



JUNEAU CHAPTER BYLAWS ASEA/AFSCME LOCAL 52

Alaskans Working For Alaska!

Revision: March 2019

Previous Revision Dates: 4/92, 10/94, 12/01, 05/06, 09/18, and 12/18.

- Article I – Name
- Article II – Membership
- Article III – Meetings
- Article IV – Officers and Elections
- Article V – Duties of Elected Officers
- Article VI – Duties of the Chapter Executive Board
- Article VII – Functions of the Chapter Accounting Firm
- Article VIII – Miscellaneous Provisions
- Article IX – Amendments
- Article X – Committees

ARTICLE I – NAME

Section 1: The name of this organization shall be the Juneau Chapter of Alaska State Employees Association (ASEA) / American Federation of State, County and Municipal Employees (AFSCME) Local 52, American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

ARTICLE II – MEMBERSHIP

Section 1: Members of ASEA/AFSCME Local 52 within the jurisdiction of the Juneau Chapter, as established by the ASEA/AFSCME Local 52 Constitution, are eligible for membership in the Juneau Chapter.

ARTICLE III – MEETINGS

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

Section 2: Special meetings may be called by the Juneau Chapter President, a majority of the members of the Executive Board, or shall be called upon submission of a petition filed with the Chapter President and signed by 5% or 68 members, whichever is less, in good standing of the Juneau 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 in accordance with the AFSCME Constitution Article 25, Section 18.

Section 3: The quorum for an Executive Board meeting shall be a majority of the seated Executive Board members.

Section 4: The quorum for membership meetings shall be one (1) Executive Board Officer and ten (10) members in good standing of the Juneau Chapter.

Section 5: Adequate notice shall be given seven (7) working days for Chapter membership meetings. No Chapter business shall be conducted at a meeting called with less than seven (7) days advance notification to the membership.

ARTICLE IV – OFFICERS AND ELECTIONS

Special Note: Due to the implementation of revised Juneau Chapter Bylaws, all elected Chapter positions will be elected in 2018. The positions noted in Article IV, Section 1 with normal elections held in even numbered years shall hold a full two-year term. The positions noted in Article IV, Section 1 with normal elections held in odd numbered years shall hold a one-year term for 2018 only. Normal election cycle shall resume in 2019.

<u>Position</u>	<u>2018 Election Year Term Length</u>	<u>2019 Election Year Term Length</u>	<u>2020 Election Year Term Length</u>	<u>2021 Election Year Term Length</u>
President	2 years	_____	2 years	_____
Vice President	1 year	2 years	_____	2 years
Secretary	2 years	_____	2 years	_____
Treasurer	1 year	2 years	_____	2 years
Board Member #1	2 years	_____	2 years	_____
Board Member #2	2 years	_____	2 years	_____
Board Member #3	1 year	2 years	_____	2 years
Trustee #1	1 year	2 years	_____	2 years
Trustee #2	1 year	2 years	_____	2 years
Trustee #3	2 years	_____	2 years	_____

Table 1. Election schedule through 2021

Section 1: The voting officers of the Juneau Chapter Executive Board shall be a President, a Vice President, a Secretary, a Treasurer, and three (3) Chapter Executive Board Members (Board Members), and these seven (7) shall constitute the voting members of the Juneau Chapter Executive Board. The non-voting officers of the Juneau Chapter shall be three (3) Trustees. The President, Secretary, two (2) Board Members, and one (1) Trustee shall be elected for a two (2) year term in even numbered years. The Vice President, Treasurer, one (1) Board Member, and two (2) Trustees shall be elected for a two (2) year term in odd numbered years. A member may be a candidate for only one Juneau Chapter office at one time.

Section 2: To be eligible for office, a Chapter member must be in good standing per ASEA/AFSCME Local 52 Constitution, Appendix A, Section 3, Paragraph I.

Section 3: All matters concerning nominations and elections in the Juneau Chapter shall be subject to the provisions of the AFSCME Constitution, Appendix D Election Code and the ASEA Constitution Article 7.05 and Policies and Procedures. The Elections Committee shall conduct officer elections and address officer vacancies 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 (10) 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.
 - 2. Ballots will not be cast nor candidate campaign statements made available to the voting membership for any seat uncontested.

- C. The newly elected Chapter officer(s) shall be installed into office immediately following the tabulation of the votes, but no later than ten (10) days, in accordance with the AFSCME

International Constitution, Appendix D, Section 2.J. A regularly scheduled Chapter membership meeting or a special Chapter membership meeting shall take place as soon as possible following the close of the ten (10) day election protest period, no later than the first Wednesday of October, during which the Elections Committee shall present a report of the election results to the Chapter membership.

D. In the event there is a vacancy in office, the Executive Board shall solicit nominations from the membership. The Executive Board shall convene and appoint from among the nominations no sooner than fifteen (15) days after solicitation. Vacancies shall be filled by a majority vote of the Executive Board for the remainder of term to that office. If no nominations are received, the Executive Board may appoint a member in good standing to office.

E. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer as set forth in Article 7.09 of the ASEA/AFSCME Local 52 Constitution.

F. Election of ASEA Biennial Convention Delegates

1. Nominations for Delegates to the ASEA Biennial Convention shall be requested from the Juneau Chapter membership approximately ninety (90) days prior to the election.
2. Election of Convention Delegates shall be conducted by the Elections Committee and be consistent with the AFSCME Constitution concerning election of delegates.

G. Due Process and Recall

1. Due Process and Recall shall be followed in accordance with the AFSCME Election Code.

H. In extraordinary circumstances, the Elections Committee may revise the election, installation, and reporting deadlines set forth in this article by no later than 15 calendar days, when authorized by the Chapter President or Executive Board, in which case the terms of all non-vacant positions up for election shall be extended until new members are installed or 15 calendar days have passed, whichever occurs sooner.

ARTICLE V – DUTIES OF OFFICERS

Section 1: The Juneau Chapter Executive Board meeting minutes shall include a rolling tally of the last twelve (12) months of attendance for all Executive Board officers. Failing to attend four (4) of the last twelve (12) Juneau Chapter Executive Board meetings without being excused from attendance by specific action of the remaining officers noted in the minutes, shall affect removal of that officer from the Juneau Chapter Executive Board. Upon the adjournment of the fourth meeting, the seat will be declared vacant.

Section 2: All officers shall abide by the financial duties as outlined in AFSCME Financial Standards Code, Appendix C.

Section 3: 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 Elections Committee.
- C. Appoint all standing committees and all special committees of the Chapter, subject to the approval of the Executive Board.
- D. Countersign all checks drawn against the funds of the Chapter.
- E. Report periodically to the membership regarding the affairs of the Chapter.
- F. Request the approval of any business leave for members requiring it to complete union business on behalf of the Chapter.

Section 4: The Vice President shall:

- A. Assist the President in the work of the President's office.
- B. 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.
- C. Upon approval by the Executive Board, be authorized to act as a co-signer of checks drawn on the local funds in place of either the President or the Treasurer.
- D. Perform such other duties as the executive board may require.

Section 5: The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and of all Executive Board Meetings.
- B. Carry on the official correspondence of the Chapter, except as the 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 perform all duties otherwise performed by the President.
- D. Inform all members of pending meetings.
- E. Perform such other duties as the Executive board may require.

Section 6: The Treasurer shall:

- A. Receive all monies of the Juneau Chapter.

- B. Deposit all money so received in the name of the Juneau Chapter in a bank or banks selected by the Chapter.
- C. Money so deposited shall be withdrawn as approved by the membership or Executive Board, and only by check signed by the President or Vice President, and the Treasurer. If the President and/or Vice President or Treasurer is not available, the Secretary may sign for either but not both.
- D. Provide a surety bond for an amount to be fixed by the Chapter, at the expense of the Chapter and through the International Union.
- E. Keep accurate accounts of all receipts and disbursements and present an itemized report each month to the Executive Board or presentation to the membership at regular Chapter meetings.
- F. Conduct the financial affairs of the Chapter in accordance with the requirements or the AFSCME Financial Standards Code.
- G. 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.
- H. Prepare an Annual Chapter Budget in consultation with the Executive Board Budget Committee, and Chapter accounting bookkeeping 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.
- I. Be responsible for the financial portions of the Annual Chapter Reporting to HQ.

Section 7: 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 8: The Board Members shall perform such duties as the Executive Board may require.

Section 9: An officer may resign from office at any time. An officer seeking to resign must give written notice of intent to resign to the Juneau Chapter Executive Board. Such notice must be received at least 15 days prior to the resignation effective date.

Section 10: In the event of the termination of office, resignation, or death of an officer, the officer (or his/her legal guardian, heirs, or personal representative) shall forthwith turn over to the Juneau Chapter Executive Board any and all records, books, documents, monies, and other property in the possession of the officer, or under his/her control, that belongs to the Juneau Chapter or that were received by him/her in his/her capacity as officer. The Chapter President, or another officer appointed by the Chapter President, will be responsible for receipt of the Chapter materials.

ARTICLE VI – 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. 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 Executive Board. A report on 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 shall be required for a quorum.

Section 2: Juneau Chapter Executive Board members shall request Chapter Officer training within one (1) year of assuming office.

ARTICLE VII – 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.

ARTICLE VIII – MISCELLANEOUS PROVISIONS

Section 1: The Juneau 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 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, except to the extent specifically authorized in writing by the President or by the Executive Board.

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 not inconsistent with these Bylaws or of any special rules of the Juneau Chapter or of ASEA/AFSCME Local 52 or AFSCME.

Section 4: Prior Approval of Unbudgeted Expenses:

- A. No single item expenditure can be made or approved by the Executive Board for over \$500.00 unless the Executive 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/AFSCME Local 52 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 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.

ARTICLE IX – AMENDMENTS

Section 1: These Bylaws may be amended, revised, or otherwise changed by a majority vote of all ballots cast by the membership in a special advisory vote conducted by the Chapter Bylaws Committee.

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

ARTICLE X – COMMITTEES

Section 1: Composition of Committees:

- A. Committees shall be made of at least three (3) members who are Juneau Chapter members and members in good standing at time of appointment. Unless otherwise specified, a quorum for committee meetings shall consist of a majority of committee members.

Section 2: Duties of Committee Chairs:

- A. Unless otherwise specified below, Committee Chairs will make reports to Executive Board. Committee Chairs will be responsible for ensuring that there are at least three (3) members. Committee Chairs will make recommendations to the Chapter President to fill vacancies.

Section 3: Standing Committees:

ACTIVITIES COMMITTEE: The Activities Committee shall provide for membership activities such as a Summer Picnic, a Holiday Party or other event. The Committee shall

- A. Ensure door prizes will only be awarded to Juneau Chapter members who are members in good standing.
- B. Chapter Activities will be open to members and their families.

BYLAWS COMMITTEE: The Bylaws Committee shall review and format all proposed bylaw changes to ensure adherence to the ASEA/AFSCME Local 52 and AFSCME Articles of Incorporation and Bylaws. This Committee shall prepare all proposed changes for balloting. Bylaws will be reviewed for updates by the Bylaws Committee at a minimum period of once every

five (5) years.

BUDGET COMMITTEE: The Budget Committee in consultation with the Treasurer and the Chapter accounting firm shall conduct a comprehensive review 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.

CHAPTER STEWARD COMMITTEE: All stewards shall be members of the Chapter Steward Committee. Stewards and the Chief Steward shall perform duties in accordance with ASEA/AFSCME Local 52 Policies and Procedures beginning at 9.00.000.

ELECTIONS COMMITTEE: The Elections Committee shall provide for the nominations, election, and certification of all Chapter officers, as outlined in Article IV. The Committee shall also be responsible for handling all balloting certification by the Chapter. No member on this committee may be a candidate for Chapter office in a current or pending Chapter election.

STEERING COMMITTEE: The Steering Committee shall assess the various needs of the Chapter and Chapter members, evaluate services provided by ASEA/AFSCME Local 52, review our financial obligations and prospects, and then compile this data into a comprehensive and strategic three (3) year plan to be reviewed and approved by the Chapter Executive Board. The chair of the Steering Committee will be an officer of the Chapter Executive Board. The Steering Committee will be limited to thirteen (13) Chapter members with one member representing each of the following demographic groups: (1) administrative employee, (1) professional employee, (1) technical employee, (1) class 1 employee, (1) Juneau Valley geographic area representative, (1) Downtown Juneau geographic area representative, (1) Douglas geographic area representative, (1) under-40 age representative, (1) over-40 age representative, (1) employee with less than three (3) years State service, and (1) employee with more than twenty (20) years State service.

Section 4: Ad Hoc Committees

AD HOC COMMITTEES: The Chapter President 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.