



CHAPTER FUNDS POLICY



SERVICE EMPLOYEES
INTERNATIONAL UNION
CTW, CLC

January 14, 2013

Dear Local 888 Chapter Leaders,

Our chapters are the heart and soul of Local 888. For most members, their experience in the union is limited to how well the chapter administers the contract and the activities and events organized by chapter leaders.

Now that Local 888 has adopted Dues Equality, we have increased the allocations for chapter funds.

The chapter funds policy is intended to make clear what expenditures are appropriate and how chapter leaders can access their funds. This policy 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.

It is our hope that chapter funds will be used for membership activities and training for leaders and stewards. The increase we are allocating to chapter funds will provide you with more resources to work with and hopefully lead to a stronger union overall.

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 black ink, appearing to read "Mark DelloRusso".

Mark DelloRusso, President

A handwritten signature in blue ink, appearing to read "Brenda Rodrigues".

Brenda Rodrigues, Secretary Treasurer

52 Roland Street
Suite 101
Charlestown, MA 02129
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Fax: 617.241.5150
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CHAPTER FUNDS POLICY

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SEIU Local 888 has 8,500 members in more than 200 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 build strong chapters and develop local leaders.

Article 1 - Purpose

- a) The purpose of chapter funds is to support membership activities such as:
 - Meals for meetings;
 - Holiday parties/activities for members;
 - Hall rentals for meetings and holiday parties;
 - Lost time for Union business;
 - Travel expenses;
 - Bereavement donations, flowers or fruit baskets for members and/or members' immediate family;
 - Charitable donations (e.g. Toy for Tots, Local Food Pantry, Members Benevolent Fund);
 - 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

- a) Chapter Funds cannot be used for the following:
 - Alcohol;
 - Gambling;
 - Gifts for non-members;
 - Expenditures at Anti-Union/Union Boycott shops (e.g. Wal-Mart, Upper Crust Pizza, Chipotle).

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. If a chapter does not request the money during the year in question, any outstanding 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 all of their chapter leadership positions filled or have a plan to fill any outstanding vacancies (see Appendix A);
- e) Chapter Leadership form must be submitted by January 31st of the current year and updated as soon as possible following any leadership changes (see Appendix A);
- f) Previous chapter rebates are eliminated. Existing balance will be available until fully spent.

Article 4 - Chapter Leadership

- a) All Chapter Funds requests shall be approved by Chapter Leadership Council (see Appendix A);
- b) If chapter is in the process of developing a leadership council, in the interim, all chapter funds requests shall be voted by the entire membership. Please contact your Field Representative for election information and requirements.
- 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) For calculation visit www.seiu888.org/chapters. In addition, 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! *If non dues payer in your chapter signed authorization cards, your chapter funds will increase (see Appendix C)*

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.

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; (see Appendix B)
- d) All receipts must be submitted;
- e) Chapter Leadership Form must be submitted by January 31st of current year. Funds will not be released unless Chapter Leadership form is updated.

Please allow a 10 business days for turnaround on completed requests. Incomplete requests will be delayed. You may submit your request by email at myunion@seiu888.org; Mail SEIU Local 888 Accounts Payable, 52 Roland Street, Suite 101, Charlestown, MA 02129; or Fax (617) 241-5150.

Article 7 – Monthly Chapter Statements

- a) Chapter statements will be sent via email on a regular basis around the 15th of the month (Example: June statement will be emailed by July 15th);
- b) If the 15th of the month falls on a weekend your statement will be sent on the following business day;
- c) Chapter statements will indicate your chapter's year-to-date balance in your Chapter funds/Rebate Funds at the end of the previous month (Example: Statement emailed on July 15 will include all activities from January 1 – June 30);
- d) Chapter statements will be emailed to chapter leader with a valid email address. All email address update must be reported to myunion@seiu888.org;
- e) Chapter statements will specify only current year-to-date activities.

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 myunion@seiu888.org or at 617-241-3301.

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.

Geographic location as well as the number of facilities included in chapters may vary because municipal and state employees are located in various facilities.

3. What Chapter Unit do I Belong to?

Usually, your chapter is based on the bargaining unit.

4. Why are we grouped under one umbrella chapter when we have various locations?

Being part of a chapter helps Local 888 address the bargaining units needs creating a stronger unit.

5. Where do Chapter Funds Come From?

Estimated amount is set within the beginning of the budget year after assessing the needs of the local.

6. 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.

7. What is a Chapter Statement?

Chapter statement is a monthly report emailed to the chapter leadership reporting on the available funds.

8. How much is funded?

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

9. What can Chapter Funds be used for?

Please see Article 1 of the Chapter Fund Policy.

10. Who is authorized to use them?

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

11. How do we access the funds?

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

12. Is this an interest bearing account?

The funds are part of the operating account, this is a non-interest bearing account.

13. Does the Balance Roll Over?

Please see Article 3b of the Chapter Fund Policy.

14. What is the Members Benevolent Fund?

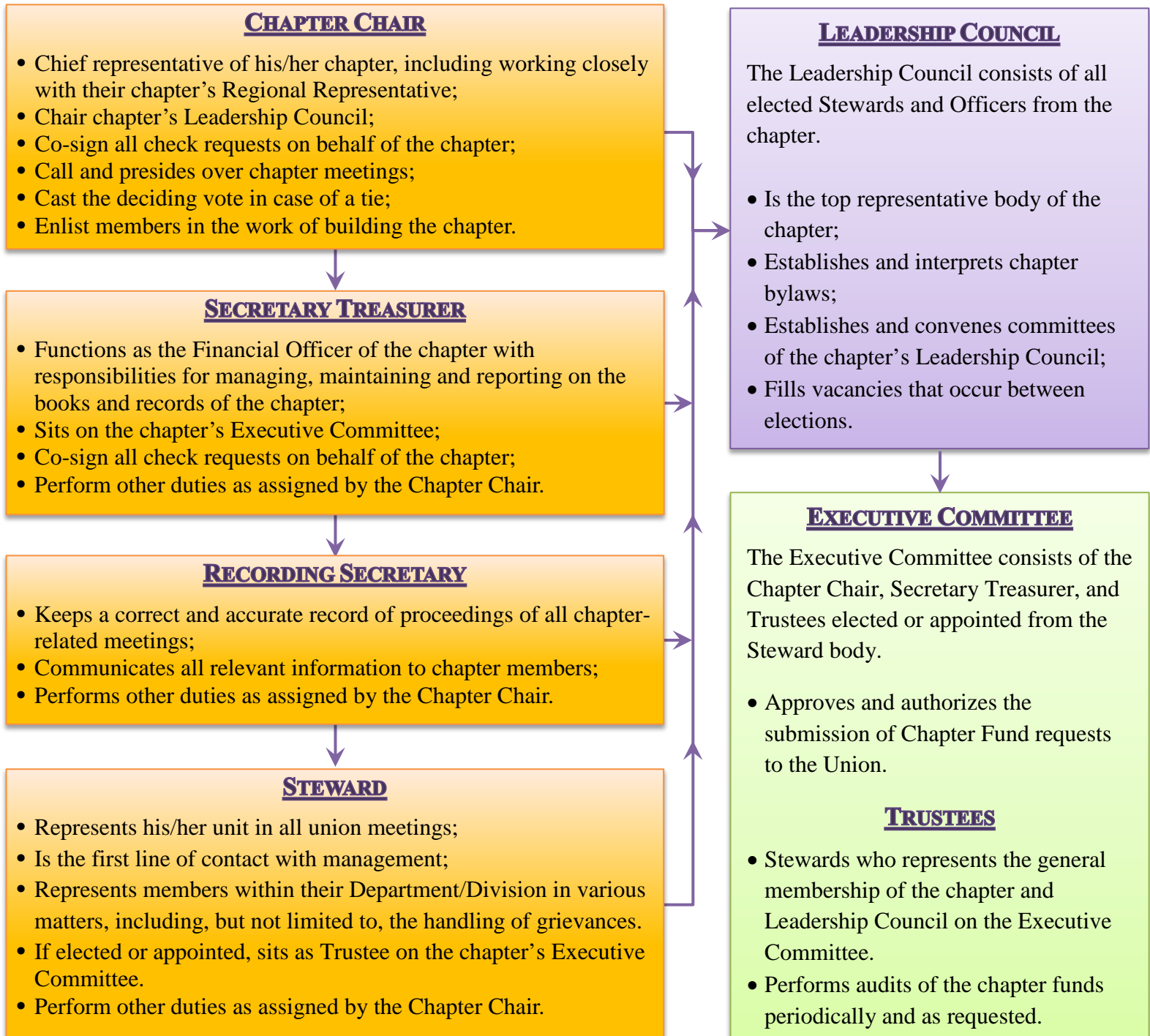
Please see Article 8 of the Chapter Fund Policy.

APPENDIX A

Leadership Council

RECOMMENDED 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 recommend establishing a chapter leadership council and an executive committee to make decisions between chapter meetings. Your Regional Representative can help you set up a workable structure and can be a resource for advice on bargaining, contract administration and union affairs.



CHAPTER LEADERSHIP

Chapter Name: _____ **Date** _____

Submitted By: _____

Name	Address	Division/Department	Leadership	E-Mail	Phone
				Home:	(h)
				Office:	(w) (c)
				Home:	(h)
				Office:	(w) (c)
				Home:	(h)
				Office:	(w) (c)
				Home:	(h)
				Office:	(w) (c)
				Home:	(h)
				Office:	(w) (c)



APPENDIX B

Chapter Funds Request

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
	\$
	\$
	\$
	\$
Total	\$

Funds Description:

Mail: SEIU Local 888
Accounts Payable
52 Roland Street, Suite 101
Charlestown, MA 02129

Email: myunion@seiu888.org

Fax: (617) 241-5150

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

Print Name: _____ Sign: _____

Print Name: _____ Sign: _____

Print Name: _____ Sign: _____

Print Name: _____ Sign: _____

Print Name: _____ Sign: _____

Print Name: _____ Sign: _____



APPENDIX C

Membership Application



SEIU LOCAL 888 APPLICATION FOR MEMBERSHIP

Official Name: _____ Employee ID or SSN: _____

Birth Date: _____ Gender: Female Male

CONTACT INFORMATION:

Address (City/State/Zip Code): _____

Personal Email: _____ Home Phone: _____

Work Email: _____ Work Phone: _____

Best way to reach you: _____ Best Time: _____ Cell Phone: _____

Text Messaging (*Message and Data rates may apply*)

EMPLOYMENT INFORMATION:

Employer: _____

Department/Work Site: _____

Job Title: _____ Hire Date: _____

Grade: _____ Step: _____ Shift: _____ Wkly Salary: _____

I hereby make application for membership in the SEIU Local 888. I hereby authorize my employer to deduct from my salary, per pay period the current SEIU Local 888 dues, including subsequent dues changes as duly adopted by SEIU Local 888 members. You are hereby authorized to make a deduction from my salary, in the total amount indicated for organization dues, and transmit the deduction to SEIU Local 888. This authorization shall remain in force until cancelled by written notice from SEIU Local 888.

Signature (*Required): _____ Date: _____

SEIU COMMITTEE ON POLITICAL ACTION (COPA) DEDUCTION:

I hereby authorize my local union to file this payroll deduction form on my behalf with my employer to withhold:
 \$2.50 \$3.00 \$5.00 \$9.00 Upgrade my Donation \$_____ \$_____ other amount
weekly from my pay as a voluntary contribution to SEIU COPA and to transmit that amount to SEIU Local 888.

Please read the following before signing – I am volunteering to contribute to the SEIU Committee on Political Action (COPA) to hold elected officials accountable to working families. I understand that: 1) I am not required to sign this form or make COPA contributions as a condition of my employment by my employer or membership to the union; 2) I may refuse to contribute without any reprisal; 3) Only union members and executive/administrative staff who are U.S. citizens or lawful permanent residents are eligible to contribute to SEIU COPA; 4) The amounts on this form are merely a suggestion, and I may contribute more or less by this or some other means without fear of favor or disadvantage from the union or my employer; and 5) SEIU uses the money it receives for political purposes, including but not limited to addressing political issues of public importance and contributing to, and spending money in connection with, federal, state, and local elections. This authorization shall remain in full force and effect until revoked in writing by me. Contributions to SEIU COPA are not deductible for tax purposes. If payroll checkoff: I authorize my local union to file this payroll deduction with my employer and for my employer to forward the amount specified to my local union.

Signature: _____ Date: _____

Fold and tear here ✂

Two ways to Return:

- Mail: No Postage Necessary (*see back*)
- Fax: (617) 241-5150

Don't forget to fill out card completely, Sign and Date

Committee on Political Action (COPA)

COPA helps us fight back against budget cuts to public services and threats to our contract rights with member activities, electoral campaign work and legislative advocacy, locally and statewide.

What is COPA?

COPA is our Local's political action fund (PAC). Through COPA, we can fight harder and smarter for the pro-workers laws and legislation, and elect pro-worker candidates who will support working families.

Why is COPA Necessary?

Elected officials vote on your salaries everyday. A strong COPA enables our Local to allocate resources for political work that **ensures members receive good benefits** and our voices are heard in the halls of power.

Remember... Whoever gets elected this November will decide whether Medicaid, MassHealth, and community jobs are protected or attacked.

Things got so bad because Wall Street has been using its money to influence Congress more than ever. That's why we need to step up and make sure our votes and our voices count, especially this year.

Don't let the 1% run our state or our country!
Join COPA Today!

Why should I contribute?

Simple: full membership participation in COPA sends a strong message that you and the members of SEIU Local 888 take politics seriously. It gives us the resources to fight for pro-worker laws, and funding for the services you and your family care about.

Fold along line



SEIU LOCAL 888
52 ROLAND ST STE 101
CHARLESTOWN MA 02129-9809

POSTAGE WILL BE PAID BY ADDRESSEE

FIRST-CLASS MAIL PERMIT NO. 31505 BOSTON MA
BUSINESS REPLY MAIL



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Fold and tear here

Mailing Application Instructions:

1. Fill out card completely (Print Clearly)
2. Sign
3. Fold and tear along dotted black line
4. Fold in half with Business Reply on the outside
5. Tape the open end
6. Return to SEIU Local 888 via U.S. Postal Service

Know Your Rights

If your Supervisor or Administrator wants to meet, you should:

- Ask about the topic and purpose of the meeting.
- Have a Union Representative (Steward or Representative/Organizer) present.

What is discipline?

- A verbal or written reprimand, counseling, suspension or termination.

Your Responsibility:

- Ask for a Union Representative.
- You do not have to answer any questions unless a representative is present.
- Meet with management. You may ask for a postponement of the meeting.
- Never refuse to meet. This is insubordination and a reason for being fired.

PROTECT YOURSELF AND YOUR CO-WORKERS