

ASEA/AFSCME LOCAL 52 JUNEAU CHAPTER BYLAWS

Revision Dates: 4/92, 10/94, 12/01 and 05/06.

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ARTICLE I - NAME

Section 1: The name of this organization shall be the Juneau Chapter of Alaska State Employees Association (ASEA) AFSCME Local 52, AFL-CIO.

ARTICLE II - MEMBERSHIP

Section 1: All members of ASEA within the jurisdiction of the Juneau Chapter, as established by the ASEA State Executive Board, are eligible for membership in this Chapter.

ARTICLE III - MEETING

Section 1: Regular stated membership meetings of this Chapter shall be held at least quarterly at a time and place to be fixed by the Chapter.

Section 2: Special meetings may be called by the Chapter President, or shall be called upon submission of a petition filed with the Chapter President and signed by 60 members in good standing of the Juneau Chapter. Special meetings may also be called by the ASEA President, the AFSCME International President, or by an authorized representative of the AFSCME International President.

Section 3: The quorum for meetings shall be one (1) Chapter Officer and fifteen (15) members in good standing of the Chapter.

Section 4: Adequate notice shall be given five (5) working days for Chapter meetings. No Chapter business shall be conducted at a meeting called with less than five (5) days advance notification to the membership.

ARTICLE IV - OFFICERS AND ELECTIONS

Section 1: The voting officers of the Chapter Executive Board shall be a President, a Secretary, a Treasurer, a Chief Steward, and three (3) Members at Large. The President, Secretary, Treasurer and one (1) Member at Large shall be elected for two (2) year terms. Two (2) Members at Large shall be elected for two (2) year terms in alternate years.

Section 2: To be eligible for office, a Chapter member must be in good standing.

Section 3: All matters concerning nominations and elections in this Chapter shall be subject to the provisions of the AFSCME Constitution, Appendix D Election Code and the ASEA Constitution and Policies and Procedures. The Elections Committee shall conduct officer elections and address officer vacancies excepting for Chief Steward in concurrence with the following:

A. The Elections Committee shall ensure the notice of nominations to all Chapter members at least fifteen (15) calendar days prior to the deadline for receipt of nominations, at which time nominations shall be closed. This notice shall include:

1. office(s) to be filled and the term of each office;
2. deadline for the receipt of nominations;
3. right of each candidate to have one observer of her or his choice present for the counting of the ballots;
4. The election date, the date of conclusion of the ten day protest period specified in the AFSCME Constitution, and the date for the installation of newly elected officers;
5. right of each candidate to submit a personal campaign statement, not to exceed one side of a single standard letter sized (8½ x 11) sheet of paper.

B. The Elections Committee shall conduct election balloting in concurrence with the following:

1. A date during the month of September shall be set for the counting of ballots , which day shall be known as the election date. The election date shall apply to Chapter officers up for election in alternating years, excepting Chief Steward.
2. Ballots will not be cast nor candidate campaign statements made available to the voting membership for any seat uncontested.

C. Chapter officers excepting Chief Steward shall be installed into office no later than October 1, at a regularly scheduled Chapter meeting or a special Chapter meeting called for that purpose. At that meeting, which will take place as soon as possible following the close of the ten (10) day election protest period required by the AFSCME Constitution, the Elections Committee shall present a report of the election results to the Chapter membership. The newly elected Chapter officers shall then be installed into office immediately.

D. Vacancies in office excepting for Chief Steward shall be elected by the Executive Board until the next regularly scheduled election to that office. Notice of nominations to the Executive Board shall be provided to the membership at least fifteen (15) days prior to a vote of the Board to fill a vacant officer position.

E. Every officer shall upon assuming office, subscribe to the Obligation of an Officer as set forth in Article VI of the ASEA Constitution.

F. Election of ASEA Biennial Convention Delegates

1. Nominations for Delegates to the ASEA Biennial Convention shall be requested from the membership approximately ninety (90) days prior to the election.

2. Election of Convention Delegates shall be conducted by the Chapter Elections Committee and be consistent with the AFSCME Constitution concerning election of delegates.

G. Due Process and Recall

1. Due Process: Charges against a member or officer shall be specific and shall be only on grounds provided in the AFSCME Constitution. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.

2. Recall: All elected officials shall be subject to recall by the membership.

a. A recall petition shall be presented to the President and the petitioners shall then have ninety (90) days from the date of presentation to obtain the signatures of twenty-five percent (25%) of the membership in good standing to be valid.

b. Rights afforded the subject of the recall petition shall be those specified in the AFSCME Constitution and in these Bylaws.

c. If the petition is valid, a mail-out ballot shall be sent to the membership within thirty (30) days of certification. The membership shall have thirty (30) days to vote by mail-in ballot on the recall.

d. If the recall petition is sustained by a majority vote of those voting, the vacancies shall be handled as provided in Article IV Section 3D.

ARTICLE V - DUTIES OF OFFICERS

Section 1: The President shall:

- A. Preside at all meetings of the Chapter.
- B. Appoint all standing committees, except the shop steward committee, and all special committees of the Chapter, including but not limited to: Elections Committee, Bylaws Committee, and Budget/Audit Committee.

Section 2: The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings.
- B. Carry on the official correspondence of the Chapter.
- C. In the absence of the President or in the President's inability to serve, perform all duties otherwise performed by the President.

Section 3: The Treasurer shall:

- A. Provide regular oversight of the operations and maintenance of Chapter finances by an outside accounting firm or bookkeeping service procured by the Chapter for such purposes.
- B. Prepare an Annual Chapter Budget in consultation with the Executive Board and Chapter accounting firm for presentation, discussion and adoption by a quorum of the membership at a regular Chapter meeting prior to the beginning of the State Fiscal Year on July 1.

Section 4: The three (3) Executive Board Members at Large shall each alternately perform Subsections A and B below:

- A. Assist the Treasurer-in the purchase, inventory and maintenance of Chapter equipment, furniture and software. In addition, provide quarterly updates of inventory and maintenance to the Executive Board.
- B. Report to the membership on rules of use, condition and maintenance for any Chapter equipment, furniture and software annually.

ARTICLE VI - FUNCTIONS OF THE CHAPTER ACCOUNTING FIRM

Section 1: An outside accounting firm or bookkeeping service shall be procured by the Chapter under contract by competitive bid process, and subject to regular oversight by the Treasurer and annual contract renewal by the Executive Board. The firm shall be responsible for conducting financial affairs of the Chapter compliant with the below responsibilities. If a firm contract is not approved or renewed by the Executive Board, these functions shall revert solely to the Treasurer.

A. Receive all monies of the Chapter.

B. Deposit all money so received in the name of the Chapter in a bank or banks selected by the Chapter. Money so deposited shall be withdrawn as approved by the membership or Executive Board, and only by check signed by the President and the Treasurer. If the President or Treasurer is not available, the Secretary may sign for either.

C. Provide a surety bond for an amount to be fixed by the Chapter, at the expense of the Chapter and through the International Union.

D. Keep accurate accounts of all receipts and disbursements and present an itemized report each month to the Treasurer for presentation to the membership at regular Chapter meetings.

E. Conduct the financial affairs of the Chapter in accordance with the requirements or the AFSCME Financial Standards Code.

ARTICLE VII - DUTIES OF THE CHAPTER EXECUTIVE BOARD

Section 1: The Chapter Executive Board shall be the governing body of the Chapter, except when meetings of the Chapter are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the Chapter not specifically provided for in these Bylaws or by action of the membership at a regular or special meeting shall be decided by the Executive Board. The Executive Board shall meet at the call of the President or of a majority of the members of the Board. A report on all actions taken by the Executive Board shall be made to the membership at the next following meeting. No fewer than four (4) members of the full seven (7) member Executive Board shall be required for a quorum at a Board meeting, except in the instance that two (2) or more positions have become vacant, in which case a quorum shall consist of a majority of remaining Executive Board members.

ARTICLE VIII - MISCELLANEOUS PROVISIONS

Section 1: This Chapter shall at all times be subject to the provisions of the ASEA and AFSCME Constitutions.

Section 2: Except to the extent specified in these Bylaws, no officer of the Chapter shall have the power to act as agent for or otherwise bind the Chapter in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf or otherwise bind the Chapter.

Section 3: Roberts Rules of Order, Revised shall be the guide in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or of any special rules of this Chapter or of ASEA or AFSCME.

Section 4: Prior Approval

A. No single item expenditure can be made or approved by the Executive Board for over \$500.00 unless the Board has received prior approval of the Chapter membership. Prior approval can be obtained by having the item specified on an approved Annual Chapter Budget, or at a regularly scheduled Chapter meeting or a Special Chapter meeting called for that purpose. Expenditures up to \$500.00 must be approved by the Executive Board.

B. In the event of a conflict between Section 4, A. above and the ASEA State Constitution or the AFSCME Constitution, or State or Federal laws, the latter will take precedence.

Section 5: All travel by any Chapter member using Chapter funds must have prior approval by a quorum of members at a regular or called Chapter meeting, or be so noted in the approved Annual Chapter Budget.

Section 6: For all purchases of equipment or software, the Chapter shall endeavor to follow State Purchasing Guidelines regarding documentation and the bidding process. Upon purchase of equipment or software, and/or other tangible or depreciable assets, proper inventory must be maintained and location and condition shall be reported to the membership with the annual budget report. For all purchases in excess of \$500.00, the Executive Board shall provide the membership with an explanation and comparative analysis prior to the purchase of tangible or depreciable assets.

Section 7: All Chapter documents and financial records must be kept in a location that will afford members the opportunity for study, review and photocopying. All Chapter equipment and software shall be kept in a location that will allow members free and reasonable use of same.

ARTICLE IX - AMENDMENTS

Section 1: These Bylaws may be amended, revised, or otherwise changed by a two thirds (2/3) vote of all ballots cast by the membership in a special advisory vote conducted by the Chapter Bylaws Committee. Bylaws changes may include statements for and against, if available.

Section 2: A copy of these Bylaws and any amendments there to shall be filed with the ASEA Statewide Secretary and Treasurer.

ARTICLE X - COMMITTEES

Section 1: Composition of Committees

All committees shall be made of at least three members.

Section 2: Standing Committees

BYLAWS COMMITTEE: The Bylaws Committee shall review and format all proposed bylaw changes to ensure adherence to the ASEA and AFSCME Articles of Incorporation and Bylaws. This Committee shall prepare all proposed changes for balloting.

BUDGET AND AUDIT COMMITTEE: The Budget and Audit Committee in consultation with the Treasurer and the Chapter accounting firm shall conduct a comprehensive review and audit of the Chapter books annually. The Committee shall insure the Chapter records are kept according to the AFSCME Financial Standards Code. No Chapter officer may be a member of this Committee.

SHOP STEWARD COMMITTEE: All stewards shall be members of the Chapter Shop Steward Committee. It shall be a liaison between the Chapter, ASEA and AFSCME. It shall work with the field offices gathering information as requested for the filing of grievances, studies, etc. The Stewards shall elect, from among their ranks a Chief Steward who shall chair the Shop Steward Committee.

A. The Chapter Chief Steward shall be elected by majority vote of shop stewards present at the October Shop Steward Committee meeting for a two (2) year term in even numbered years. The Chief Steward shall call for nominations in even numbered years at the September Shop Steward Committee meeting.

B. A vacancy in the Chief Steward office shall be filled by election by a majority of shop stewards present at a regularly stated or called Shop Steward Committee meeting. At least fifteen (15) days notice of nominations to the Chapter stewards shall be provided prior to the election date for replacement. The replacement Chief Steward shall be entitled to serve the remainder of the term until the next regularly scheduled election.

C. The Chief Steward shall perform the following duties:

1. Coordinate shop steward elections and appointments so positions are filled as they are vacated or terms expire in accordance with ASEA Policies and Procedures 9.06.000.

2. Maintain and publish a master list of all Juneau GGU Chapter shop stewards which shall be provided to the ASEA Headquarters and the Juneau Chapter Office. The list shall also be posted on the Juneau Chapter Website.

3. Maintain a phone tree of Juneau shop stewards.

4. Assist in the training of Juneau shop stewards in consultation with ASEA Business Agents and staff and maintain records of training session attendance for each of the shop stewards.

ELECTIONS COMMITTEE: The Elections Committee shall provide for the nominations, election, and certification of all Chapter officers, except for Chief Steward. The Committee shall also be responsible for handling all balloting certification by the Chapter (excepting Chief Steward and Bylaws changes balloting). No member on this committee may be a candidate for Chapter office in a current or pending Chapter election.

COMMUNICATIONS COMMITTEE: The Communications Committee shall ensure that the Chapter Website is properly maintained and regularly updated. The Committee is responsible for providing regular updated material for the worksite bulletin boards and provide materials for

these boards to the shop stewards for providing consistent and accurate information to worksite members. It shall also assume other communications related responsibilities such as consulting with ASEA Headquarters to post Chapter news coverage on the Headquarters Union Webpage and in the Solidarity Update publication.

Section 3: Ad Hoc Committees

AD HOC COMMITTEES: The Chapter Chair shall create Chapter Committees as needed. Each Ad Hoc Committee shall meet within thirty (30) days of creation, and shall report activity to the Chapter.