

ALASKA STATE EMPLOYEES ASSOCIATION

AFSCME/AFL-CIO

YUKON-KUSKOKWIM DELTA CHAPTER BY-LAWS/LOCAL 52

ARTICLE I - NAME

The name of this organization shall be the Yukon-Kuskokwim Delta Chapter-Local 52 of the Alaska State Employees Association, AFSCME, AFL-CIO.

ARTICLE II - MEMBERSHIP

All members of ASEA within the jurisdiction of this Chapter which includes Aniak, Bethel, Kwigillingok and St. Mary's, 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 the 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 Executive Board or by petition filed with the President and signed by two percent (2%) of the membership of the Chapter. Special meetings may also be called by the ASEA President, the AFSCME International President or by an authorized representative of AFSCME International President.

Section 3: The quorum for meetings of this Chapter shall be two percent (2%) of the members in good standing.

Section 4: An official quorum must consist of the President or Treasurer and two Executive Board members, in addition to the two percent (2%) of the members in good standing.

ARTICLE IV - OFFICERS AND ELECTIONS

Section 1: The officers of this Chapter shall be a President, Treasurer, Secretary and two (2) Executive Board members. These officers shall constitute the Chapter Executive Board. In addition, there shall be elected three (3) members who shall serve as Trustees. The President, Treasurer, Secretary and the two Executive Board members shall be elected for a term of one (1) year !

Section 2: The Trustees shall be elected to a one (1) year term of office.

Section 3: If any member of the Chapter Executive Board misses three (3) regular meetings, that person will be removed from the Chapter Executive Board.

ARTICLE V - ELECTION

Section 1: At least fifteen (15) days advance notice shall be given the membership prior to the nomination meeting. Nominations may be made at a regular meeting or special meeting of the Chapter or by mail. Nominations may be permitted from the floor at the nomination meeting and/or received on or before the meeting date. All regular elections shall be held during the month of October, beginning October, 1990, except for the initial Chapter election which will be concluded within sixty (60) days of adoption of these By-laws. The first year of service for Board members and Trustees shall be considered to start from the conclusion of the initial election and end at the conclusion of the October, 1990 election.

Section 2: To be eligible for office, a member must be in good standing for one (1) year immediately preceding the election, except the initial election held in this Chapter; provided, however, that no retired member shall be a candidate for office.

Section 3: 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. The elections committee shall establish procedure and protocol that affords to each member an opportunity to make nominations and to vote.

Section 4: If a member of the Executive Board vacates the position before the expiration of the term, the Executive Board shall appoint a replacement for the unexpired portion of the term by a simple majority vote. The Executive Board will take on *the* duties of the vacated position on the Executive Board and shall give a fifteen (15) day advance notice to the Election Committee. If a position on the Executive Board becomes vacated ninety (90) days before the next election, the Executive Board will do the duties of the position until the election.

Section 5: Every officer shall, upon assuming office, subscribe to the Obligation of an Officer as set forth in Article IV of the ASEA Constitution.

ARTICLE VI – DUTIES OF OFFICERS. EXECUTIVE BOARD AND TRUSTEES

Section 1: The duties of the President include:

- 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.
- D. Appoint all standing committee and special committees of the Chapter, subject to the approval of the Executive Board.
- E. Report quarterly to the membership regarding the affairs of the Chapter.

Section 2: The duties of the Treasurer include:

- A. At the direction of the President or in the absence of the President, or in the President's inability to serve, preside at all the meetings and perform all duties otherwise performed by the President.
- B. Receive and receipt all monies of the Chapter .
- C. Deposit all money so received. in the name of the Chapter in a bank(s) and/or credit union selected by the Executive Board. Money so deposited shall be withdrawn only by check, co-signed by the President and Treasurer and/or Secretary.
- D. Prepare and sign checks for such purposes as are required by these By-laws or are authorized by the membership or Executive Board.
- E. Conduct the financial affairs of the Chapter in accordance with the requirements of the AFSCME Financial Standards Code.
- F. Must meet bonding requirements and give a surety bond for the amount to be fixed by the Executive Board of the Chapter, at the expense of the Chapter and through the International Union.

Section 3: The duties of the Secretary include:

- A. Keep a record of the proceedings of all membership meetings and of all Executive Board Meetings.
- B. Carryon the official correspondence of the Chapter, except as the Executive Board may direct otherwise.
- C. In the absence of the President will be considered as an alternate countersigning authority on all checks drawn against the funds of the Chapter .
- D. Perform such other duties as the Executive Board may require.

Section 4: The duties of the Executive Board include:

- A. At the direction of the President or in the absence of the President and/or the Treasurer or in the President's and/or Treasurer's inability to serve, preside at all meetings and perform all duties otherwise performed by the President.
- B. Perform such duties assigned to them if a member on the Executive Board steps down.

Section 5: The 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 purpose of the Chapter not specifically provided for in these By-laws or by action of the membership at a regular or special meeting, shall be decided by the 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 Executive Board shall be made to the membership at the next following meeting. A majority of the members of the Executive Board (3) shall be required for a quorum. Any regular or special meeting by the Executive Board shall be considered an open meeting and may be attended by the general membership.

Section 6: The trustees shall make or cause to be made at least annually, an audit of the finances of the Chapter and/or if the Treasurer steps down from the office, and shall report to the membership on the results of such audit.

ARTICLE VII - MISCELLANEOUS PROVISIONS

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

Section 2: Except to the extent specified in the By-laws, no officer of the Chapter shall have the power to act as an agent for or otherwise bind the Chapter in any way whatsoever. No member or group of members or other person or persons shall 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: A person who is doing official business for the Yukon-Kuskokwim Delta Chapter-local 52, needs to do a written trip report, save all receipts to give back to the Executive Board and make a report to the Executive Board by the next Executive Board meeting.

Section 4: 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 By-laws or of any special rules of this Chapter or of ASEA or AFSCME.

ARTICLE VIII - AMENDMENTS

Section 1: These By-laws may be amended, revised or otherwise changed by a majority vote of the members voting on such proposed changes at a regular or special meeting 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. A written copy of any proposed amendment or change to the By-laws shall be furnished to the Executive Board at least thirty (30) days prior to the meeting at which the vote is taken.

Section 2: A copy of these By-laws and any amendments thereto shall be filed with the ASEA Secretary.

Adopted by unanimous vote of present membership August 11,1993.