

**ALASKA STATE EMPLOYEES ASSOCIATION
AFSCME Local 52, AFL-CIO**

CITY OF SITKA CHAPTER BYLAWS

ARTICLE I -- NAME

The name of this organization shall be the City of Sitka Chapter of Alaska State Employees Association/AFSCME Local 52, AFL-CIO.

ARTICLE II -- MEMBERSHIP

All employees of the Bargaining Unit consisting of General Government Employee positions of the City and Borough of Sitka, Alaska, other than those employed in the hospital, those determined to be confidential or exempt personnel, and those determined to be placed in the bargaining units represented by the International Brotherhood of Electrical Workers Local 1547 or the Public Safety Employees Association, as established by the City and Borough of Sitka, Alaska, Employment Relations 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 meetings may be called by the President, the Chapter Executive Board, or by petition filed with the President and signed by ten percent (10%) of the members of the Chapter. Special meetings may also be called by the ASEA/AFSCME Local 52 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 a majority of the Chapter Executive Board.

ARTICLE IV -- OFFICERS AND ELECTIONS

Section 1. The officers of this Chapter shall be a president, a vice president, a secretary, a treasurer, and three executive board members. These seven shall constitute the Chapter Executive Board. The Executive Board Members shall be elected to three-year terms of office. All other officers shall be elected for a term of one year.

Section 2. Nominations shall be made at a regular or special meeting of the Chapter. At least fifteen (15) days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held during the month of November. Nominations and elections may be held at the same meeting.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election. No retired member shall be a candidate for office.

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

Section 5. Vacancies in office shall be filled by election for the remainder of the term. The election will be held at the next regular meeting or at a special meeting called by the President or an officer acting in the capacity as President. The election must meet the 15 day advance notice requirement.

Section 6. A vacancy occurs when an officer resigns his/her position, retires, leaves employment with or moves to a position with the City and Borough of Sitka that is no longer covered by this bargaining unit.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer as set forth in Article 7 of the ASEA/AFSCME Local 52 Constitution.

ARTICLE V -- DUTIES OF OFFICERS, CHAPTER EXECUTIVE BOARD AND TRUSTEES

Section 1. The President shall:

- A. Preside at all meetings of the Chapter and of the Chapter Executive Board.
- B. Share with the Vice President the duty of countersigning all checks drawn against the funds of the Chapter.
- C. Appoint all standing committees and all special committees of the Chapter, subject to the approval of the Chapter Executive Board.
- D. Report periodically to the membership regarding the affairs of the Chapter.

Section 2. The Vice President shall:

- A. 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.
- B. Share with the President the duty of countersigning all checks drawn against the funds of the Chapter.
- C. Perform such other duties as the Chapter Executive Board may require.

Section 3. The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and of all Chapter Executive Board meetings.
- B. Carry on the official correspondence of the Chapter, except as the Chapter Executive Board may direct otherwise.
- C. In the absence of the President and Vice President, or in the President's and

Vice 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 Chapter Executive Board may require.

Section 4. 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 two of the following officers: President, Vice President or Treasurer.
- C. Prepare and sign checks for such purposes as are required by these Bylaws or are authorized by the membership or the Chapter Executive Board.
- 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.

Section 5. 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. The 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 Chapter Executive Board shall be made to the membership at the next following meeting. A majority of the members of the Chapter Executive Board shall be required for a quorum.

Section 6. The Chapter Executive Board 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.

ARTICLE VI -- COLLECTIVE BARGAINING

Section 1. In preparing for negotiations with the City and Borough of Sitka, Alaska, a contract negotiating committee shall be assembled to ascertain the interests and needs of the members and to develop the Chapter's goals and objectives for negotiations.

Section 2. For the purposes of conducting negotiations with the City and Borough of Sitka, Alaska, the Chapter shall be represented by a contract negotiating committee consisting of seven Chapter members:

- 1) One negotiator and one alternate elected by the members in the Harbor Department of the City and Borough of Sitka, Alaska.
- 2) One negotiator and one alternate elected by the members in the Environmental Department of the City and Borough of Sitka, Alaska.
- 3) One negotiator and one alternate elected by the members at the Public Works

- Facility of the City and Borough of Sitka, Alaska.
- 4) One negotiator and one alternate elected by the members at Kettleon Memorial Library and Harrigan Centennial Hall of the City and Borough of Sitka, Alaska.
 - 5) One negotiator and one alternate elected by the members in the Fire Department of the City and Borough of Sitka, Alaska.
 - 6) One negotiator and one alternate elected by the members at City Hall of the City and Borough of Sitka, Alaska.
 - 7) The Chapter President.

Election and seating of all negotiators and alternates must take place at least six (6) months prior to the end of the expiring contract.

Section 3. Duties of the negotiators shall include:

- A. Obtain direction from the City of Sitka Chapter Executive Board;
- B. Solicit the membership through stewards, networks, surveys, telephone interviews and other means to assess the needs and priorities of the members;
- C. Solicit the assistance of a professional negotiator and other appropriate professionals from ASEA/AFSCME Local 52 and AFSCME International to develop rationale, train the negotiations team, and formulate contract proposals; and,
- D. Provide timely reports on the progress of negotiations and an account of the expenses associated with negotiations.

Section 4. All Collective Bargaining Agreements, Letters of Understanding, Memorandums of Understanding or other equivalent agreements, whether permanent or interim, which affect the wages, benefits, and working conditions of members shall be subject to ratification, prior to implementation, by a simple majority of the affected members voting; with the single exception that a Collective Bargaining Agreement which is the product of a professional arbitrator need not be voted on.

ARTICLE VII -- MISCELLANEOUS PROVISIONS

Section 1. This Chapter shall at all times be subject to the provisions of the ASEA/AFSCME Local 52 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. No member or group of members or other person or persons shall have the power to act on behalf of 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, 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/AFSCME Local 52 or AFSCME International.

ARTICLE VIII -- AMENDMENTS

1. These Bylaws may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change at regular or special meetings of the Chapter. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

2. A copy of these Bylaws and any amendments thereto shall be filed with the ASEA/AFSCME Local 52 Secretary.

~ ~ ~

The following is a list of members of the Founding Assembly of the City of Sitka Chapter of ASEA/AFSCME Local 52, AFL-CIO, who ATTENDED, PARTICIPATED, AND RATIFIED this document on November 15, 2006, in Sitka, Alaska.

- Rob Dahlquist, Public Works Dept.-Environmental
- Richard Dangel, Public Works Dept.-Environmental
- Gary Downie, Public Works Dept.-Environmental
- Kim Elliot, Harbor Dept.
- Charles Hacket, Harbor Dept.
- Kristi Jones, Harbor Dept.
- Melissa Henshaw, Finance Dept.
- Robert Reid, Public Works Dept.-Environmental
- Gail Roderick, Assessing Dept.
- Ray Stonebreaker, Public Works Dept.-Environmental
- Joe Swain, Public Works Dept.-Environmental

AFFIDAVIT OF RATIFICATION:

Adopted by the Founding Assembly this 15th day of November, 2006.

<u>x <i>Shawn McLeod</i></u>	<u>8/31/11</u>
Chapter President	Date
<u><i>Beverly Brill</i></u>	<u>8/31/11</u>
Chapter Secretary	Date

These City of Sitka Chapter / ASEA/AFSCME Local 52, AFL-CIO Bylaws were duly presented to and approved by the State Executive Board of ASEA/AFSCME Local 52, AFL-CIO, this _____ day of _____, 2006.

<u>x <i>Shawn McLeod</i></u>	<u>8/31/11</u>
President, ASEA/AFSCME Local 52, AFL-CIO	Date