

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)