

GLENNALLEN CHAPTER BYLAWS ALASKA STATE  
EMPLOYEES ASSOCIATION

ARTICLE I - GLENNALLEN CHAPTER

The name of this organization shall be the Glennallen Chapter of Alaska State Employees Association, AFSCME, AFL-CIO.

ARTICLE II – MEMBERSHIP

All members of ASEA within the jurisdiction of this Chapter, as established by the ASEA Board of Directors, are eligible for membership in this chapter.

ARTICLE III – MEETINGS

Section 1. Regular meetings of this Chapter shall be held annually, 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 Executive Board, or by petition filed with the President and signed by three (3) of the members of the Chapter. Special meetings may also be called by the ASEA 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 six (6) of the Chapter's "members in good standing."

Section 4. Members in good standing must physically be present at the meetings in order to vote and receive any benefits provided by the Chapter during the meeting.

ARTICLE IV -OFFICER AND ELECTIONS

Section 1. The officers of this Chapter shall be a President, a Vice President, a Secretary and a Treasurer, and these four (4) shall constitute the Chapter Executive Board. All 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 to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. 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 three months immediately preceding the election, except in the initial election held in this Chapter; provided, however that 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 Election Code, of the AFSCME Constitution.

Section 5. Vacancies in office shall be filled for the remainder of the unexpired term by a vote of the Executive Board.

Section 6. Every officer shall upon assuming office, subscribe to the Obligation of an Officer as set forth in Article VI of the ASEA Constitution.

## ARTICLE V - DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President shall;

- A. Preside at all meetings of the Chapter and of the Executive Board.
- B. Be a member of the Executive Board and all committees, except the election committee.
- C. Approve in writing the use of any of the funds of the Chapter.
- D. Appoint all standing committees and all special committees of the Chapter, subject to the approval of the Executive Board.
- E. Report periodically to the membership regarding the affairs of the Chapter.

Section 2. The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and all Executive Board meetings.
- B. Carry on the official correspondence of the Chapter, except as the Executive Board may direct otherwise.
- C. Perform such other duties as the Executive Board may require.

Section 3. 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 selected by the Executive board, and money so deposited shall be withdrawn only by approval of the President and the Treasurer.
- C. Prepare and sign all withdrawals or checks for such purposes as are required by these By-Laws or are authorized by the membership or the membership of the Executive Board.
- D. Conduct the financial affairs of the Chapter in accordance with the requirements of the AFSCME Financial Standards Code.
- E. In the absence of the Vice President or in the Vice President's inability to serve, preside at all meetings and perform all duties otherwise performed by the Vice President.

Section 4. The Vice President shall;

- A. Be a member of the Executive Board and all committees, except the election committee.
- 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.

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 purposes 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 shall be required for a quorum.

- A. The Executive Board shall have the authority to approve expenditures related to meetings, operational expenses and donations up to \$200 with the exception of the annual meeting which shall be the amount required to hold said meeting.

## ARTICLE VI - MISCELLANEOUS PROVISIONS

Section 1. This Chapter shall at all times be subject to the provision of the ASEA and AFSCME Constitutions.

Section 2. Except to the extent specified in these By-Laws, 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 of or otherwise bind the Chapter, except to the extent specifically authorized 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 By-Laws or of any special rules of this Chapter or of ASEA or AFSCME.

## ARTICLE VII - AMENDMENTS

Section 1. These By-Laws 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.

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

Adopted by Membership 10/08/2014