TOK AREA CHAPTER BY-LAWS

ARTICLE I – NAME

SECTION 1: The name of this organization shall be the ALCAN Chapter of Alaska State Employees Association, AFSCME, AFL-CIO.

ARTICLE II – MEMBERSHIP

SECTION 1: All members of ASEA within the jurisdiction of this Chapter, as established by the ASEA Executive Board, are members of this Chapter.

ARTICLE III – MEETINGS

SECTION 1: REGULAR MEETINGS: of this Chapter shall be held annually, at time and place to be fixed by the Chapter Executive Board. Notification of the Chapter meetings shall be made to each member in a timely manner. There shall be an annual meeting held in March of each year to elect officers and transact any business.

SECTION 2: Chapter meeting may be called by the Chapter President, the ASEA President, or the AFSCME President or his representatives.

SECTION 3: A quorum for any and all Chapter meetings shall consist of a minimum of five (5) chapter members, two (2) of which shall be elected officers. A quorum must be present before business can be legally transacted.

ARTICLE IV – ORGANIZATION

SECTION 1: The Chapter shall elect a President, Vice President, Secretary, Treasurer, and Steward. These five (5) shall be the Chapter Officers and shall constitute the Executive Board.

ARTICLE V – CHAPTER VOTING PROCEDURES

SECTION 1: Election of officers and Steward shall be by secret ballot.

The vote on all business regarding the chapter may be taken verbally. Upon demand of one-fifth (1/5) of all members present, a secret ballot shall be used. Motions shall be carried upon a simple majority of votes, except as prohibited or stated in these by-laws or ASEA Constitution.

SECTION 2: PROXY VOTES: Voting by proxy shall be permitted only to the extent that one (1) member shall not carry more than one (1) written proxy.

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ARTICLE VI – AUTHORITY

SECTION 1: The Executive Board has the authority to run the affairs of the Chapter between meetings.

SECTION 2: Chapter policy, including all major expenditures ($100.00 or more), shall be ratified by a simple majority at any legal meeting.
SECTION 3: Chapter funds shall be disbursed only by a check signed by the Treasurer and the President.

SECTION 4: There shall be established a petty cash fund not to exceed fifty dollars ($50.00) for incidental chapter operation expenses. The fund shall be accountable by receipts or signed affidavits of expenditures by the President or Treasurer. Reinstatement of the fund shall be ratified by a simple majority vote at any legal meeting.

ARTICLE VII – QUALIFICATIONS OF CHAPTER OFFICERS

SECTION 1: A person holding or seeking to hold office may do so provided that the person is a member in good standing of the ASEA and the Chapter. Good standing is any member in the ASEA provided he/she has paid ASEA dues as a member and has fulfilled all conditions as specified in the ASEA and Chapter By-Laws.

SECTION 2: Vacancies occurring for any reason among the Chapter officers shall be filled by appointment of the Chapter President and shall serve until the next election.

ARTICLE VIII – DUTIES OF OFFICER & EXECUTIVE BOARD MEMBER

SECTION 1: The President shall:

A. Preside at all meetings of the Chapter.
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 committees and all special committees of the Chapter.
E. 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.

SECTION 3: The Secretary shall:

A. Keep a record of the proceedings of all membership meetings.
B. Carry on the official correspondence of the Chapter.

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 Chapter Officers 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 these By-Laws.

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

E. A report shall be made annually to the membership on Chapter funds.

ARTICLE IX – RULES OF ORDER

SECTION 1: The proceedings of all meetings of the Chapter shall be governed by Robert’s Rules of Order, Revised, when not in conflict with the Articles of incorporation or the By-laws of the Association.

ARTICLE X – AMENDMENTS

SECTION 1: Amendments to Chapter By-laws may be made by a two-thirds (2/3) majority vote of the members present at a legal meeting, provided members are given fifteen (15) days advance notice of the meeting.

ARTICLE XI – CHAPTER DISSOLUTION

SECTION 1: The Chapter may be dissolved upon a two-thirds (2/3) majority vote of all Chapter members.

SECTION 2: Dissolution procedures shall be as stated in the ASEA Association By-laws.

/(Submitted to Union 6/24/03: Last revised 3/18/91)