



**ENGINEERING TECHNICIANS**  
**TECHNICAL INSPECTORS**

**BYLAWS**

**Approved September 25, 1996**

**Amended February 26, 2015**

**ARTICLE 1**

**NAME AND OFFICE**

**SECTION A:**

This organization shall be known as the Engineering Technicians and Technical Inspectors, (hereinafter E.T.T.I.), a Professional Association.

**SECTION B:**

The principal office for the transaction of business of E.T.T.I. shall be located within the County of Sacramento, State of California. All official mail shall be addressed to the following Post Office Box:

**P.O. Box 276072**  
**Sacramento, California 95827**

**SECTION C:**

Branch or subordinate offices may, at any time, be established by the Governing Board, at any place, or places where the Association is qualified to conduct its business.

**ARTICLE 2**

**OBJECTIVES AND METHODS**

**SECTION A:**

The goals and objectives of E.T.T.I. are the following: to represent employees relative to wages, hours and other terms and conditions of employment with their employer, the County of Sacramento; promote and protect the best interests of the citizens of Sacramento County and the members of E.T.T.I.; to perpetuate the spirit of friendship among all members of E.T.T.I.; to work for the establishment and maintenance of equitable wages, fringe benefits, hours, working conditions, retirement, injury compensation, proper civil service classification and safety regulations for the mutual

welfare, protection and advancement of all members of E.T.T.I.; to work for the establishment and maintenance of laws and regulations for the furtherance of the above; and, to foster and promote a better understanding among members of E.T.T.I. and between the elected and appointed officials of Sacramento County and between the public.

**SECTION B:**

The methods of obtaining the above goals and objectives shall be by meeting and conferring, by petition, by negotiations, by information, by cooperation, by legislation, and by any other lawful means.

**SECTION C:**

At the request of any other organization, E.T.T.I. may authorize a representative to appear and assist and/or provide representation to the organization relative to working conditions, grievances of any other problem affecting the welfare of that organization, or on any other matter the Governing Board deems proper.

**SECTION D:**

E.T.T.I. may enter into a contractual agreement with an organization to represent the organization. An appropriate fee shall be charged for services provided by such agreement. This section shall in no way conflict with Article 2, Section C.

**SECTION E:**

At the request of any member of E.T.T.I. who has a grievance relative to his employment, E.T.T.I. may authorize a representative to appear, assist and/or provide representation to said member relative to his grievance.

**ARTICLE 3**  
**MEMBERSHIP**

**SECTION A: Membership**

Those eligible for membership in this organization shall be persons employed by the County of Sacramento whose positions are covered in the contract(s) between the County of Sacramento and this Association.

**SECTION B: Life Membership**

A life membership in this Association may be granted by the Governing Board to any member who has performed or contributed outstanding service to the Association. Life members shall be entitled to all regular membership benefits.

**SECTION C:**

All regular and life members must be, or have been, employees of Sacramento County and of good moral character, and there shall be no discrimination as to race, creed, sex, ethnic background, or nationality.

**ARTICLE 4**  
**VOTING POWERS AND REGISTRATION**

**SECTION A:**

All members of E.T.T.I in good standing shall be entitled to attend any annual meeting or special meeting and shall be entitled to present documents and resolutions, and shall be entitled to the privileges of the floor. All members of E.T.T.I who have been in good standing for a minimum of 60 days (with the exception of newly hired employees) may vote on all subjects and matters coming before said meetings. The election of officers and the place and time of holding of the annual or any special meeting shall be decided by the Governing Board. Amendments to the Constitution and Bylaws shall be decided by simple majority of the voting membership.

**SECTION B: Absentee Voting**

Absentee voting shall be permitted for election of officers and chapter representatives and for the purpose of amending the Constitution and Bylaws. Absentee ballots must be requested from the Secretary/Treasurer in writing or by phone at least 14 calendar days prior to the scheduled election. Absentee ballots must be received by the Secretary/Treasurer prior to the meeting being called to order on the day the election is scheduled. Each absentee ballot shall be individually numbered by the Secretary/Treasurer for the purpose of preventing duplicate voting.

**SECTION C:**

The governing board of E.T.T.I. shall have the authority to conduct any election in person, by mail or by electronic voting when deemed in the best interest of the membership.

**ARTICLE 5**  
**OFFICERS AND GOVERNING BOARD**

**SECTION A:**

The officers of E.T.T.I. shall consist of a President, Vice President and Secretary/Treasurer.

**SECTION B:**

The Governing Board of E.T.T.I. shall consist of the President, Vice President Secretary/Treasurer and one representative from each chapter of the association.

Additionally, the immediate past president will serve on the Governing Board and will have the ability to vote on all matters before the Board.

**SECTION C:**

All officers and Governing Board members shall be elected for a term of two years, and may be re-elected for additional terms consecutive terms. In the event of any officer or Governing Board member vacancy, the Governing Board shall appoint a person to fill that position until the next meeting or annual meeting, at which time that position will be voted upon by the general membership.

**ARTICLE 6**  
**ELECTION OF OFFICERS AND GOVERNING BOARD**

**SECTION A:**

Any member of E.T.T.I. who has been in good standing for a minimum of sixty (60) days (with the exception of newly hired employees) shall be eligible to hold office in E.T.T.I.

**SECTION B:**

Nominations for any officer or representative shall be submitted to an election committee appointed by the Governing Board no later than thirty (30) days prior to the meeting called for the purpose of holding the elections. Officers may be nominated by any member of E.T.T.I. Chapter Representatives may only be nominated by Chapter members.

**SECTION C:**

Ballots, showing all nominees for office, shall be distributed to all eligible members in good standing.

**SECTION D:**

Nothing herein shall be construed as to prohibit the nomination, from the floor at any such meeting, of any member eligible to hold office in E.T.T.I.

**SECTION E:**

Officer positions may be voted on by all members pursuant to Article 4, Sections B and C, of these bylaws. Chapter Representatives shall only be elected by Chapter members.

**SECTION F:**

Should more than two members be nominated for any one office and any one candidate fails to get a majority of all votes cast for that office, the candidate receiving the least number of votes shall be dropped and the election repeated until one candidate receives a majority of all votes cast for that office. The candidate receiving the majority of all votes

cast for each office shall be declared elected.

**ARTICLE 7**  
**DUTIES OF OFFICERS AND GOVERNING BOARD**

**SECTION A: PRESIDENT**

It shall be the duty of the President to preside at all meetings of the Association and appoint and be ex-officio member of all committees. He shall also discharge, on behalf of E.T.T.I. duties as may be imposed upon him by applicable law, including the execution and filing of any reports to federal or state authorities, and he shall cause to be maintained by the Association such reports as the laws require to be kept in support of the reports filed by it and he shall perform all other duties incidental to his office including, but not limited to, presiding over the Governing Board meetings, initiating correspondence and representing the Association as delegated by the members or the Governing Board in matters concerning E.T.T.I. or its membership. The President shall be a voting member of the Governing Board.

**SECTION B: Vice President**

It shall be the responsibility of the Vice President to discharge the duties of the President in his/her absence. In the event the office of president becomes vacant, the Governing Board shall elevate the Vice President for the balance of the un-expired term and call for election of a new Vice President.

**SECTION C: Secretary/Treasurer**

It shall be the duty of the Secretary/Treasurer to keep minutes of the membership and Governing Board meetings; with the President, to initiate correspondence relating to the routine affairs of the Association as delegated by the membership, Governing Board or President; to collect the dues from the members and deposit said dues into the account of E.T.T.I.; to prepare a monthly financial report of the finances and expenses of E.T.T.I.; and to be a voting member of the Governing Board.

**SECTION 8**  
**GOVERNING BOARD**

**SECTION A:**

The Governing Board shall exercise the powers, and shall administer the business of E.T.T.I.

**SECTION B:**

In carrying out the duties and powers imposed and granted under Article 8, Section A, the Governing Board shall:

1. Transact all business of the Association during the time intervening between

- annual meetings;
2. Procure an annual audit of the financial records of E.T.T.I. to be submitted at the annual meeting;
  3. Meet and transact business monthly or as needed in order to discuss and plan activities of the Association, on a specific date decided by the majority of the Governing Board or the President notifies each member of the Governing Board of the time and place of such meetings, or at the request of any officer or member of the Association if agreed to by a majority of the Governing Board;
  4. Fill any vacancy that may occur among the officers or members of the Governing Board by appointing a member in good standing to fill the vacancy; provided, however, that said vacancy shall be voted on by the membership at the next special meeting or annual meeting of the membership;
  5. Authorize E.T.T.I to bear the necessary expenses for officers, members and employees when such are acting in the official capacity, and the Board will be the judge of all matters concerning the submission approval and payment of all expense vouchers;
  6. Expense vouchers of the officers, committees, and members shall be received and approved by the President and a simple majority of the Governing Board when said expense vouchers have been submitted over the requestors signature;
  7. Approve methods and means for funds investment.

**SECTION C:**

Contracts, binding agreements, or expenditures in excess of \$1500.00 require prior approval of a simple majority of the Governing Board. Payment of any expense shall be made only upon presentation of a receipt for said expenses.

**SECTION D:**

Voting by the Governing Board shall require a quorum of the board to be present and a simple majority shall be defined as 50% plus one vote of the board members voting.

**ARTICLE 9**  
**FINANCIAL**

**SECTION A:**

The Governing Board shall maintain checking, savings and/or investment fund accounts necessary for maintaining the financial security of E.T.T.I.

**SECTION B:**

Either the President or Secretary/Treasurer may issue checks drawn on E.T.T.I.'s checking account in amounts not to exceed \$3000.00. Any check exceeding \$3000.00 must be co-signed by both the President and Secretary/Treasurer. In the absence of either the President or Secretary/Treasurer, the Vice President may co-sign on any check over \$3000.00.

**SECTION C:**

At the end of E.T.T.I.'s fiscal year, an annual review will be performed by a Certified Public Accountant. E.T.T.I.'s fiscal year runs concurrently with the calendar year.

**SECTION D:**

Any savings account or investment fund may only be withdrawn or transferred after signed and approved by both the President and Secretary/Treasurer. In the absence of either the President or Secretary/Treasurer, the Vice President may sign and approve the withdrawing or transferring of any investment fund.

**ARTICLE 10**  
**ALL MEMBERS**

**SECTION A:**

No member of E.T.T.I. shall use or cause to be used his title or the name of the Association for or against any private commercial purpose or profit motive of any kind, whatsoever, or in furtherance of any political cause unless approved by a majority vote of the membership. Any member violating this provision will be subject to review by a special committee to be appointed by the President or by the Governing Board, and upon proof of the charges the Governing Board shall declare his office, if any, vacant, and the vacancy shall be filled in accordance with Article 5, Section C.

**SECTION B:**

It shall be against the laws of this Association for any member to make remarks of a slanderous character against any other member at any meeting of the membership, and any member so doing may be subject to fine or expulsion from the Association by the Governing Board.

**SECTION C:**

Any Member wishing to bring charges against any other member shall present a copy of such charges with detailed facts concerning the charges. The Governing Board of E.T.T.I. shall investigate said charges and determine if discipline is warranted.

**ARTICLE 11**  
**DUES AND FEES**

**SECTION A:**

The principal source of revenue for E.T.T.I. shall be derived from regular dues deducted each pay period (26 pay periods per year) and shall be payable through automatic deduction. Dues may be increased or decreased as needed by a majority vote of the membership.

**ARTICLE 12**  
**MEETINGS**

**SECTION A:**

The annual meeting shall be held in the month of February of each and every year at the time and place specified by the Governing Board.

**ARTICLE 13**  
**AUTHORITY**

**SECTION A:**

E.T.T.I. by-laws, and Roberts Rules of Order shall be taken as authority for all meetings of the Governing Board and of the membership.

**ARTICLE 14**  
**DISSOLUTION AND DISBURSEMENT OF ASSETS**

**SECTION A:**

In the event E.T.T.I. dissolves, or in any manner ceases to exist, the assets at termination shall be equally distributed to all members in good standing.