



**FINAL Draft**  
Revised by C&B Committee: 2/18/2023  
Approved by WR AFRAM SEIU:



**CONSTITUTION AND BYLAWS**

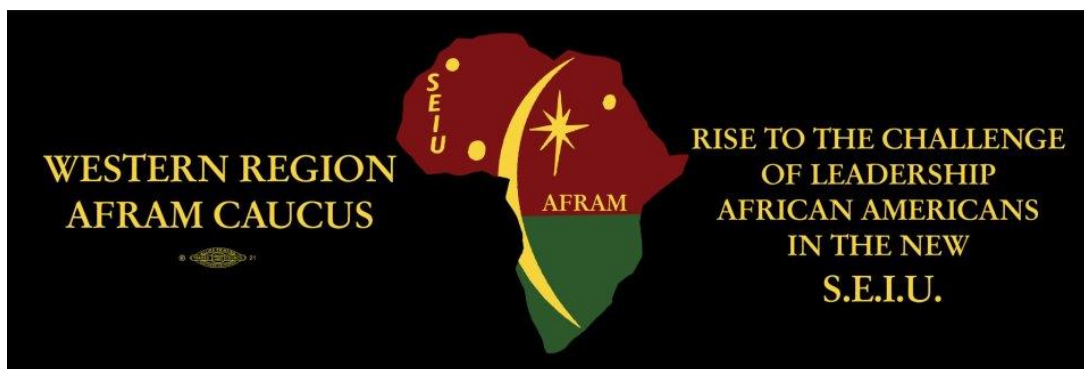
**OF THE**

**WESTERN REGION**

**AFRICAN AMERICAN CAUCUS**

**OF THE**

**SERVICE EMPLOYEES**  
**INTERNATIONAL UNION**



**CONTITUTION & BY-LAWS  
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## **ARTICLE I**

### **NAME AND AFFILIATION:**

The name of this caucus shall be the WESTERN REGION AFRICAN AMERICAN CAUCUS (WRAAC) of the Service Employees International Union (SEIU).

## **ARTICLE II**

### **VISION STATEMENT:**

We believe the leadership locally, regionally and internationally should reflect the diversity and ethnicity of the members they represent. As the elected leaders of WRAAC we are committed to provide mentoring, education, training and leadership opportunities to Africans within SEIU. Whereas SEIU is a democratic organization, this will ensure our input throughout the decision and policy-making processes at all levels.

An effective communication system shall be developed, maintained and updated to disseminate information by utilizing technology and digital communication.

The future of the labor movement is directly tied to our involvement in the political processes. We must be a positive visual force working with and electing individuals who stand for working families, human rights, a living wage, affordable healthcare, social, economic, environmental justice, restorative justice.

## **ARTICLE III**

### **MEMBERSHIP AND VOTING:**

Membership is open to all SEIU members, staff or individuals affiliated with SEIU in the Western Region who are in good standing to their Local Union, National AFRAM and accept the Constitution and By-laws of the Western Region and National AFRAM.

Members are responsible for paying their dues to AFRAM by March 31<sup>st</sup> of each year. Members who are in good standing are authorized to vote in Local, Regional and National AFRAM meetings and elections.

## **LOCAL UNIONS**

- ❖ Local Unions of the WRAAC may develop an AFRICAN AMERICAN CAUCUS.
- ❖ These Local Caucuses must comply with all the provisions of the WRAAC and National AFRAM Constitution and Bylaws.
- ❖ Every two years these Caucuses shall be responsible for electing and supporting delegates to attend the WRAAC Conference and/or the bi-annual National AFRAM Conference.

## **VOTING RIGHTS:**

Voting in general sessions, executive board and committee meetings shall be limited to those members who have satisfied their dues requirements to National AFRAM.

Proxy and absentee ballot voting will not be permitted. There will be one local one vote for election of officers. No more than three (3) members from the same local union shall serve simultaneously as WRAAC Officers.

No elected SEIU International Officer or Executive Board member shall hold a WRAAC office.

## **ARTICLE IV**

### **OFFICERS, TERMS AND ELECTIONS:**

The officers of the WRAAC shall consist of the following positions:

One (1) President

One (1) Vice-President per local

Three (3) Retiree Vice-President

One (1) Secretary

One (1) Treasurer

One (1) Recording Secretary

One (1) Parliamentarian

One (1) Sergeant-At-Arms

One (1) Chaplain

One (1) Historian

Three (3) Western Region Delegates to the National AFRAM Executive Board

The Officers shall serve for a term of two (2) years or until successor officers have been elected. The term shall begin after the close of the elections and the swearing in ceremony. No Local Caucus shall be allowed to have more than three members to seek office, hold or be appointed to a WRAAC officer's position.

### **REMOVAL FROM OFFICE**

All Executive Board Officers of the WRAAC shall serve at the pleasure of the membership. Any WRAAC Officer who consistently fails to fulfill the duties of their office as outlined in Article V of this document or fails to promote the objectives and programs of the WRAAC, shall be removed for 'just cause' by a three-quarter (3/4) roll call vote of the WRAAC Executive Board.

**VACANCIES:**

An elective office shall be declared vacant when the following occurs:

- The current office holder failed to attend 3 unexcused consecutive scheduled meetings.
- Resignation from office, and/or from the union.
- No longer in good standing with WRAAC.
- 

Vacancies that occur within six (6) months of the expiration of the term of office may be filled by appointment of the WRAAC President with the approval of the Executive board; otherwise vacancies shall be filled at the next regularly scheduled election.

**WRAAC OATH OF OFFICE:**

“I (name) \_\_\_\_\_, accept my responsibility as an elected officer of the Western Region African American Caucus (WRAAC) of the Service Employees International Union (SEIU) and I pledge that I will faithfully observe the Constitution and Bylaws of the Western Region African American Caucus of SEIU.

I pledge that I will work to the best of my ability to provide effective and responsible leadership and representation to the members, including organizing the unorganized workers within my jurisdiction.

I agree to defend the principals of trade unionism; to work to improve the lives of African Americans and working people; and to help elect pro-worker politicians.

I will not knowingly wrong a member or see a member wronged if it is within my power to prevent it”.

## **ELECTIONS PROCESS & COMMITTEE:**

Election of Officers shall be held once every two (2) years during SEIU National AFRAM Conference.

## **ELECTION COMMITTEE:**

The WRAAC Election Committee Chair shall be appointed by the WRAAC President with approval of the WRAAC Executive Board. All Election Committee members and the chair shall meet the following criteria prior to appointment:

- A member in good standing to their Local Union, National AFRAM and accept the Constitution and Bylaws of the WRAAC and National AFRAM.
- Shall not be running for any WRAAC Officer position.
- Shall not be supporting, contributing to or campaigning for any member running for a WRAAC Officer position.

The Election Committee shall consist of at least (8) positions:

- Committee Chairperson (1)
- Ballot & Credential Verification Supervisor (1)
- Election Committee Staff (6)

The Election Committee Chairperson shall be responsible for creating an announcement which will give the date, time, location and specifics of the election. This announcement will also include a request for volunteers to serve on the Election Committee and will be sent out to all WRAAC members in good standing *no less than 30-days* prior to the election. The Chairperson shall also be responsible for convening an Election Committee Meeting no less than 48-hours prior to the date of the official WRAAC Election.

## **ARTICLE V**

### **BOARDS AND COMMITTEES**

#### **EXECUTIVE BOARD:**

- The WRAAC Executive Board shall consist of the Elected or Appointed Officers. All officers must remain a member in good standing to their Local Union and National AFRAM, and accept the Constitution and Bylaws of the Western Region and National AFRAM during the full two-year term of office.
- The WRAAC Executive Board shall meet at least a minimum of once each quarter or upon the call of the President or by request of a simple majority of Executive Board members.
- A simple majority (50% plus 1) of the Executive Board shall constitute a quorum.
- The WRAAC Executive Board shall consider committee recommendations submitted by the President.

- The WRAAC Executive Board shall authorize the President, the Treasurer and the Secretary to deposit and/or to disburse all funds for expenses incurred between board meetings. Two authorized signatures are required for all disbursement of funds from all WRAAC accounts.
- The Recording Secretary of the WRAAC shall keep a record of the executive board activities. This official record shall be passed on to the next Recording Secretary.
- In November of each year and or at the end of their term each officer shall send to the Historian a record Locals' activities.
- In the event that any WRAAC Officer resigns, is removed or becomes unable to fulfill the responsibilities of their position, the President shall appoint a representative to serve until the next regularly scheduled election.

## **WRAAC Duties of Officers:**

### **President:**

- Shall preside over all WRAAC Executive Board meetings and General Membership meetings.
- Establish a Quorum at the opening of each meeting.
- Govern all meetings based on Robert Rules of Order.
- Shall be empowered to call special meetings of the WRAAC Executive Board.
- Shall hold a meeting of the Executive Board at least once every quarter.
- Shall be an ex-officio member of all committees and shall be empowered to appoint the necessary chairs of all committees with the approval of the Executive Board.
- Shall be one (1) of the three (3) WRAAC Officers who are authorized as a signature for the purpose of deposit and disbursement of WRAAC funds approved by the Executive Board.
- Shall perform all other duties of a President as required.
- Shall be reimbursed with receipts for expenses incurred in the official performance of their WRAAC duties.
- Shall automatically hold the position of National AFRAM Vice President.
- Upon resignation, removal or extended leave of absence the President shall be responsible for turning over all records in his/her possession to the WRAAC Secretary within 20-working days.

### **SECRETARY:**

- Shall supervise the preparation of the minutes of the Executive Board and General Membership meetings taken by the Recording Secretary.
- Shall maintain the original copies of the minutes from all WRAAC Executive Board and General Membership meetings.
- Shall keep the organization's official membership roll on file. And in January of each year the Secretary will send out a membership mailing with a dues renewal notice/form to all



members. Any additions, deletions, changes to the membership list shall be distributed to all requesting WRAAC officers on a monthly basis.

- Shall keep a current copy of the WRAAC Constitution and Bylaws.
- Shall maintain a copy of all approved resolutions received from the Executive Board and Constitution & By-Laws Committee.
- In the case of the absence or disability of the President and the Vice-Presidents, the Secretary shall perform all the duties of the President, and when acting shall have all the powers of and be subject to all the restrictions of the President.
- Shall notify officers or committee members of their election or appointment and furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each Executive Board meeting a list of all existing committees and their members.
- Shall send out to each Executive Board member an advance notice of each meeting.
- Shall in coordination with the President prepare an order of business (Agenda) prior to each Executive Board or caucus General Membership meetings.
- Shall be responsible for preparing a certification of current Officers letter to be attached to all bank authorization cards for all financial institutions where the WRAAC has funds. The Secretary shall maintain a copy of all WRAAC bank account authorization cards and certification letters.
- Shall have available at all WRAAC meetings and events AFRAM Membership Enrollment Forms.
- Shall maintain all written WRAAC Election results and supporting documentation.
- In the absence of the Recording Secretary, the Secretary will assume the full responsibilities of the Recording Secretary.
- Shall perform other duties as may be from time to time prescribed by the Executive Board.
- Upon resignation, removal or extended leave of absence the Secretary shall be responsible for turning over all records to the WRAAC President within 20-working days of his/her absence or resignation.

### **RECORDING SECRETARY:**

- Shall record all matters of business (minutes) at all Executive Board and General Membership meetings.
- Prepare all Executive Board and General Membership meeting minutes for approval.
- Prepare and maintain a narrative account of all WRAAC Committee activities for the Executive Board.
- Shall provide a copy of all meeting minutes to the WRAAC Secretary for distribution to the Executive Board and upon request to the general membership.
- In the absence of the WRAAC Secretary, the Recording Secretary will assume the full responsibilities of the Secretary.
- Upon resignation, removal or extended leave of absence the Recording Secretary shall be responsible for turning over all records to the WRAAC President within 20-working days of his/her absence or resignation.

## **TREASURER:**

- Shall receive all monies and deposit in the proper WRAAC bank account.
- Shall maintain a copy of all WRAAC bank account authorization cards and certification letters.
- Shall be the first of the four (4) authorized WRAAC Officer's signatures on all accounts, and for the purpose of deposit and disbursement of all WRAAC funds.
- The Treasurer and the President or the Treasurer and one of the authorized Vice Chairs shall be the authorized signatures for all deposits and disbursements of funds for expenses incurred between board meetings. Two authorized signatures are required for all disbursement of funds from all WRAAC accounts.
- Shall be responsible for receiving all completed Membership Enrollment Forms and Dues, maintaining copies of the above for the WRAAC, and forwarding the original documents to the AFRAM National Treasurer as soon as possible.
- Shall keep an accurate record of all expenditures of the caucus and shall give a written report to the Western Conference WRAAC of receipts and expenditures.
- All monies provided to the caucus by the WRAAC, its Locals or that which is obtained through donations from caucus members must be used only for expenses related to the "legitimate purposes" for which the caucus was created.
- Any requests for monies or reimbursements must be verified by Board approval and accompanied by the following: a copy of the minutes, a voucher or WRAAC authorization form which includes date required, amount requested, reason for request, with printed name and signature of requestor in advance of said expenditure. It is the responsibility of the requester to submit legible receipts and/or invoices when using WRAAC funds.
- In the event of an emergency, or when the Executive Board cannot convene, a Telephone (Poll Vote or Email) Board approval will be permitted. A full description of reason for request, with the Board members name, date, time of contact and vote must be submitted to Treasurer with a voucher or WRAAC authorization form attached before the funds will be disbursed.
- All disbursements shall be made by check signed by, the Chair or one of two authorized Vice-Chairs and the Treasurer.
- Shall be always ready to exhibit to the Executive Board or President the cash on hand and his/her books for inspection.
- Shall report to the President and the Executive Board as required.
- Shall perform all other duties as the President and/or the Executive Board may require and direct.
- Upon resignation, removal or extended leave of absence the Treasurer shall be responsible for turning over all records to the WRAAC President within 20-working days of his/her absence or resignation.

## **VICE-Presidents:**

- Shall, serve on the committees
- Shall be the liaison between the Executive Board and their locals
- The vice presidents elect a first VP to be member of the executive committee.

### **PARLIAMENTARIAN:**

- Shall attend all meetings of the WRAAC Executive Board and General Membership Meetings.
- Upon request advise the President, Executive Board, officers and members on parliamentary procedure.
- Recommend changes to, correct grammar, sentence structure, and clarify issues to the Constitution and By-laws for approval by the Executive Board and in accordance with Article VII Rules of Order.

### **SERGEANT-AT-ARMS:**

- Shall be responsible for the maintenance of good order and discipline of all meetings and elections. Sergeant-At-Arms shall also coordinate logistics for all events and meetings.

### **CHAPLAIN:**

- Shall recite or lead invocations and benedictions where such prayers are offered at the opening and closing of meetings and/or other events.
- And who, if a clergyperson is selected may serve the WRAAC in that capacity in such manner as may be required or requested by the membership.

### **HISTORIAN:**

- Shall prepare a yearly report updating the history of the WRAAC and present such report to the Executive Board at the last meeting of each year. When approved by the Executive Board the report shall become a permanent part of the Caucus' official history.
- Shall prepare a narrative account of the WRAAC activities during his/her term of office. When approved by the Executive Board the report shall become a permanent part of the Caucus' official history and shall be published in the WRAAC Newsletter for distribution at the bi-annual National AFRAM Leadership Development Conference.
- Upon resignation, removal or extended leave of absence the Historian shall be responsible for turning over all documents to the WRAAC President within 20-working days of his/her absence or resignation.

### **WESTERN REGION DELEGATES TO NATIONAL AFRAM EXECUTIVE BOARD:**

The three (3) elected Delegates from the WRAAC shall:

- Be members or individuals affiliated with SEIU Western Region in good standing and paying dues to their Local Union, National AFRAM, and accept the Constitution and By-laws of the Western Region and National AFRAM.

- Shall attend all National AFRAM, SEIU Executive Board and General Membership Meetings and Events.
- Shall attend all WRAAC Executive Board and General Membership Meetings and Events.
- Shall be the link for interaction and information sharing between the AFRAM Executive Board, WRAAC and the membership.
- Shall foster and provide for enhanced communications between National AFRAM, WRAAC and the local and area caucuses.
- Shall report to the WRAAC President and the Executive Board as required.
- Shall perform all other duties as the National AFRAM President and/or the Executive Board may require and direct.

## **EXECUTIVE COMMITTEE**

The Executive Committee is tasked with the day to day operation of the WRAAC between the Executive Board meetings. The Executive Committee shall oversee the election to fill the vacancy of the office of WRAAC' President when there is a vacancy. The Executive Committee shall include:

- The President of WRAAC Board, Chair of the Executive Committee.
- First VP, Vice chair of the Executive Committee
- One board member appointed by the President.
- The secretary
- The Treasurer

## **LOCAL CAUCUSES:**

WRAAC members may develop local union caucuses in conjunction with other AFRAM members in their local union. The WRAAC Executive Board must approve all local union caucuses using the name 'AFRAM' in compliance with the National AFRAM Constitution and Bylaws, and SEIU Caucus Guidelines.

Each established caucus in the Western Region must annually provide the WRAAC Secretary with the caucus name, list of officers (including address, phone number and email), and the meeting schedules.

The Local Union Caucuses shall serve as a link for interaction with the Western Region. These caucuses shall foster and provide for enhanced communications between WRAAC and National AFRAM. These caucuses shall consider and develop ways and strategies for organizing WRAAC membership.

## **ARTICLE VI**

### **COMMITTEE ADMINISTRATIVE ARTICLES:**

## **CURRENT COMMITTEES and COMMITTEES OF THE VICE CHAIR:**

*The following committees will be chaired by one of the Vice Presidents..*

- ❖ 1. Organizing Committee
- ❖ 2. Fund raising Activities Committee
- ❖ 3. Retirees Committee

## **MEMBERSHIP IN CURRENT COMMITTEES:**

Membership in all of the current committees listed above is voluntary and open to all members in good standing.

## **SIZE AND QUORUM OF CURRENT COMMITTEES**

The size of each current committee shall be determined by the committee chair.  
A simple majority of the standing committee's registered members, shall constitute a quorum

## **CURRENT COMMITTEE MEMBERSHIP LIST:**

A membership list for each committee shall be presented as part of their annual committee report given by the current committee chair at the first WRAAC Executive Board Meeting of the following year.

## **CALL OF CURRENT COMMITTEE MEETINGS:**

Committee meetings shall be called by the Chairperson of the current committee. The date, time and location of the current committee meetings shall be determined by the Committee. **Each Committee Chairperson shall be responsible to present a membership list as part of their annual committee report.**

## **CURRENT-COMMITTEE RECOMMENDATIONS:**

All committee recommendations shall be presented to the WRAAC Executive Board for final approval.

## **CURRENT-COMMITTEE DUTIES AND STATEMENT OF WORK:**

In addition to the duties and statement of work prescribed below, current committees may from time to time be charged with other related assignments by the WRAAC President.

### **ORGANIZING COMMITTEE:**

The Organizing Committee shall consider and develop ways and strategies for organizing WRAAC membership in local unions and areas of the Western Region. Notwithstanding the above, the committee shall not interfere with the affairs of any SEIU Local Union in the Western Region.

### **FUND RAISING ACTIVITIES COMMITTEE:**

The Fund Raising Activities Committee shall plan, coordinate and make all necessary arrangements and contacts for fund raising activities for the WRAAC. The committee shall determine and create activities for fundraising that are in line with our WRAAC Vision Statement. The committee shall be in close communications with the Ways and Means Committee.

### **RETIREES COMMITTEE:**

The Retirees Committee shall serve as a link for interaction with other Retiree Committees of SEIU, WRAAC, and National AFRAM. This committee shall foster and provide for enhanced communications between WRAAC and local/area caucuses. The committee shall consider and develop ways and strategies for organizing retired members in SEIU Local Unions within the Western Region to mend the gap between current rank and file members and retirees. The Retiree Committee shall also be in close communication and involvement with the WRAAC Political Action and Organizing Committees in order to effectively achieve our WRAAC Vision and Goals.

### **CONSTITUTION AND BY LAWS COMMITTEE:**

The Constitution and By-Laws Committee shall work on recommendations, develop language for or modify existing language to the Constitution and Bylaws. The committee shall review all recommendations received from individual members, local unions and area caucuses, and submit a written report with the committee's recommendations to the WRAAC Executive Board. If amendments or new language is being recommended by the C&B Committee, the committee will submit amended copy of the Bylaws to the Executive Board for approval. The WRAAC President will submit a copy of the amended Bylaws to National AFRAM no later than forty-five days (45) prior to the bi-annual National AFRAM, SEIU Conference.

## **ARTICLE VII**

### **GENERAL MEMBERSHIP AND REGIONAL MEETINGS:**

- ❖ WRAAC General Membership Meetings shall be held at the same time and place as the bi-annual SEIU Western Conference.
- ❖ A quorum shall consist of a simple majority (50% plus 1) of the WRAAC members present at said meeting. Regional meetings shall be held at times and places approved by the WRAAC President and the Executive Board.

## **ARTICLE VIII**

### **RULES OF ORDERS:**

The rules contained in the current edition of Robert's Rules of Order shall govern all WRAAC meetings in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or any Special Rules of Order which the Caucus may adopt.

*The WRAAC Executive Board shall be empowered to adopt amendments to this Constitution and Bylaws recommended by the Constitution and Bylaws Committee.*

## **ARTICLE IX**

### **AMENDMENTS:**

#### **AMENDMENTS TO CONSTITUTION:**

Constitutional amendment(s) require a two-thirds (2/3) vote of the WRAAC General Membership present at the bi-annual SEIU AFRAM Leadership Conference or WRAAC Meeting. Notice of proposed amendment(s) to the Constitution shall be in writing and given out at the previous meeting or by "special notice" sent at least thirty (30) days prior to the next membership meeting. Membership approval is required before amendment(s) can become final.

#### **AMENDMENTS TO BYLAWS:**

Bylaw amendment(s) require a two-thirds (2/3) vote of the General Membership present at the bi-annual SEIU AFRAM Leadership Conference or WRAAC Meeting. Notice of proposed amendment(s) to the Bylaws shall be in writing and given out at the previous meeting or by "special notice" sent at least thirty (30) days prior to the next membership meeting. Membership approval is required before amendment(s) can become final.

## **ARTICLE X**

### **RESOLUTIONS:**

All resolutions are to be acted upon at the WRAAC General Membership meeting, proposed by an AFRICAN AMERICAN CAUCUS of a local union or area caucus, and must be:

- ❖ Submitted in writing to the WRAAC Secretary at least thirty (30) days prior to the General Membership meeting.
- ❖ And unless so submitted may not be considered at the General Membership meeting. Except on unanimous consent of caucus members present.
- ❖ Resolutions may be presented at the General Membership meeting by the Executive Board at any time during the meeting without requiring consent of the members present.