenues of the Local Union shall be derived from membership dues. The term "dues" as used in this Constitution shall include initiation fees, membership fees, readmission fees, fines and assessments or fees of any kind and nature.

Section 2. The initiation fees for membership in the Local Union shall be set by the Local Executive Board in keeping with the provisions of applicable law, and may be waived or reduced at the discretion of the Executive Board or the International Union when it is deemed advisable to do so in connection with the organization of unorganized employees.

Section 3. The dues of the members of the Local Union shall be based on an indexed system. Any changes to the dues structure shall be recommended by the Local Executive Board and put to the membership for a vote in accordance with the requirements of the International Constitution, the Local Constitution, and the provisions of applicable law. The current dues structure shall be attached to the Local Constitution as Appendix B, which shall be updated in accordance with any relevant membership vote.

Section 4. The Union may levy an assessment from time to time as may be deemed necessary. Assessments shall only be levied after the membership has been duly notified that a regular or special meeting will consider and take action to levy such assessments in accordance with the provisions of the Local and International Constitutions and Bylaws and the requirements of applicable law.

Section 5. The Local Union shall pay per capita tax to the International Union as required for any person from whom the Local Union receives revenue, whether called dues or otherwise. The Local Union shall likewise pay other

obligations due to the International Union and shall have no right to pay any bills before it pays its full obligations to the International Union each month. A fee as shall be required by the International Union shall be paid by the Local Union to the International Union for each new member or reinstated members enrolled by the Local Union.

**ARTICLE XVI
DUES-GOOD STANDING-
FAIRSHARE FEES-AGENCY FEES**

Section 1. For members who have not authorized monthly dues deductions, quarterly dues shall be paid for periods beginning January, April, July and October of each year. The President or President's designee shall establish procedures for the payment of dues by such members. The dues for each quarter are due and payable on or before the last day of the first month of the quarter. A member who is in arrears in the payment of dues, fees, fines or assessments shall automatically be considered not in good standing without any action on the part of the Local Union.

Section 2. Members who authorize dues deductions either on a monthly, quarterly, or other basis shall be deemed to be in good standing, provided that dues, initiation fees, fines and assessments have been paid.

Section 3. A member not in good standing who pays his or her back dues, initiation fees, fines and assessments shall be considered to be a new member from the date of such payment in order to render the member eligible for any benefits for which he or she might otherwise be considered. In case of death of such member, the member's beneficiaries shall be considered eligible for benefits, if any, as of the date of payment of back dues, initiation fees, fines and assessments.

Section 4. Where required by law, the Union shall provide for the payment and deduction of fair share or agency fees and establish such procedures and rules governing the employees in the various units who are not members of the Union in respect to such fees, their rights and the Union's obligation to them in accordance with applicable law.

Section 5. Retired members who are not working and pay less than the full dues required for working members of the Local Union shall not be eligible for nomination or appointment as an officer, voting member of the Executive Board, delegate or any other office in the Local Union or International Union.

**ARTICLE XVII
READMISSION-FINES-ASSESSMENTS**

Section 1. A member who is expelled from this Local Union may be readmitted by making application to the Local Executive Board. Upon receiving a favorable recommendation of the Executive Board, the member may be readmitted to membership if a majority vote at a regular membership meeting approves such recommendations.

Section 2. All fines imposed or assessments levied against a member shall be charged by the Secretary-Treasurer to such member as dues and must be paid by the member prior to payment of any regular dues in order to entitle such member to any rights, privileges or benefits of this Local Union. Reasonable fees or assessments shall be payable within thirty (30) days after they are imposed or levied unless otherwise provided by the Secretary-Treasurer. However, if such fine or assessment is appealed, the member may deposit such fine (not to exceed the sum of \$100.00) with the Local Union or the International Union pending the outcome of the appeal and, if successful, the member shall be restored to all rights of membership and the fine or assessment shall be refunded.

**ARTICLE XVIII
TRIALS, HEARINGS, AND APPEALS**

Section 1. In order to maintain discipline and to provide for the observance of the provisions of this Constitution and Bylaws and rules and regulations of the Local Union, the Local Executive Board is empowered to act as a trial or hearing body, or appoint a hearing body to act in its stead, which shall have the power to levy such penalties as it may determine upon any member found guilty of charges made after a full and fair hearing held in accordance with the requirements of the Local and International Constitutions and Bylaws, and applicable rules and regulations and law. In order to ensure protection from filing of frivolous charges, the trials, hearing and appeals shall be held only for charges filed for reasons stated in Article XVII of the International Constitution and shall be held under procedures established therein. The charges must specify the events or acts which the charging party believes constitutes a basis of charges and must state which subsection(s) of 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. 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 the basis of the charges.

Section 2. All charges shall be filed in duplicate with the Secretary-Treasurer of the Local Union who shall serve a copy thereof upon the member either personally or by certified mail, directed to the member's last known address, at least ten (10) days before the hearing upon the charges.

Section 3. The basis for charges shall be as specified in Article XVII of the International Constitution and Bylaws. Any member of this Local Union against whom charges are filed may appear before the Local Executive Board in person with witnesses to answer the charges and may be represented by an attorney or by a fellow member of the Local Union, and shall be afforded a full and fair hearing before the Board or appointed hearing body. If the member is unable or unwilling to be present at the hearing before the Board or designated hearing body, his defense may be presented in writing. In default of personal appearance or written defense, the hearing body shall proceed with the hearing regardless of the absence of the member.

Section 4. After the required due process has been afforded, such penalty as is deemed reasonable may be imposed. The decision shall be recorded in the minutes of the Executive Board and shall be presented at the next regular membership meeting. A member shall have the right to appeal from the decision and judgment of the Local Executive Board or designated hearing body to the next regular membership meeting by filing a written appeal by certified mail within fifteen (15) days thereafter with the Secretary-Treasurer. A decision of the Board or hearing body in respect to charges shall be sustained unless a majority vote of the members present at such regular membership meeting shall overrule the decision. If the membership sustains the decision of the Local Executive Board, such decision shall become effective immediately. All further appeals may be filed in accordance with the provisions of Article XVII of the International Constitution and Bylaws. If the charges are not sustained, they shall be dismissed and the member shall be returned to full rights of membership or office in the Local Union.

Section 5. The trial body, after requisite due process has been afforded, may impose such penalty as it deems appropriate and as the case required.

Section 6. Subject to the provisions of applicable law every member or officer of this Local Union against whom charges have been filed and disciplinary action taken agrees, as a condition of membership, to exhaust all remedies provided for in the Local and International Constitutions and Bylaws, and

rules and regulations, and further agrees not to file or prosecute any action in any court, tribunal or other agency until all such internal procedures have been fully exhausted.

ARTICLE XIX MEETINGS

Section 1. Regular membership meetings of the Local Union shall be held at such places and at such times as designated by the Local Executive Board and/or the President upon reasonable notice. A Membership meeting shall be held at least once in each quarter in each metropolitan area within the jurisdiction of this local. A quorum shall consist of fifty (50) members assembled at a regular meeting in Chicago and ten (10) members in each city within the jurisdiction of the local called in accordance with this Constitution, and they shall be qualified to transact such business as may be considered at such meeting. In the absence of the President, the Secretary-Treasurer shall call the meeting to order and preside at the meeting. If both are absent the President shall designate any other officer or member to preside at any meeting.

Section 2. All meetings shall be conducted in accordance with the rules governing procedure and debate contained in Appendix A attached hereto.

Section 3. Special meetings of the Local Union may be called by the President or by a majority vote of the Local Executive Board upon reasonable notice to the membership. Such notice shall expressly state the business on the agenda, which shall be the only business considered at such special meeting.

Section 4. Each Division shall hold non-legislative meetings and maintain councils, and advisory boards, subject to the approval of the President. Any and all recommendations shall be submitted to the Local Executive Board for action thereon.

ARTICLE XX COLLECTIVE BARGAINING

Section 1. The authority to bargain collectively for the Local Union shall be subject to the mandate of the membership of the bargaining unit, and shall be vested in a Negotiating Committee which shall consist of an officer or union representative or other representatives appointed by the President.

Section 2. The results of any collective bargaining negotiations shall be subject to ratification by a majority of the members of the bargaining unit present at the ratification.

Section 3. The International Union shall be notified in writing when any collective bargaining agreements or memoranda of

understanding have been concluded and the number of employees covered thereby and the expiration date of the contract.

ARTICLE XXI STRIKES AND LOCKOUTS

No Local Union or affiliated body shall strike without previous notification to the International President, or, where prior notice is not practicable, without notification as soon as possible after commencement of the strike, in which notice the Local Union or affiliated body has stated that it has complied with all applicable notice requirements. If the Local Union or the affiliated body fails to give such notice, the International President may withhold approval for such strike. In order to initiate a strike against an employer, a majority vote is required from the membership of the affected bargaining unit. The majority requirement will be determined from among those members who cast their ballot and are members in good standing of Local 1.

ARTICLE XXII DISPUTES, GRIEVANCES AND LITIGATION EXHAUSTION OF UNION REMEDIES

Section 1. Subject to the provisions of Section 2, the President shall be empowered to decide disputes between members relating to their work or their responsibilities to each other or to the Local Union and to decide the claim of members concerning the adjustment of their grievances against employers or Union Representatives. The decision of the President shall be final and binding in such matters, except that a member who is not satisfied with such decision shall have the right to appeal as provided in Section 2 hereof. It is expressly understood that, as a condition of membership, each member agrees to be bound by the provisions of Sections 1 and 2 of this Article and to exhaust all procedures and remedies provided therein and to refrain from the institution or prosecution of any action in any court, tribunal or other agency until the procedures and remedies therein are fully exhausted. Any member who brings any action in violation of this provision may, in addition to other penalties, be required to reimburse the Local Union or its officers for the costs and attorneys fees incurred in defending such action.

Section 2. Any member who has a dispute as defined in Section 1 shall, within ten (10) days from the date such dispute arises, appeal in writing to the President by certified mail. If such member is not satisfied with the decision of the President, or if the President has not rendered a decision within fifteen (15) days following receipt of the appeal, the member may appeal his or her case to the Appeals

Committee of the Local Executive Board. The Appeals Committee shall consist of five (5) Executive Board Members assigned by the President. Any such appeal to the Appeals Committee of the Executive Board shall be filed in writing by certified mail with the Secretary-Treasurer. The decision of the Appeals Committee shall be due or rendered not later than thirty (30) days after receipt of the appeal. The decision of the Appeals Committee of the Executive Board shall be subject only to such further appeal as may be permissible under the Constitution and Bylaw of the International Union.

ARTICLE XXIII AFFILIATIONS

This Local Union shall be a member of the Service Employees State Councils in all states within its jurisdiction and, other local and state labor organizations and federations including local labor councils affiliated with the AFL-CIO and CTW, where appropriate, and other such bodies as the International Union may from time to time direct.

ARTICLE XXIV DISSOLUTION

This Local Union cannot dissolve, secede or disaffiliate if there are seven (7) dissenting members and must comply with the procedures contained in Article XXV of the International Constitution and By-Laws. 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 XXV PROPERTY RIGHTS

Membership in the Local Union shall not vest any member with any right, title or interest in or to the funds, property or other assets of the Local Union, now owned and possessed, or hereafter acquired, and each member hereby expressly waives any right, title or interest in or to the funds, property or other assets of the Local Union. The title to all property, funds and other assets of this Union shall at all times be vested in the Executive Board of the Local Union but no member shall have any severable proprietary right, title or interest therein.

ARTICLE XXVI AMENDMENTS

Section 1. This Constitution and By Laws shall be amended by submitting the proposed amendment(s) to the Local Executive Board. The Executive Board shall vote on whether to recommend approval of the proposed amendment(s) to

the membership and the decision of the Executive Board shall be communicated to the membership. Such proposed amendment or amendments shall be presented to the membership at the regularly scheduled membership meetings. The Secretary-Treasurer shall give reasonable notice and submit the proposed amendment(s) to the membership prior to the next regular or special membership meetings at which the amendment(s) shall be considered and voted on. Such notice shall be by the Local Union Newsletter, regular mail or other lawful means.

A majority vote of the members in good standing present at all the membership meetings in each city combined shall be required to adopt any amendment(s) to the Constitution. The ballots from each meeting shall be saved and votes from each meeting shall be collected to determine if a majority of members local-wide voted to adopt the proposed amendments.

No amendment shall be valid or effective until approved by the International Union.

Section 2. The Local Executive Board shall have the authority to call special membership meetings at its discretion to deal with amendments proposed under this Article.

Section 3. The Local Executive Board, at the direction of the President, shall be empowered to add seats on the Executive Board (including Vice-President positions) due to mergers or other situations involving the local's growth into new areas or jurisdictions. Any proposed increase in the number of seats shall first be read at a Local Executive Board meeting and then voted at the following Local Executive Board meeting. A vote of two-thirds (2/3) of the Executive Board as a whole is needed to approve such a change.

ARTICLE XXVII SAVINGS PROVISIONS

If any provision of this Constitution shall be modified or declared invalid or inoperative by any competent authority of the executive, judicial or administrative branch of state or federal 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 which will meet the objections to its validity and which will be in accord with the intent and purpose of the invalid or modified provisions. If any Article and Section of this Constitution should be modified or held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this Constitution 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.

APPENDIX A MANUAL OF PROCEDURE PART 1. REGULAR ORDER OF BUSINESS

The regular order of business shall normally include a presentation of minutes from the previous meeting, unfinished business and new business. However, the regular order of business may be altered by the President.

PART 2. RULES OF DEBATE

The following rules shall be used to govern debate unless and until the Local Union adopts amendments to the following rules and regulations:

Rule 1—The regular order of business may be suspended by a vote of the meeting at any time to dispose of urgent business.

Rule 2—All motions (if required by the chair) or resignations must be submitted in writing.

Rule 3—Any conversation, by whispering or otherwise, or any other activity which is either calculated to disturb or may have the effect of disturbing a member while speaking, or to disturb the conduct of the meeting or hinder the transaction of business shall be deemed a violation of order.

Rule 4—Sectarian discussion shall not be permitted in the meetings.

Rule 5—A motion to be entertained by the presiding officer must be seconded, and the mover, as well as the seconding member, must rise and be recognized by the chair.

Rule 6—Any member having made a motion can withdraw it with the consent of the seconding member, but a motion once debated cannot be withdrawn except by a majority vote.

Rule 7—A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

Rule 8—A motion shall not be subject to debate until it has been stated by the chair.

Rule 9—A member wishing to speak shall rise and respectfully address the chair, and if recognized by the chair, he or she shall be entitled to proceed.

Rule 10—If two or more members rise to speak the chair shall decide which is entitled to the floor.

Rule 11—Any member speaking shall be confined to the question under debate and avoid all personal, indecorous or sarcastic language.

Rule 12—Attending meetings under the influence of liquor or any controlled substance, not lawfully prescribed, is grounds for removal.

Rule 13—No member shall interrupt another while speaking, except to a point of order, whereupon the member shall definitely state the point, and the chair shall decide the same without debate.

Rule 14—Any member who is called to order while speaking shall be seated until the point of order is decided, after which if decided in order, such member may proceed.

Rule 15—Any member who feels personally aggrieved by a decision of the chair may appeal such decision to the body.

Rule 16—When an appeal is made from the decision of the chair, the Secretary-Treasurer shall act as chairperson. The appeal shall be stated by the chair to the meeting in these words: “Shall the decision of the chair be sustained as the decision of this Union?” The member will then have the right to state the grounds for appeal and the chair will give reason for its decision. Thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority of votes cast to overrule the chair.

Rule 17—No member shall speak more than once on the same subject until all who wish to speak have spoken, nor more than twice without unanimous consent nor more than five (5) minutes at any one time without the consent of a two-thirds (2/3) vote of all members present.

Rule 18—The presiding officer shall not speak on any subject unless such officer retires from the chair, except on a point of order to make an official report or give such advice and counsel as the interest of the organization warrant. In case of a tie, the presiding officer shall have the deciding vote.

Rule 19—When a question is before the meeting, no motion shall be in order, except:

To adjourn

To lay the question on the table

For the previous question

To postpone to a given time

To refer or commit; or

To amend

Rule 20—If a question has been amended, the question on the amendment shall be put first. If more than one amendment has been offered, the question shall be put as follows:

Amendment to amendment

Amendment

Original proposition

Rule 21—When a question is postponed indefinitely, it shall not come up again except by a two-thirds (2/3) vote.

Rule 22—A motion to adjourn shall always be in order, except:

When a member has the floor

When members are voting

Rule 23—Before putting a question to a vote the presiding officer shall ask “Are you ready for the question?” Then it shall be open for debate. If no member rises to speak or the debate is concluded, the presiding officer shall then put the question in this form: “All in favor of this a motion say ‘aye’ and after affirmative vote is expressed, “Those of the contrary opinion say ‘no’.” After the vote is taken, the presiding officer shall announce the result in this manner: “it is carried (or lost) and so ordered.”

Rule 24—Before the presiding officer declares the vote on a question, any member may ask for a division of the house. The chair is required to comply with this request. A standing vote shall thereupon be taken.

Rule 25—When a question has been decided it can be reconsidered only by a two-thirds (2/3) vote of those present.

Rule 26—A motion to reconsider must be made and seconded by two members who voted with the majority.

Rule 27—A member ordered to be seated three (3) times by the chair without complying shall be barred from participating in any further business at that session.

Rule 28—All questions, unless otherwise provided, shall be decided by a majority vote.

Rule 29—The presiding officer of the meeting shall enforce

these rules and regulations and may direct that members be removed from the meeting for violation of these rules.

**APPENDIX B
MONTHLY DUES SCHEDULE**

No member shall have his or her dues increased more than \$5.00 (five dollars) per month until he or she reaches the appropriate dues rate on the following scales:

Full-Time - Working 30 or More Hours Per Week

	Wage Scale		Dues Rate
1)	\$7.25	to \$7.57	\$31.33
2)	\$7.58	to \$7.99	\$32.83
3)	\$8.00	to \$8.33	\$34.33
4)	\$8.34	to \$8.67	\$35.83
5)	\$8.68	to \$8.99	\$37.33
6)	\$9.00	to \$9.33	\$38.83
7)	\$9.34	to \$9.67	\$40.33
8)	\$9.68	to \$9.99	\$41.83
9)	\$10.00	to \$10.33	\$43.33
10)	\$10.34	to \$10.67	\$44.83
11)	\$10.68	to \$10.99	\$46.33
12)	\$11.00	to \$11.33	\$47.68
13)	\$11.34	to \$11.67	\$49.03
14)	\$11.68	to \$11.99	\$50.38
15)	\$12.00	to \$12.33	\$51.73
16)	\$12.34	to \$12.67	\$53.08
17)	\$12.68	to \$12.99	\$54.43
18)	\$13.00	to \$13.33	\$55.78
19)	\$13.34	to \$13.67	\$57.13
20)	\$13.68	to \$13.99	\$58.48
21)	\$14.00	to \$14.33	\$59.83
22)	\$14.34	to \$14.67	\$61.28
23)	\$14.68	to \$14.99	\$62.73
24)	\$15.00	to \$15.33	\$64.18
25)	\$15.34	to \$15.67	\$65.63
26)	\$15.68	to \$15.99	\$67.08
27)	\$16.00	to \$16.33	\$68.53
28)	\$16.34	to \$16.67	\$69.98
29)	\$16.68	to \$16.99	\$71.43
30)	\$17.00	to \$17.33	\$72.88
31)	\$17.34	to \$17.67	\$75.00
32)	\$17.68	to \$17.99	\$76.45
33)	\$18.00	to \$18.33	\$77.90
34)	\$18.34	to \$18.67	\$79.35
35)	\$18.68	to \$18.99	\$80.80

36)	\$19.00	to	\$19.33	\$82.25
37)	\$19.34	to	\$19.67	\$83.70
38)	\$19.68	to	\$19.99	\$85.15
39)	\$20.00	to	\$20.33	\$86.60
40)	\$20.34	to	\$20.67	\$88.05
41)	\$20.68	to	\$20.99	\$89.50
42)	\$21.00	to	\$21.33	\$90.95
43)	\$21.34	to	\$21.67	\$92.40
44)	\$21.68	to	\$21.99	\$93.85
45)	\$22.00	to	\$22.33	\$95.30
46)	\$22.34	to	\$22.67	\$96.75
47)	\$22.68	to	\$22.99	\$98.20
48)	\$23.00	to	\$23.50	\$99.65
49)	\$23.51	to	\$24.00	\$101.10
50)	\$24.01	and up		\$102.55

25)	\$15.34	to	\$15.67	\$43.25
26)	\$15.68	to	\$15.99	\$44.00
27)	\$16.00	to	\$16.33	\$45.00
28)	\$16.34	to	\$16.67	\$46.00
29)	\$16.68	to	\$16.99	\$46.75
30)	\$17.00	to	\$17.33	\$47.75
31)	\$17.34	to	\$17.67	\$48.75
32)	\$17.68	to	\$17.99	\$49.75
33)	\$18.00	to	\$18.33	\$50.50
34)	\$18.34	to	\$18.67	\$51.50
35)	\$18.68	to	\$18.99	\$52.25
36)	\$19.00	to	\$19.33	\$53.50
37)	\$19.34	to	\$19.67	\$54.50
38)	\$19.68	to	\$19.99	\$55.50
39)	\$20.00	to	\$20.33	\$56.50
40)	\$20.34	to	\$20.67	\$57.75
41)	\$20.68	to	\$20.99	\$58.75
42)	\$21.00	to	\$21.33	\$59.75
43)	\$21.34	to	\$21.67	\$61.00
44)	\$21.68	to	\$21.99	\$62.00
45)	\$22.00	and up		\$63.00

Indexed Property Services Percentage Dues Schedule
Part-Time - Working 20-29 Hours Per Week

	Wage Scale		Dues Rate	
1)	\$7.25	to	\$7.57	\$23.00
2)	\$7.58	to	\$7.99	\$23.30
3)	\$8.00	to	\$8.33	\$23.60
4)	\$8.34	to	\$8.67	\$24.00
5)	\$8.68	to	\$8.99	\$24.50
6)	\$9.00	to	\$9.33	\$25.25
7)	\$9.34	to	\$9.67	\$26.00
8)	\$9.68	to	\$9.99	\$27.00
9)	\$10.00	to	\$10.33	\$28.00
10)	\$10.34	to	\$10.67	\$29.00
11)	\$10.68	to	\$10.99	\$30.25
12)	\$11.00	to	\$11.33	\$31.25
13)	\$11.34	to	\$11.67	\$32.00
14)	\$11.68	to	\$11.99	\$33.00
15)	\$12.00	to	\$12.33	\$34.00
16)	\$12.34	to	\$12.67	\$35.00
17)	\$12.68	to	\$12.99	\$35.75
18)	\$13.00	to	\$13.33	\$36.75
19)	\$13.34	to	\$13.67	\$37.75
20)	\$13.68	to	\$13.99	\$38.50
21)	\$14.00	to	\$14.33	\$39.50
22)	\$14.34	to	\$14.67	\$40.50
23)	\$14.68	to	\$14.99	\$41.25
24)	\$15.00	to	\$15.33	\$42.25

Indexed Property Services Percentage Dues Schedule
Very Part-Time - Working 19 hours or less per week

	Wage Scale		Dues Rate	
1)	\$7.25	to	\$7.57	\$18.00
2)	\$7.58	to	\$7.99	\$18.30
3)	\$8.00	to	\$8.33	\$18.60
4)	\$8.34	to	\$8.67	\$18.90
5)	\$8.68	to	\$8.99	\$19.20
6)	\$9.00	to	\$9.33	\$19.50
7)	\$9.34	to	\$9.67	\$19.80
8)	\$9.68	to	\$9.99	\$20.10
9)	\$10.00	to	\$10.33	\$20.40
10)	\$10.34	to	\$10.67	\$20.70
11)	\$10.68	to	\$10.99	\$21.00
12)	\$11.00	to	\$11.33	\$21.30
13)	\$11.34	to	\$11.67	\$21.70
14)	\$11.68	to	\$11.99	\$22.40
15)	\$12.00	to	\$12.33	\$23.10
16)	\$12.34	to	\$12.67	\$24.50
17)	\$12.68	to	\$12.99	\$24.90

32 CONSTITUTION AND BYLAWS

18)	\$13.00	to	\$13.33	\$25.30
19)	\$13.34	to	\$13.67	\$25.70
20)	\$13.68	to	\$13.99	\$26.50
21)	\$14.00	to	\$14.33	\$26.90
22)	\$14.34	to	\$14.67	\$27.50
23)	\$14.68	to	\$14.99	\$28.10
24)	\$15.00	to	\$15.33	\$28.70
25)	\$15.34	to	\$15.67	\$29.40
26)	\$15.68	to	\$15.99	\$30.10
27)	\$16.00	to	\$16.33	\$30.80
28)	\$16.34	to	\$16.67	\$31.50
29)	\$16.68	to	\$16.99	\$32.20
30)	\$17.00	to	\$17.33	\$32.90
31)	\$17.34	to	\$17.67	\$33.60
32)	\$17.68	to	\$17.99	\$34.30
33)	\$18.00	to	\$18.33	\$35.00
34)	\$18.34	to	\$18.67	\$35.70
35)	\$18.68	to	\$18.99	\$36.40
36)	\$19.00	to	\$19.33	\$37.10
37)	\$19.34	to	\$19.67	\$37.80
38)	\$19.68	to	\$19.99	\$38.50
39)	\$20.00	to	\$20.33	\$39.20
40)	\$20.34	to	\$20.67	\$39.90
41)	\$20.68	to	\$20.99	\$40.60
42)	\$21.00	to	\$21.33	\$41.30
43)	\$21.34	to	\$21.67	\$42.00
44)	\$21.68	to	\$21.99	\$42.70
45)	\$22.00	and up		\$43.40

Approved by the SEIU International Executive Board, June 13, 2009

Approved by the SEIU International Executive Board as revised, January 21, 2016

SEIU CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

PART A: PREAMBLE

The Service Employees International Union (SEIU) believes in the dignity and worth of all workers. We have dedicated ourselves to improving the lives of workers and their families and to creating a more just and humane society. We are committed to pursuing justice for all, and in particular to bringing economic and social justice to those most exploited in our community. To achieve our mission, we must develop highly trained and motivated leaders at every level of the Union who reflect the membership in all of its diversity.

Union members place tremendous trust in their leaders. SEIU elected officers and managers owe not just fiduciary obligations to union members; given the moral purpose of our mission, SEIU leaders owe members the highest level of ethical behavior in the exercise of all leadership decisions and financial dealings on members' behalf. Members have a right to proper stewardship over union funds and transparency in the expenditure of union dues. Misuse and inappropriate use of resources or leadership authority undermine the confidence members have in the Union and weaken it. Corruption in all forms will not be tolerated in SEIU. This *Code of Ethics and Conflict of Interest Policy* (the "Code" or "SEIU Code") strengthens the Union's ethics rules of conduct, organizational practices and enforcement standards and thus enhances the Union's ability to accomplish its important mission.

We recognize that no code of ethics can prevent some individuals from violating ethical standards of behavior. We also know that the SEIU Code is not sufficient in itself to sustain an ethical culture throughout the Union. To accomplish the goals for which this Code has been created, we must establish systems of accountability for all elected leaders and staff. These systems must include appropriate checks and balances and internal operating procedures that minimize the opportunity for misuse or abuse, as well as the perception of either, in spending union funds and exercising decision-making authority. The systems also must include adequate provision for training on understanding and implementing this Code. More broadly, we emphasize the importance of the range of standards, practices, and values described in "A Strong Ethical Culture," Section A of the *SEIU Policies on Ethics and Standards* that were enacted with the Code in 2009.

In particular, SEIU is committed to providing meaningful paths for member involvement and participation in our Union. The SEIU Member Bill of Rights and Responsibilities in the Union is a significant source of SEIU members' rights and obligations. Its exclusive enforcement through the procedures set forth in Article XVII of the SEIU Constitution and Bylaws reflects a commitment to the democratic principles that have always governed SEIU. Article XVII's numerous protections against arbitrary or unlawful discipline of members also form an essential ingredient of the democratic life of the Union. Similarly, the requirement that Affiliates provide for regular meetings of the membership, set forth in Article XV, Section 5 of the Constitution, is another important element in the democratic functioning of SEIU. Finally, the provisions against discrimination and harassment on the basis of race, creed, color, religion, sex, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age and disability contained in Article III, Section 4 of the SEIU Constitution and in the Constitutions and Bylaws of Affiliates, the SEIU Anti-discrimination and Anti-Harassment Policy and Procedure, and similar policies of Affiliates forbid conduct in violation of SEIU's historic belief that our strength comes from our unity and diversity and that we must not be divided by forces of discrimination.

Individuals subject to this Code are expected to comply with State and Federal laws, the Constitution and Bylaws of SEIU and Affiliates, and the anti-discrimination and anti-harassment policies of SEIU and Affiliates as part and parcel of our commitment to sustaining an ethical culture and the highest standards of conduct throughout the Union. Violations of these laws and policies are ethical breaches; however, these violations should be addressed through avenues provided by the applicable laws and policies and not through the Code unless they also allege violations of this Code. In particular, the sole enforcement mechanism for matters covered by the SEIU or Affiliate Constitutions and Bylaws is that which is set forth in those documents, unless violations of this Code are also alleged. Finally, grievances that arise under collective bargaining agreements are excluded from enforcement under this Code unless they also allege violations of this Code.

The scope and standards of this Code are set forth in the following Sections.

SECTION 1. *Applicability to International Union.* The SEIU Code is henceforth applicable in its entirety to all officers, executive board members and employees of SEIU. These individuals are referred to herein as "covered individuals." SEIU shall append or attach the Code in its entirety to its Constitution and Bylaws in its next and all future publications.

SECTION 2. *Applicability to SEIU Affiliates.* By enactment of the SEIU International Executive Board, the SEIU Code is applicable in its entirety to all officers, executive board members and employees of all affiliated bodies and local unions chartered by SEIU ("Affiliates" herein). These individuals are referred to herein as "covered individuals."

- (a) Each Affiliate shall ensure that the Code extends to all employees as soon as practicable but in no event later than the end of 2020.

- (b) Each Affiliate shall append or attach the Code in its entirety to its Constitution and Bylaws at its next and all future publications.
- (c) Wherever reference herein is made to SEIU or an SEIU program, department or position, the corresponding reference is to the particular Affiliate or its equivalent program, department or position.
- (d) Each Affiliate is responsible for enforcing the Code and educating its covered individuals on the Code in a manner consistent with the Code's terms, subject to assistance and oversight from SEIU.
- (e) The Code is not intended to restrain any Affiliate from adopting higher standards and best practices, subject to the approval of the SEIU Ethics Ombudsperson.

PART B: GENERAL OBLIGATIONS

SECTION 3. *Obligations of Covered Individuals.*

- (a) *Commitment to the Code.* SEIU and each Affiliate shall provide a copy of the Code to each covered individual. It is the duty and obligation of covered individuals to acknowledge annually that they have received a copy of this Code, that they have reviewed and understand it, and that they agree to comply with it.
- (b) *Duty of disclosure.* Covered individuals shall disclose to the SEIU Ethics Ombudsperson or the Affiliate Ethics Liaison, described in PART F of this Code, any conflict of interest or appearance of a conflict, which arises when their paramount duty to the interest of members is potentially compromised by a competing interest, including but not limited to an interest, relationship or transaction referenced in this Code. Actual, perceived and potential conflicts should be disclosed at the time that covered individuals become aware of them.
- (c) *Disqualification from service to SEIU or Affiliate.* No person shall serve as an officer or managerial employee of SEIU or any Affiliate who has been convicted of any felony involving the infliction of grievous bodily injury, or the abuse or misuse of such person's position or employment in a labor organization to seek or obtain illegal gain at the expense of the members, except for the limited exceptions set forth in applicable federal law.

PART C: BUSINESS AND FINANCIAL ACTIVITIES

SECTION 4. *General Duty to Protect Members' Funds; Members' Right to Examine Records.*

- (a) The assets and funds of a labor organization are held in trust for the benefit of the membership. Members are entitled to assurance that those assets and funds are expended for proper and appropriate purposes. The Union shall conduct its proprietary functions, including all contracts for purchase or sale or for the provision of significant services, in a manner consistent with this Code. All officers, executive board members and employees of SEIU and SEIU Affiliates, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership.
- (b) Consistent with Section 201 of the Labor-Management Reporting and Disclosure Act, SEIU shall permit a member for just cause to examine any books, records and accounts necessary to verify SEIU's annual financial report under that section to the U.S. Department of Labor.
- (c) Affiliates comprised solely of members employed by government bodies shall permit a member to examine its financial report submitted to a state agency and, consistent with state law and for just cause, to examine any books, records and accounts necessary to verify the Affiliate's financial report.

SECTION 5. *Prohibited Financial Interests and Transactions.* Covered individuals shall not, to the best of their knowledge, have a substantial ownership or financial interest that conflicts with their fiduciary duty.

- (a) For purposes of these rules, a "substantial ownership or financial interest" is one which either contributes significantly to the individual's financial well-being or which enables the individual to significantly affect or influence the course of the business entity's decision-making.
- (b) A "substantial ownership or financial interest" does not include stock in a purchase plan, profit-sharing plan, employee stock ownership plan (ESOP) or blind trust. Nor does it prohibit covered individuals from owning, through a mutual fund or other similar investment vehicle, the publicly traded shares of any employer with which SEIU or an Affiliate engages in collective bargaining or does business or which SEIU or an Affiliate seeks to organize, provided that all transactions affecting such interests are consistent with rates and terms established by the open market.
- (c) It is not permissible for any covered individual to:

- (1) Knowingly have a substantial ownership or financial interest in any entity that engages in collective bargaining with SEIU or any of its Affiliates;
 - (2) Make or attempt to influence or participate in any way in a decision concerning the relations of SEIU or an Affiliate with a vendor, firm or other entity or individual in which the covered individual or his or her relative, spouse or business partner has a substantial ownership or financial interest; or
 - (3) Engage in any self-dealing transactions with SEIU or any of its Affiliates, such as buying property from or selling property to SEIU, without the informed approval of the International Secretary-Treasurer (or Affiliate Secretary-Treasurer, as applicable), obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold.
- (d) To ensure compliance with this Section, covered individuals are required to disclose any interests, transactions or interests covered by this Section in accordance with Section 3(b) of this Code.

SECTION 6. *Payments and Gifts from Employers, Vendors and Members.*

- (a) Covered individuals shall not knowingly accept any payments, benefits or gifts of more than minimal financial value under the circumstances presented from any employer that engages or seeks to engage in collective bargaining with SEIU or an Affiliate, or from any business or professional firm that does business or seeks to do business with SEIU or an Affiliate.
 - (1) This Section does not extend to payments and benefits that are provided to covered individuals by prohibited employers as compensation for their primary and regular employment.
 - (2) This Section does not extend to work and services that covered individuals perform for prohibited employers or businesses on a part-time basis, through an arm's length transaction and for normal and customary pay for such work or services.
 - (3) This Section does not extend to participation in events hosted by public officials involving discussion of public policy matters.
 - (4) With respect to perishable items that are more than minimal but that are impracticable to return, such as food, it shall be considered compliance with this Section to discard such an item or place it in a common area for members and office staff to enjoy. If the gift is discarded or enjoyed communally, it is recommended that the giver should be advised of this

disposition to dispel the appearance of any conflict of interest on the part of any covered individual and to discourage recurrence.

- (b) Covered individuals shall not knowingly accept personal payments or gifts from any member, absent a personal relationship independent of the relationship between the Union and the member, other than a gift of minimal financial value. This provision does not apply to contributions to campaigns for union office made in accordance with the SEIU Constitution and Bylaws.

SECTION 7. *Conversion of Union Funds and Property.* Covered individuals shall not use, convert or divert any funds or other property belonging to SEIU to such individual's personal benefit or advantage.

SECTION 8. *Applicability to Third Parties.* The principles of this Code apply to those investments and activities of third parties that amount to a subterfuge to conceal the financial interests of SEIU officers or employees or to circumvent the standards of this Code.

SECTION 9. *Certain Loans Prohibited.* SEIU shall not make loans to any officer or employee, or to any of their family members, that at any time exceed \$2,000 in total indebtedness on the part of such officer, employee or family member.

PART D: BENEFIT FUNDS AND RELATED ORGANIZATIONS

SECTION 10. *Obligations of Covered Individuals.*

- (a) *Benefit Funds.*

- (1) For purposes of this Section:

- a. A "benefit fund or plan" means a retirement, health or welfare benefit fund or plan sponsored by SEIU or an Affiliate, or in which SEIU or an Affiliate participates.
- b. The definition of "substantial ownership or financial interest" provided in Section 5 applies.

- (2) Covered individuals who serve in a fiduciary position with respect to or exercise responsibilities or influence in the administration of a benefit fund or plan shall not:

- a. Have any substantial financial interest in, or any compromising personal ties to, any investment manager, insurance carrier, broker, consultant or other firm or individual doing business or seeking to do business with the fund or plan;

- b. Accept any personal payment from any business or professional firm that does business or seeks to do business with the fund or plan, other than contractual payment for work performed; or
 - c. Receive compensation of any kind for service as an employee representative or labor-designated trustee for a fund or plan, except for reimbursement of reasonable expenses properly and actually incurred and provided uniformly to such representatives or trustees, with the proviso that it is not a violation of this provision for an officer or managerial employee who is not a full-time employee of SEIU or an Affiliate to be a lawfully paid employee of a fund or plan if such employment is consistent with applicable legal restrictions and fully disclosed through appropriate reports.
- (3) To ensure compliance with this Section, all covered individuals shall disclose any interests, transactions or relationships covered by this Section in accordance with Section 3(b) of this Code.
 - (4) No person shall serve in a fiduciary capacity or exercise responsibilities in the administration of a benefit fund or plan who has been convicted of any felony involving the infliction of grievous bodily injury or the abuse or misuse of such person's position or employment in an employee benefit plan to seek or obtain an illegal gain at the expense of the beneficiaries of the employee benefit fund or plan, except for the limited exceptions set forth in applicable federal law.

(b) Related Organizations.

- (1) For purposes of this Section, an organization "related to" SEIU or an Affiliate means an organization
 - in which 25 percent or more of the members of the governing board are officers or employees of SEIU or an Affiliate, or
 - for which 50 percent or more of its funding is provided by SEIU or an Affiliate.
- (2) Covered individuals who serve in a fiduciary position with respect to or exercise responsibilities or influence in the administration of an organization related to SEIU shall comply with the provisions and shall hold themselves to the standards of the SEIU Code while they are acting for or on behalf of the related organization.

PART E: FAMILY AND PERSONAL RELATIONSHIPS

SECTION 11. *Purpose of Rules Governing Family and Personal Relationships.* SEIU does not prohibit the employment of qualified relatives of current officers or employees, or of individuals with whom an officer or employee has a romantic or intimate personal relationship. SEIU also does not prohibit the retention of qualified vendors that employ relatives of current SEIU officers or employees or individuals with whom an officer or employee has a personal relationship.

However, SEIU recognizes that the existence of such relationships can lead to problems, including favoritism or the appearance of favoritism toward relatives or those who are involved in a personal relationship. Giving these individuals special treatment – or creating the impression that they receive special treatment – is inconsistent with our principles of stewardship and accountability and with our duty to responsibly conduct the business of SEIU. The provisions of this PART are designed to ensure that family or personal relationships do not influence professional interactions between the employees involved and other officers, employees and third parties.

SECTION 12. *Definitions.* For purposes of this PART:

- (a) “Relative” means parent, spouse, spousal equivalent, daughter, son, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, first or second cousin, corresponding in-law, “step” relation, foster parent, foster child, and any member of the employee’s household. Domestic partner relatives are covered to the same extent as spousal relatives.
- (b) “Personal relationship” means an ongoing romantic or intimate personal relationship that can include, but is not limited to, dating, living together or being a partner or significant other. This definition applies regardless of gender, gender identification, or sexual orientation of the individuals in the relationship. This restriction does not extend to friends, acquaintances or former colleagues who are not otherwise encompassed in the scope of “personal relationships.”

SECTION 13. *Prohibited Conduct.* The following general principles will apply:

- (a) Applications for employment by relatives and those who have a personal relationship with a covered individual will be evaluated on the same qualification standards used to assess other applicants. Transmission to the appropriate hiring authority of applications on behalf of individuals who have a family or personal relationship shall not in itself constitute an attempt to influence hiring decisions. Further input into the application process, however, may be deemed improper.
- (b) Covered individuals will not make hiring decisions about their relatives or persons with whom they have a personal relationship, or attempt to influence hiring decisions made by others.

- (c) Supervisory employees shall not directly supervise a relative or a person with whom they have a personal relationship. In the absence of a direct reporting or supervisor-to-subordinate relationship, relatives or employees who have a family or personal relationship generally are permitted to work in the same department, provided that there are no particular operational difficulties.
- (d) Covered individuals shall not make work-related decisions, or participate in or provide input into work-related decisions made by others, involving relatives or employees with whom they have a personal relationship, even if they do not directly supervise that individual. Prohibited decisions include, but are not limited to, decisions about hiring, wages, hours, benefits, assignments, evaluations, training, discipline, promotions, and transfers.
- (e) To ensure compliance with this Section, all covered individuals must disclose to the Ethics Ombudsperson or the Affiliate Ethics Liaison, as appropriate, any relationships covered by this Section in accordance with Section 3(b) of this Code.

PART F: ENFORCEMENT

SECTION 14. *Ethics Officer.* The office of the Ethics Officer is established to provide independent assistance to SEIU in the implementation and enforcement of the Code. The Ethics Officer shall be an individual of unimpeachable integrity and reputation, preferably with experience in ethics, law enforcement and the workings of the labor movement. The Ethics Officer shall provide his or her services under contract and shall not be an employee of the International Union or any of its Affiliates. The Ethics Officer shall be appointed by the International President and confirmed by the International Executive Board. The International President, the International Secretary-Treasurer, and the SEIU International Executive Board may refer matters concerning the Code to the Ethics Officer for review and/or advice, consistent with Sections 22 and 23.

SECTION 15. *Ethics Ombudsperson.* The office of SEIU Ethics Ombudsperson is established to oversee implementation and enforcement of the Code and ongoing efforts to strengthen the ethical culture throughout the Union. The Ethics Ombudsperson is responsible for providing assistance to the International Union and Affiliates on questions and concerns relating to the Code and ethical culture; directing the training of SEIU and Affiliate officers and staff concerning the Code and ethical culture; responding to ethics concerns and complaints consistent with Sections 17-23; receiving and resolving disclosures of conflicts of interest; assisting the Ethics Officer; and providing other support as necessary to the overall SEIU ethics program. The Ethics Ombudsperson, in consultation with the Ethics Officer, shall issue a report to the SEIU International Executive Board annually, summarizing compliance, training, enforcement, culture building and related activities, and making recommendations for modifications to the ethics program that he or she believes would enhance the program's effectiveness. The

Ethics Ombudsperson may also conduct periodic reviews for the purposes of monitoring compliance with this Code and determining whether partnerships, joint ventures, and arrangements with management organizations conform to this Code, are properly recorded, reflect reasonable investment or payment for goods and services, further SEIU's tax-exempt purposes, and do not result in inurement, impermissible private benefit, or excess benefit transactions. The Ethics Ombudsperson shall be employed in the SEIU Legal Department.

SECTION 16. *Affiliate Ethics Liaison.* Each Affiliate shall appoint an Ethics Liaison who will be available for ethics advice or guidance, will serve as an Affiliate's key contact with the International's Ethics Ombudsperson, will assist in enforcement of the Code, will oversee the delivery of ethics-related training, will assist the Affiliate in strengthening its ethical culture, and will serve as an ethical leader in the Affiliate.

- (a) Presidents, chief executive officers, secretary-treasurers, chief financial officers, chiefs of staff, and the equivalent of any of the foregoing are not eligible to serve as Ethics Liaisons.
- (b) Affiliates are encouraged to consider rotating the Ethics Liaison position periodically, barring operational difficulties, to develop ethical leadership broadly in the Affiliate. Affiliates shall advise the SEIU Ethics Ombudsperson as soon as practicable of the appointment of Ethics Liaisons and of any vacancy that occurs in the position.
- (c) Ethics Liaisons will regularly receive training from the International Union specific to the role. Affiliates should make every effort to ensure the participation of their Ethics Liaisons.

SECTION 17. *Complaints.*

- (a) Any covered individual or member may file a written complaint concerning alleged violations of the Code. Oral concerns and complaints shall be reduced to writing for further processing as a complaint. Complaints should be signed or contain the name of the complainant(s), and shall be kept confidential pursuant to Section 24. Complaints alleging violation of the Code shall not be enforced under SEIU or Affiliate constitutions and bylaws unless they also allege violations of the constitutions and bylaws.
- (b) The International Union shall post contact information for submission of ethics complaints on the SEIU website and shall provide that information on request.
- (c) Each Affiliate shall provide its staff and membership with contact information for its Ethics Liaison.

SECTION 18. *Complaints Handled by the International Union.* Complaints alleging violation of the Code that are submitted to the International Union or the Ethics Officer

shall be referred initially to the SEIU Ethics Ombudsperson. The Ethics Ombudsperson shall review ethics complaints submitted to the International Union and shall respond to them in his or her discretion, including but not limited to providing advice or guidance, resolving them informally, directing them to resources outside the ethics office, and referring them to the Ethics Officer or Affiliate for further processing. The individual submitting the complaint shall be notified of the status of the complaint as appropriate in the discretion of the Ethics Ombudsperson but in all events upon its conclusion.

SECTION 19. *Complaints Handled by Affiliate; Notice to Ethics Ombudsperson.*

Ethics complaints that are raised with or referred to an Affiliate shall be investigated by the affected Affiliate and, where appropriate, may form the basis of employee discipline or formal internal union charges to be processed before a trial body in accordance with the requirements set forth in the Affiliate's constitution and bylaws and/or the SEIU Constitution and Bylaws. The Ethics Ombudsperson may advise an Affiliate concerning matters related to the investigation and processing of complaints and charges alleging violation of the Code. Where a complaint involves an Affiliate's president, chief executive officer, chief of staff, secretary-treasurer, chief financial officer, or the equivalent, the Affiliate shall notify the Ethics Ombudsperson as soon as practicable. The Ethics Ombudsperson may consult with the Ethics Officer concerning any question referred by an Affiliate.

SECTION 20. *Failure to Cooperate; Bad Faith Complaints.* Unreasonable failure by a covered individual to fully cooperate with a proceeding or investigation involving an ethics complaint or alleged violation of this Code shall constitute an independent violation of this Code. SEIU reserves the right, subject to notice, investigation and due process, to discipline persons who make bad faith, knowingly false, harassing or malicious complaints, reports or inquiries.

SECTION 21. *Original Jurisdiction.*

- (a) *Requests for Original Jurisdiction.* If an Affiliate or an Affiliate executive board member, officer, or member believes that formal internal union charges against a covered individual that also allege violations of this Code involve a situation which may seriously jeopardize the interests of the Affiliate or the International Union, or that the hearing procedure of the Affiliate will not completely protect the interests of the Affiliate, an officer or member, that individual may request that the International President assume original jurisdiction under Article XVII, Section 2(f) of the SEIU Constitution and Bylaws.
- (b) *Assumption of Original Jurisdiction by International President.* In accordance with Article XVII, Section 2(f) of the SEIU Constitution and Bylaws, the International President may in his or her discretion assume original jurisdiction of formal internal union charges also alleging violation of this Code if as a result of an investigation he or she believes that the charges filed against a covered individual involve a situation which may seriously jeopardize the interests of the

Affiliate or the International Union. In his or her discretion, the International President may refer the matter to the Ethics Officer for a recommendation concerning the possible assumption of original jurisdiction.

SECTION 22. *Referral of Formal Charges to Ethics Officer.* If formal internal union charges filed with the International Union under Article XVII, Section 3 of the SEIU Constitution and Bylaws also allege violation of the Code by an officer or executive board member of the International Union or an Affiliate, such charges may be referred to the Ethics Officer for review and recommendations.

SECTION 23. *Review of Claims by Ethics Officer.*

- (a) If after review of the allegations of violations of the Code in a complaint or formal charge, the Ethics Officer finds that the allegations have merit and/or warrant further investigation, he shall recommend a response or course of action for the International Union to respond to the complaint or charges, including but not limited to the following:
 - (1) Further investigation by SEIU personnel and/or outside investigator(s);
 - (2) Filing of formal charges under Article XVII of the SEIU Constitution and Bylaws;
 - (3) Assumption of original jurisdiction by International President pursuant to Article XVII, Section 2(f) of the SEIU Constitution and Bylaws;
 - (4) Appointment of an outside hearing officer to conduct a trial under Article XVII, Section 3 of the SEIU Constitution and Bylaws;
 - (5) Discipline of covered employees;
 - (6) Sanction of covered officers or members accused in formal proceedings, and
 - (7) Other action deemed appropriate in the discretion of the Ethics Officer.
- (b) If the Ethics Officer concludes, after review of allegations of violations of the Code, that the allegations are without merit or that further investigation is not necessary, he or she shall advise the International Union of his or her findings.

PART G: PROTECTION OF WHISTLEBLOWERS

SECTION 24. *Confidentiality.* SEIU will make all reasonable efforts to keep confidential the identity of any person(s) raising an ethics concern, inquiry, report or complaint under the Code unless disclosure is authorized by the complainant or is required for SEIU to carry out its fiduciary or legal duties. SEIU will also treat

communications concerning ethics complaints or concerns with as much confidentiality and discretion as possible, provided that it remains able to conduct a complete and fair investigation, carry out its fiduciary and legal duties, and review its operations as necessary.

SECTION 25. *No Retaliation.* SEIU encourages all officers and employees to bring ethics concerns and complaints that the Code has been violated to the attention of the Union, as set forth more fully in PART F above.

- (a) SEIU expressly prohibits retaliation against covered individuals and members for:
 - (1) Making good faith complaints, reports or inquiries pursuant to this Code;
 - (2) Opposing any practice prohibited by the Code;
 - (3) Providing evidence, testimony or information relative to, or otherwise cooperating with, any investigation or enforcement process of the Code; and
 - (4) Otherwise participating in the enforcement process set forth in PART F above.
- (b) In particular, SEIU will not tolerate any form of retaliation against Affiliate Ethics Liaisons for performing their responsibilities.
- (c) Any act of alleged retaliation should be reported to the SEIU Ethics Ombudsperson or the Affiliate Ethics Liaison immediately and will be responded to promptly.