

**ALASKA STATE EMPLOYEES ASSOCIATION
AFSCME Local 52, AFL-CIO**

**FAIRBANKS NORTH STAR BOROUGH
CHAPTER BYLAWS**

ARTICLE I - NAME

The name of this organization shall be the Fairbanks North Star Borough Chapter of Alaska State Employees Association/AFSCME Local 52, AFL-CIO.

ARTICLE II -- MEMBERSHIP

All members of ASEA/AFSCME Local 52 within the jurisdiction of this Chapter, as established by the ASEA/AFSCME Local 52 Board of Directors, are eligible for membership in this chapter.

ARTICLE III -- MEETINGS

Section 1. Regular meetings of this chapter shall be held at least semi-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 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. The quorum for meetings of this chapter shall be five percent (5%) of the chapter's membership in good standing, unless the chapter has less than 150 members, in which case the quorum shall be seven (7) members.

Section 4. The quorum for an executive board meeting shall be, a majority of the members of the executive board. (Rev. 2017/04/27 § 3, 4)

ARTICLE IV -- OFFICERS AND ELECTIONS

Section 1. The officers of this chapter shall be a president, a vice president, a secretary, a treasurer, and one executive board member, and these five shall constitute the chapter executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. All other officers shall be elected for a term of three years.

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; nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held during the month of April. 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 one year 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 Elections Code, of the AFSCME Constitution.

Section 5. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 6. Any officer who misses three (3) consecutive, regularly scheduled meetings, without a satisfactory excuse, shall be declared to have vacated the office. Any vacancy so created shall then be filled by the executive board, pursuant to Section 5 above.

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. (Rev. 2017/04/27 § 2)

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. Serve as Delegate to the Biennial Convention of ASEA/AFSCME Local 52, AFL-CIO.
- D. Countersign all checks drawn against the funds of the Chapter.
- E. Appoint all standing committees and all special committees of the Chapter, subject to the approval of the executive board.
- F. Report periodically to the membership regarding the affairs of the Chapter.

Section 2. 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. Serve as Alternate Delegate to the Biennial Convention of ASEA/AFSCME Local 52, AFL-CIO.
- D. Upon approval by the local 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.
- E. Perform such other duties as the executive board may require.

Section 3. 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 and perform all duties otherwise performed by the President.
- D. Perform such other duties as the executive board may require.

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 executive board, 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 Bylaws or are authorized by the membership or 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 in these Bylaws 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.

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. (Rev. 2017/04/27 § 5)

ARTICLE VI -- MISCELLANEOUS PROVISIONS

Section 1. This 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 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. 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 Bylaws or of any special rules of this chapter or of ASEA/AFSCME Local 52 or AFSCME.

ARTICLE VII -- AMENDMENTS

1. These Bylaws 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.

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