



Anchorage Chapter Bylaws

ALASKA STATE EMPLOYEES ASSOCIATION (ASEA)
AFSCME LOCAL 52

ARTICLE I. – NAME

The official name of this organization shall be the Anchorage Chapter of Alaska State Employees Association (ASEA)/AFSCME Local 52, 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 (signed by minimum of one hundred members in good standing) filed with the Chapter President and Secretary or designee(s).

Special Chapter meetings may be called by the ASEA President, the AFSCME International President or by an authorized representative of the AFSCME International President.

Section 3. 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 all meetings within 5 working days of the meeting excluding special meetings.

Section 4. The quorum for meetings of this Chapter shall be fifteen (15) members in good standing.

Section 5. Meeting minutes shall be presented to membership at the following regular meeting.

ARTICLE IV. – OFFICERS AND ELECTIONS

Section 1. The officers of this Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, and five (5) Executive Board members. These nine (9) Officers shall constitute the voting members of the Chapter Executive Board (“Executive

Board”).

There shall be elected two members who shall serve as Trustees serving a staggered four (4) year term of office.

Section 2. The outgoing or previous Chapter President may serve as an advisory member to the Chapter Executive Board for six (6) months after term of office with voice and no vote during Chapter Executive Board meetings.

The outgoing Secretary and Treasurer may serve as advisory members to the Chapter Executive Board for sixty (60) days after term of office, with voice and no vote during Chapter Executive Board meetings.

Section 3. All regular elections shall be held during the month of December of the election cycle.

Runoff elections, follow-up or special elections shall be held within fifteen (15) working days of initial election.

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

Section 4. Nominations

A. The election committee must meet in an organizational meeting 30 days prior to the distribution of the notice of nominations. The election committee shall determine the method in which all nominations and elections are held which affords all members the opportunity to vote. 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.*

B. Chapter Officers, Trustees and Convention Delegates nominations shall be made at the regular meeting of the Chapter in the last quarter of the calendar year or by mail to the Election Committee.

C. Nomination notification will be given to the membership at least fifteen (15) calendar days prior to the Chapter meeting in which nominations are accepted. Nominations may be accepted from the nominating committee appointed to make nominations and from the floor during the Chapter meeting in which nominations are accepted. Nominations may be made prior to the Chapter meeting by submitting a nomination form to the Elections Committee.

D. To be eligible for office, a member must be in good standing in ASEA for one year immediately preceding the notice of nominations. The Elections Committee shall verify all members nominated for office meet the eligibility requirement.

Section 5. Elections

Members will be notified of the candidates nominated for office at least five (5) days after close of nominations. All discrepancies regarding candidates nominated for office must be disclosed to the Election committee within three (3) working days of the candidate notification to members. Any discrepancies disclosed subsequently will be disregarded and not subject to appeal.

Section 6. Chapter Officer and Trustee vacancies shall be appointed by a majority vote of the Executive Board and shall serve the remainder of the term.

AFCSME delegate and alternate delegate vacancies shall be appointed by a majority vote of the Executive Board

Section 7. *Article IV-Officers and Elections* may not be revised, amended or otherwise altered within ninety (90) days of an election.

Section 8. 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. Every officer shall, upon assuming office, subscribe to the *Obligation of an Officer* as set forth in Article 7.09 of the ASEA Constitution. The officer may not assume any of the duties or responsibilities of the respective office prior to subscribing to *Obligation of an Officer*.

Section 2. The President shall:

A. Preside at all meetings of the Chapter and the Executive Board.

B. Be a standing member of all committees, except the Election Committee.

C. Countersign all checks drawn against the funds of the Chapter. The President

may designate another Executive Board member to countersign in President's absence with Chapter Executive Board approval.

D. Appoint all standing and special committees of the Chapter, subject to the approval of the Executive Board.

E. Report affairs of the Chapter to the membership.

Section 3. The Vice President shall:

A. In the absence of the President, perform all duties and responsibilities otherwise performed by the President including presiding at all Chapter and Executive Board meetings.

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

C. Perform other duties as requested by the Executive Board.

Section 4. The Secretary shall:

Keep a record of the proceedings of all membership, Executive Board, and special meetings. Meeting minutes, including list of attendees, shall be presented at the next regular scheduled meeting. The President may request special meeting minutes be presented within 10 calendar days.

A. Provide the official correspondence of the Chapter, except as directed otherwise by the President or majority of the Executive Board.

B. Maintain official chapter correspondence files to include, but not limited to, Chapter meeting minutes, special meeting minutes, bank signatory cards, contracts, agreements, election results, By-laws, etc.

C. In the absence of the Vice President, perform all duties and responsibilities otherwise performed by the President including presiding at all Chapter and Executive Board meetings.

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

E. Perform other duties as requested by the Executive Board.

Section 4. The Treasurer shall:

A. Receive and record all Chapter funds and expenditures.

B. Deposit all monies received in the name of the Chapter within fifteen (15) calendar days. The Executive Board will designate the bank and/or banks to be used when conducting Chapter business.

C. Ensure bank signatory cards are current and complete. Provide copies of all signatory cards to Chapter Secretary. Ensure all bank accounts are established in such a manner that all distributions are by check only. No Chapter funds may be withdrawn by cash, ACH, or any other method unless the provisions of Section 3(f) apply.

D. Prepare checks for signature for such purposes as are required by the Chapter By-laws. Sufficient documentation to support the expenditure will be attached to all checks prepared for signature.

E. Ensure all disbursements have two (2) Officer signatures which are authorized to approve the disbursement. All disbursement must be signed by the President and an Executive Board member as authorized on the bank signatory card.

F. For distributions required to be made electronically (ACH or wire transfer) in accordance with federal, state or local laws, a resolution authorizing the electronic distribution must be approved and signed by all members of the Executive Board prior to distribution. Upon distribution of funds, the President and one other Executive Board member as authorized on the bank signatory card will sign distribution documentation approving the disbursement of funds.

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

H. Maintain a surety bond for an amount determined by Executive Board, at the expense of the Chapter and through the International Union.

I. All expenditures incurred by this Chapter will be paid within 30 days of receipt of adequate documentation supporting the expenditure.

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 Executive Board shall submit, for approval by the membership, an annual budget at two (2) monthly Chapter membership meetings prior to the end of the fiscal year.

Section 6. The Trustees shall audit the finances of the Chapter annually, reporting directly to the membership the audit results within 120 days of fiscal year end.

Section 7. All Executive Board members must 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 of five thousand 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 dollars (\$5,000.00) must be expended by vote of the Executive Board or approved by the membership at a Chapter Meeting.

Section 6. This Chapter runs on a fiscal year calendar with quarters ending September 30 (1st Quarter), December 31 (2nd Quarter), March 31 (3rd Quarter) and June 30 (4th Quarter).

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 State Executive Board 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 _____, by majority vote of the membership.