

**ALASKA STATE EMPLOYEE'S ASSOCIATION  
AFSCME LOCAL 52, AFL-CIO  
VALDEZ CHAPTER BY-LAWS**

**ARTICLE I - NAME**

**Section 1.** The name of this organization shall be the Valdez Chapter of the Alaska State Employees Association, AFSCME Local 52, AFL-CIO.

**ARTICLE II - MEMBERSHIP**

**Section 1.** All members of ASEA/AFSCME Local 52 within the jurisdiction of this Chapter, as established by the ASEA/AFSCME Local 52 Executive Board are eligible as and shall be members of this Chapter.

**ARTICLE III- MEETINGS**

**Section 1.** Regular meetings of this Chapter shall be held at least 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 Chapter President, the Executive Board, or by petition filed with the Chapter President and signed by five percent (5%) of the members of the 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.

**Section 3.** A quorum for meetings of this Chapter shall be three (3) members.

**Section 4.** Members who are unable to attend meetings may attend by telephone or computer voice conferencing. Conferenced calls will be placed on open microphone and speaker system so all members can hear proceedings. All voting during meetings with conference calls shall be by roll call vote.

**ARTICLE IV - OFFICERS AND ELECTIONS**

**Section 1.** The officers of this Chapter shall be a President, a Vice-President, a Secretary, and a Treasurer. These four (4) shall constitute the Chapter Executive Board and shall be elected for a term of one year. In addition, there shall be elected two (2) officers who shall serve as Trustees and the appropriate number of Shop Stewards as outlined in Article VII. The Trustees shall be elected to two (2) year terms of office, one Trustee each year.

**Section 2.** To be eligible to run for office, a person must be a member in good standing for six (6) months immediately preceding the election, provided, however, that no retired member shall be a candidate for office.

**Section 3.** All matters concerning nominations and elections in this Chapter shall conform to the provisions of the AFSCME Local Union Election Manual and Appendix D entitled Election Code of the AFSCME International Constitution.

**Section 4.** Nominations for Chapter Officers shall be made at a regular or special meeting of the Chapter with at least fifteen (15) days' advance notice given to the membership prior to the nominating meeting. A nominating committee may be appointed to make nominations , but whether or not the nominating committee is used, nominations shall be permitted from the floor at the nominations meeting. Nominations and elections may be held at the same meeting. All regular Chapter Officer elections shall be held during March of each year.

Voting for all elections (Chapter Officer, Shop Steward and Delegates) may be conducted by mail in accordance with AFSCME Local Union Election Manual.

**Section 5.** An Elections Committee shall be appointed to conduct all elections of Chapter Officers and Shop Stewards. This committee shall consist of at least three (3) members in good standing of the Chapter, chosen from at least two (2) different work sites or shifts. The Election Committee responsibilities shall be as outlined in the AFSCME Local Union Election Manual and Appendix D entitled Election Code of the AFSCME International Constitution.

The Elections Committee shall utilize a listing of members in good standing, obtained from ASEA Headquarters just prior to the nominations meeting, to ascertain the membership and standing qualifications of both candidates and voters.

**Section 6.** Vacancies in office shall be filled for the remainder of the unexpired term:

- A. By vote of the Executive Board if less than six (6) months of the term remain, or;
- B. By special election if six (6) months or more of the term remains. All provisions of the AFSCME Local Union Election Manual and Appendix D entitled Election Code of the AFSCME International Constitution shall apply.

**Section 7.** 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.

**Section 8.** Any elected official (Chapter Officer and Shop Steward) shall be subject to recall in accordance with the ASEA and AFSCME Constitutions.

## **ARTICLE V - DUTIES OF OFFICERS, EXECUTIVE BOARD AND TRUSTEES**

**Section 1.** 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. Countersign all checks drawn against 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.
- F. Review and sign all official correspondence sent out by the Chapter, the Chapter Officers and all Chapter Committees.

**Section 2.** The Vice-President shall:

- A. Assist President as needed and performs other duties determined by the Executive Board.
- B. Presides at all meetings and carries out president's duties when the President is absent or unable to serve.

**Section 3.** The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and all Executive Board meetings.
- B. Carry on all of the official correspondence of the Chapter, except as the Executive Board may direct otherwise.
- C. In the absence of the President or Vice-President, or their inability to serve, preside at all meetings and perform all duties otherwise performed by the President or Vice-President.
- D. In the absence of the Treasurer or in the Treasurer's inability to serve, perform all duties otherwise performed by the Treasurer.
- E. Perform such other duties as the Executive Board may require.

**Section 4.** The Treasurer shall:

- A. Receive and receipt 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 Executive Board. Money so deposited shall be withdrawn only by check (or withdrawal slip in the case of savings) signed by the President and the Treasurer.
- C. Prepare and sign checks and withdrawal slips (in the case of savings) for such purposes as are required by these Bylaws or are authorized by the Membership or by the Executive Board.
- D. Conduct the financial affairs of the Chapter in accordance with the requirements of the AFSCME Financial Standards Code.
- E. Give a surety bond for an amount to be fixed by the Executive Board of the Chapter, at the expense of the Chapter and through the International Union.

**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 by these Bylaws or by action of the Membership at regular or special meetings 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 of all actions of the Executive Board shall be made to the Membership at the next following Chapter meeting.

A majority of the members of the Executive Board shall be required for quorum.

**Section 6.** 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.

## **ARTICLE VI - FINANCES**

### **Section 1.** Financial Affairs of the Chapter

- A. The financial affairs of the Chapter shall be conducted in accordance with the requirements of the AFSCME Financial Standards Code.
- B. Expenditures shall be authorized in accordance with the provisions of Article V of the AFSCME Financial Standards Code.

## **ARTICLE VII - SHOP STEWARDS**

### **Section 1.** Role of the Shop Steward Shop Stewards shall:

- A. Attend all Chapter and Shop Steward meetings.
  - 1. There shall be permitted only three (3) absences from these meetings in any one (1) calendar year. More than three (3) absences shall constitute abandonment of office. The vacancy created by this abandonment shall be filled in accordance with the provisions of these Bylaws.
  - 2. If a meeting absence is unavoidable, the Shop Steward should find a member of their worksite to attend the meeting in their stead. Any meeting so covered shall not count against the three (3) absences in Section 1.A.1. above.
- B. Represent the member employees with management at the worksite. Shop Stewards shall speak to management on behalf of the employee about grievances, contract violations and other problems as effectively as possible.
- C. Greet new member employees and actively encourage each to sign an automatic dues deduction card as a full member of ASEA/AFSCME Local 52.
- D. Maintain good communications with members through distribution of written and /or other information.
- E. Maintain bulletin boards at the worksite.

F. Enlist members to get involved in the work of the Union at all levels.

**Section 2. Selection of Shop Stewards**

A. Shop Stewards shall be selected as follows:

B. There shall be at least one (1) Shop Steward for each thirty (30) covered employees.

C. Shop Stewards shall be elected At-Large throughout the worksites within the Chapter boundaries.

D. Shop Stewards shall be elected for two (2) year terms.

E. All matters concerning nomination and election of Shop Stewards in this Chapter shall conform to the provisions of the AFSCME Local Union Election Manual and Appendix D entitled Election Code of the AFSCME International Constitution and the appropriate Sections of these Bylaws.

F. The election of Shop Stewards shall be held during October of each odd numbered year.

**Section 3. Removal of a Shop Steward.**

A. Shop Stewards may be removed from office or otherwise disciplined in accordance with Article X of the AFSCME International Constitution or the corresponding Section of the ASEA/AFSCM E Local 52 Constitution.

B. Shop Stewards are subject to recall under the provisions of these Bylaws.

**ARTICLE VIII - MISCELLANEOUS PROVISIONS**

**Section 1.** This Chapter shall at all times be subject to the provisions of the ASEA/AFSCME Local 52 and AFSCME International 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 persons shall have the power to act on behalf of 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.** The current edition of 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 with any special rules of this Chapter or of ASEA/AFSCME Local 52 or of AFSCME International constitutions.

**ARTICLE IX - AMENDMENTS**

**Section 1.** These Bylaws 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.

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

SIGNED: Original signed by A. Harris  
Chapter President

Date \_\_\_\_\_

SIGNED: Original signed by D. Rosser  
Chapter Secretary

Date \_\_\_\_\_

Amended and adopted on June 23, 2015