



# **CHAPTER FUNDS POLICY**



SERVICE EMPLOYEES  
INTERNATIONAL UNION  
CTW, CLC

Dear Local 888 Chapter Leaders,

Our chapters are the heart of Local 888. More members need to experience how well their chapter administers the contract and the activities and events organized by chapter leaders.

The chapter funds policy is intended to make clear what expenditure are appropriate and how chapter leaders can access their funds. This handbook should make the process more streamlined and efficient.

This handbook will guide chapter leaders to better utilize the resources available from Local 888 to build more effective chapters for all members. We hope it will not only inform you about chapter funds, but also inspire your chapter to become more involved.

Chapter funds should be used to support membership activities and training for leaders and stewards.

The environment for Local 888 members has never been more challenging. Now is the time to take full advantage of Local 888's resources to increase membership involvement and win better contracts.

In Solidarity,

A handwritten signature in purple ink that reads "Brenda Rodrigues".

Brenda Rodrigues  
President

A handwritten signature in purple ink that reads "Thomas McKeever".

Thomas McKeever  
Secretary-Treasurer

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# CHAPTER FUNDS POLICY

## Table of Contents

Article 1 - Purpose .....	4
Article 2 - Non-Allowable Expenses .....	4
Article 3 - Chapter Funds.....	4
Article 4 - Chapter Leadership.....	5
Article 5 - Calculating Chapter Funds .....	5
Article 6 - Chapter Funds Request.....	5
Article 7 – Quarterly Chapter Statements .....	6
Article 8 – SEIU Local 888 Members Benevolent Fund .....	6
Member Portal .....	7
Frequently Asked Questions (FAQ) .....	8

SEIU Local 888 unites more than 8,000 members in 206 chapters. Each chapter is an integral part of our local, but with its own identifiable community of interests. Chapters are the infrastructure of our union. The stronger the chapters are the stronger we are as a union. Chapter funds are available to help our leaders build strong chapters and develop new leaders.

## **Article 1 - Purpose**

The purpose of chapter funds is to help support membership activities such as:

- Meals for meetings;
- Holiday parties/Hall rentals;
- Lost time for Union business;
- Travel expenses;
- Bereavement donations, flowers or fruit baskets for members
- Charitable donations (e.g. Toy for Tots, Local Food Pantry, Fundraisers);
- Scholarship programs for students related to active members;
- Contribution to SEIU Local 888 Members Benevolent Fund (see Article 8);
- Reimbursement for union educational programs and steward training (i.e. Labor Guild classes).

## **Article 2 - Non-Allowable Expenses**

Chapter Funds cannot be used for the following:

- Alcohol;
- Gambling;
- Gifts for non-members;
- Expenditures on anti-union companies or at union Boycott shops;
- No separate bank accounts

## **Article 3 - Chapter Funds**

- a) The local shall set aside funds for every chapter;
- b) The yearly amount allocated for chapter funds shall be limited to use from January 1<sup>st</sup> through December 31<sup>st</sup> of current calendar year. If a chapter does not use the funds during the calendar year, all balances will be deposited into a Members Benevolent Fund (see Article 8);
- c) The amount of money allocated to the chapter fund line item in budget may vary from year to year, depending on the size of the general budget;
- d) Local 888 encourages the use of these chapter funds to promote healthy chapters. To request chapter funds, Chapter Chairs must have their chapter leadership positions filled or have a plan to fill any outstanding vacancies (see Appendix A);

- e) Chapter Leadership form must be submitted annually of the current year and updated as soon as possible following any leadership changes (see Appendix A);

### **Article 4 - Chapter Leadership**

- a) All Chapter Funds requests shall be approved by Chapter Chair and One (1) other member;  
b) If chapter has no leadership contact your field Representative for Election Information;  
c) Chapter Leadership form must be submitted and up-to-date (see Appendix A);

### **Article 5 - Calculating Chapter Funds**

- a) Chapter funds shall be used for chapter building activities. Calculation of funds shall be based on the number of active members on a yearly basis. Please refer to your chapter statement for the amount allocated to your chapter;
- b) Chapters that meet the COPA quota of an average of \$2.50 per member per year will receive an additional \$3.00 per member per year.

***DID YOU KNOW!** Dues paying members increase your chapter funds. Have them submit a Dues Authorization Card (see Appendix C)*

*This could mean **\$11.00** per member*

#### **Local 888's COPA program helps members to:**

Members' direct contribution will help Local 888 with the tools and resources to hold elected officials accountable to public service workers of Massachusetts. By fighting back against budget cuts to public services, furloughs, and threats to our contract rights with member engaged activities, including electoral campaign work and legislative advocacy, in a regional and statewide level. Helps lead political candidate endorsement forums, accountability meetings with politicians, political rallies, legislative write-ins/call-ins, phone banking/canvassing, and COPA fundraising.

- Win better contracts that guarantee better pay, benefits and working conditions for our members.
- Build public, community, and legislative power to maintain and support quality public services.
- Help gain a stronger voice in Massachusetts state and municipal government.
- Encourage members to run for Office.

### **Article 6 - Chapter Funds Request**

- a) Due to federal and state tax regulations, Local 888 must approve all expenditures, and may not release directly to chapter;
- b) The request cannot exceed total chapter funds available;

- c) Chapters must submit completed and executed Chapter Fund Request form;
- d) (see Appendix B)
- e) Two Signatures required on Chapter Funds Request form;
- f) All receipts must be submitted;
  
- g) Chapter Leadership Form must be submitted by January 31<sup>st</sup> of current year. Funds will not be released unless Chapter Leadership form is updated.
- h) *Please allow 10 business days for turnaround on completed requests. Incomplete requests will be delayed. You may submit your request by email at [chapterfunds@seiu888.org](mailto:chapterfunds@seiu888.org); Mail SEIU Local 888 Accounts Payable, 25 Braintree Hill Office Park, Suite 306, Braintree, MA 02184; or Fax (617) 241-3303.*

### **Article 7 – Quarterly Chapter Statements**

- a) Chapter statements will be sent via email end of March, June, September and December;
- b) Chapter statements will be emailed to chapter leader with a valid email address. All email address updates must be reported to [chapterfunds@seiu888.org](mailto:chapterfunds@seiu888.org);
- c) Chapter statements will specify available balance. (Detail by request)

### **Article 8 – SEIU Local 888 Members Benevolent Fund**

Members Benevolent Fund promotes union solidarity while building stronger chapters by providing limited assistance to members during a time of hardship; for scholarships; or other member services. These funds are available to all members in good standing. The member Benevolent Fund is financed by rolling over the previous fiscal year’s chapter funds not utilized by our chapters. The funds will be dispersed on a first come first served basis.

*Should you have any questions or concerns please contact us at [chapterfunds@seiu888.org](mailto:chapterfunds@seiu888.org) or at 617-241-3301.*

## Member Portal

### What's the Member Portal?

Local 888 has developed a secure online “Member Portal” that allows members to access their union contract, membership card, and get chapter updates and newsletters. Using the portal saves you time and increases Local 888’s administrative efficiency.

- Access an electronic membership application form
- Update your contact information
- Print your membership card
- Print your contract and/or other chapter specific documents
- Read Local 888’s Executive Board minutes



### Save time and money with the Member Portal

Members also gain access to members-only benefits such as SEIU Member Benefits, the union’s Housing Trust, scholarship program, our supplemental Dental & Vision plans and other benefits.

### Request Access to the Member Portal:

Request your username and password at [www.seiu888.org/mp-access](http://www.seiu888.org/mp-access)

### Access Local 888 Member Portal:

Access your new Member Portal at [www.seiu888.org/mp](http://www.seiu888.org/mp)

## **Frequently Asked Questions (FAQ)**

**1. What is an active member?**

An active member is an up to date dues paying member.

**2. What is a chapter?**

A group of employees who bargain collectively with their employer. The Chapter/Bargaining Unit may include all the workers in a single worksite or a number of worksites (“wall-to-wall”), or it may include only the workers in a single occupation within one worksite.

**3. What chapter do I belong to?**

Usually, your chapter is based on the bargaining unit.

**4. Where do chapter funds Come from?**

The amount is set at the beginning of the budget year after assessing the needs of the local.

**5. How are chapter funds calculated?**

The amount per active member per year is based on the overall size of the general budget, as well as the amount of active dues paying members.

**6. What is a chapter statement?**

Chapter statement is a quarterly statement with your chapter’s available balance emailed to the chapter treasurer and/or president reporting on the available funds.

**7. How much is funded?**

Please refer to your chapter statement for the amount allocated to your chapter.

**8. What can chapter funds be used for?**

Please see Article 1 of the Chapter Funds Policy.

**9. Who is authorized to use them?**

Please see Article 4 of the Chapter Funds Policy (Appendix A).

**10. How do we access the funds?**

Please see Article 6 of the Chapter Funds Policy (Appendix B).

**11. Is this an interest bearing account?**

No. The funds are part of the operating account.

**12. Does the balance roll over?**

No.

**13. What is the Members Benevolent Fund?**

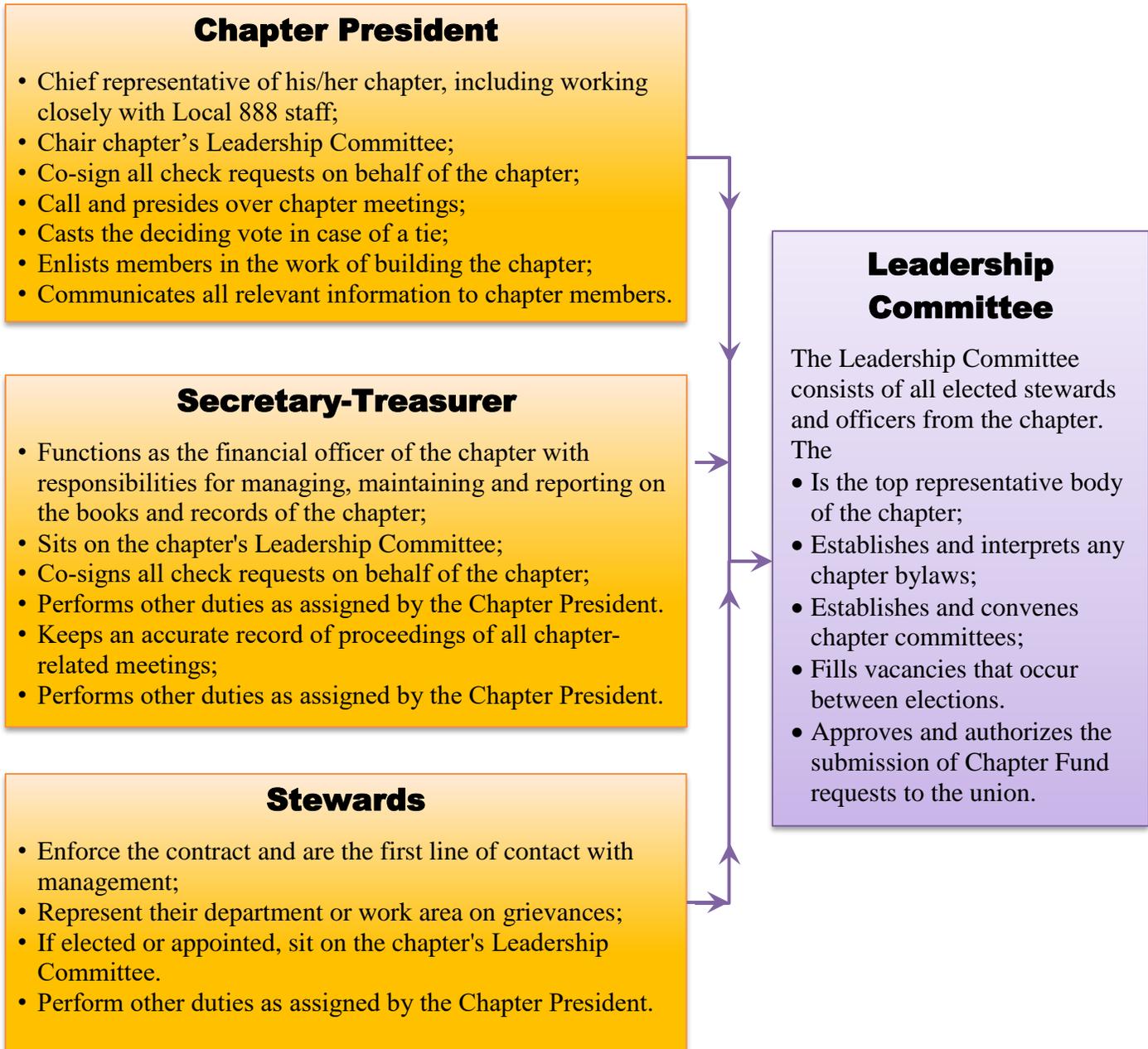
Please see Article 8 of the Chapter Funds Policy.

## APPENDIX A

# Suggested Leadership Structure

# CHAPTER LEADERSHIP STRUCTURE

Local 888 has more than 200 chapters in both the private and the public sector. Each chapter has unique circumstances and challenges. Below are recommended roles and responsibilities for chapter leaders. Local 888 strongly recommends establishing your Leadership, your Regional Representative can help you set up a workable structure and is a resource for advice on bargaining, contract administration and union affairs.



# CHAPTER LEADERSHIP

**Chapter Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

Name	Address	E-mail	Phone	Division/Department	Leadership Role
				Dept.:	<input type="checkbox"/> Chapter Funds Statement
				Title:	
				Dept.:	<input type="checkbox"/> Chapter Funds Statement
				Title:	
				Dept.:	<input type="checkbox"/> Chapter Funds Statement
				Title:	
				Dept.:	<input type="checkbox"/> Chapter Funds Statement
				Title:	
				Dept.:	<input type="checkbox"/> Chapter Funds Statement
				Office:	



APPENDIX B

**Chapter Funds  
Request Form**

# CHAPTER FUNDS REQUEST

Authorized By:

Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

## Submitted By:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payable To:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mail Check To: \_\_\_\_\_

Available Chapter Funds: \$ \_\_\_\_\_

## Expense Detail:

Description	Amount
	\$
	\$
	\$
	\$
<b>Total</b>	\$

## Purpose of Funds: *(Please describe in detail)*

### Mail:

SEIU Local 888  
Accounts Payable  
25 Braintree Hill Office Park, Suite 306  
Braintree, MA 02184

**Email:** [chapterfunds@seiu888.org](mailto:chapterfunds@seiu888.org)

**Fax:** (617) 241-3303

*I certify under the pains and penalties of perjury that the Chapter Funds will be used as specified.*

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_