



## Anchorage Chapter Bylaws

### ALASKA STATE EMPLOYEES ASSOCIATION (ASEA)

### AFSCME LOCAL 52

#### **ARTICLE I. – NAME**

The name of this organization shall be the Anchorage Chapter of Alaska State Employees Association/AFSCME, AFL-CIO.

#### **ARTICLE II. – MEMBERSHIP**

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

#### **ARTICLE III. – MEETINGS**

**Section 1.** Regular meetings of this Chapter shall be held at least quarterly, at a time and place to be fixed by the membership or the Chapter Executive Board.

**Section 2.** Special Chapter meetings may be called by the Chapter President, the Executive Board, or by petition filed with the Chapter President and signed by one hundred (100) members of the Chapter. Special Chapter 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 of this Chapter shall be fifteen (15) of its members in good standing.

**Section 4.** The membership shall be notified by the Chapter Secretary or designee appointed by the Chapter President or Executive Board of the time, place and date of the meeting.

#### **ARTICLE IV. – OFFICERS AND ELECTIONS**

**Section 1.** The officers of this Chapter shall be a President, a Secretary, a Treasurer, and four (4) Executive Board members, and these seven (7) shall constitute the Chapter Executive Board. In addition, there shall be elected two members who shall serve as Trustees. The Trustees shall be elected to a staggered four-year terms of office. All other officers shall be elected for a term of two years. The outgoing or previous Chapter President would serve as an advisory member to the Chapter Executive Board, with voice and no vote during Chapter Executive Board meetings.

**Section 2.** Nominations shall be made at the regular meeting of the Chapter in the month of September of the election cycle or prior to the meeting, by mail to the Chapter Secretary. At least fifteen (15) days advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor. All regular elections shall be held during the month of December of the election cycle.

**Section 3.** To be eligible for office, a member must be in good standing in ASEA

for one year immediately preceding the notice of nominations.

**Section 4.** All matters concerning nominations and elections in this Chapter shall be subject to the provisions of *Appendix D*, entitled *Election Code*, of the *AFSCME Constitution*.

**Section 5.** Vacancies in office shall be filled by majority vote of the Executive Board until the next regular scheduled election to that office.

**Section 6.** Every officer shall, upon assuming office, subscribe to the *Obligation of an Officer* as set forth in Article 7.09 of the ASEA Constitution.

**Section 7.** Nominations for delegates to the ASEA Convention shall be opened during the month of September prior to the ASEA Convention and at least 15 days before the meeting where nominations are to be made.

**Section 8.** The election of the delegates to the ASEA Convention shall run concurrently with the chapter election cycle during odd numbered years..

**Section 9.** Due Process and Recall

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

B. Recall: All elected officials of the Chapter shall be subject to recall by the membership as specified in the ASEA Constitution.

**ARTICLE V. – DUTIES OF OFFICERS, EXECUTIVE BOARD AND TRUSTEES**

**Section 1.** The President shall:

- A. Preside at all meetings of the Chapter and of the Executive Board.
- B. Be a member of all committees, except the Election Committee.
- C. Countersign all checks drawn against the funds of the Chapter or designate with Chapter Executive Board approval another Executive Board Member besides the Treasurer to countersign in his/her absence.
- D. Appoint all standing committees and all special committees of the Chapter, subject to the approval of the Executive Board.
- E. Report periodically to the membership regarding the affairs of the Chapter.

**Section 2.** The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and of all Executive Board meetings, and provide copies of the minutes to members at the next regular monthly meeting.

B. Carry on the official correspondence of the Chapter, except as the Executive Board may direct otherwise.

C. In the absence of the President or in the President's inability to serve, preside at all meetings and perform all duties otherwise performed by the President.

D. Perform such other duties as the Executive Board may require.

E. In the absence of the Treasurer or the President, prepare, sign or countersign checks for such purposes as required by the bylaws.

**Section 3.** The Treasurer shall:

A. Receive and receipt for 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 Executive Board, and money so deposited shall be withdrawn only by check signed by the President and the Treasurer.

C. Prepare and sign checks for such purposes as are required by the Bylaws.

D. Conduct the financial affairs of the Chapter in accordance with the requirements of the *AFSCME Financial Standards Code*.

E. Give a surety bond for an amount to be fixed by the Executive Board of the Chapter, at the expense of the Chapter and through the International Union.

F. All invoices incurred by this Chapter will be paid within 45 days of receipt.

**Section 4.** 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 Chapter Executive Board. Regular or special meetings of the Executive Board shall be held at a time and place to be fixed by the Chapter Executive board and/or President. A majority of the members of the Chapter Executive Board shall be required for a quorum.

Section 5. The Chapter Executive Board shall submit, for approval by the membership, an annual budget at a monthly Chapter membership meeting prior to the end of the fiscal year.

**Section 6.** The Trustees shall make or cause to be made at least annually an audit of the finances of the Chapter, and shall report to the membership on the results of such audit.

**Section 7.** All Chapter Executive Board members must physically attend all chapter executive board meetings with the exception of three (3) unexcused absences during the calendar year.

## **ARTICLE VI – 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, except to the extent specifically authorized in writing by the President of the Chapter or by the Executive Board of the Chapter.

**Section 3.** *Robert’s Rules of Order, Newly Revised*; shall be the guide in all cases to which they are applicable and in which they are inconsistent with these Bylaws or of any rules of this Chapter of ASEA or AFSCME.

**Section 4.** Any unbudgeted expenditure five thousand and no/100 dollars (\$5,000.00) and over must receive approval from a simple majority vote at two consecutive Chapter meetings.

**Section 5.** Any unbudgeted expenditure under five thousand and no/100 dollars (\$5,000.00) must receive approval from a majority of the members present at a Chapter meeting to allocate the funds. Authorization to expense the allocated funds must receive approval from a majority of the Chapter Executive Board.

**Section 6.** This Chapter runs on a fiscal year calendar with quarters ending as follows: 1<sup>ST</sup> – September 30, 2<sup>nd</sup> – December 31, 3<sup>rd</sup> – March 31 and 4<sup>th</sup> – June 30.

## **ARTICLE VII. – AMENDMENTS**

**Section 1.** These Bylaws may be amended, revised, or otherwise changed, with at least fifteen (15) members present at the time of the vote, by a majority vote of the members voting on such proposed change(s) at regular or special meetings of the Chapter. A written copy of the proposed amendment(s) shall be furnished to every eligible voter at the meeting at which the vote is taken.

**Section 2.** A copy of the Bylaws and any amendments thereto shall be filed with the ASEA Secretary.

**Section 3.** Copies of all proposed Bylaws amendments must be provided to the membership no later than the notification for the meeting.

Revised as of June 14, 2017, by majority vote of the membership....