

as of 12/19/200

ALASKA STATE EMPLOYEES
ASSOCIATION
AFSCME, AFL-CIO

BUFFALO CHAPTER BYLAWS

ARTICLE I -- NAME

The name of this organization shall be the **Buffalo** 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 Executive Board, are eligible for membership in this Chapter.

ARTICLE III -- MEETINGS

Section 1. Regular meetings of this Chapter shall be held at least yearly, at a time and place to be fixed by 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 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 members.

ARTICLE IV -- OFFICERS AND ELECTIONS

Section. 1. The officers of this Chapter shall be a President, a Secretary and a Treasurer, and these three shall constitute the Chapter Executive Board. The President, Secretary, and Treasurer shall be elected for a term of one year. Section 2. Nominations may be made at a regular or special meeting of the Chapter, or by mail or in person at the chapter headquarters. At least fifteen (15) days advance notice shall be given the membership prior to the nomination meeting. Nominations may be permitted from the floor at the nomination meeting. All regular elections shall be held during the month of April, beginning April, 1990, except for the initial Chapter election which will be concluded within 60 days of adoption of these Bylaws. The first year of service for Board members shall be considered

to start from the conclusion of the initial election and ending at the conclusion of the April 1990 election.

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 Election Code, of the AFSCME Constitution. The Elections Committee shall establish procedure and protocol that affords to each member an opportunity to make nominations and to vote.

Section 5. Vacancies in office shall be filled for the remainder of the unexpired term by 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, EXECUTIVE BOARD

Section 1. The duties of the President include:

- A. Preside at all meetings of the Chapter and of the Executive Board.
- 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 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 duties of the Secretary include:

- 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.

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

Section 3. The duties of the Treasurer include:

- 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 By-Laws 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. 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

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

ARTICLE VI -- MISCELLANEOUS PROVISIONS

Section 1. This Chapter shall at all times be subject to the provisions of the ASEA 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 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 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. A written copy of any proposed amendment or change to these Bylaws shall be furnished to the Executive Board at least thirty (30) days prior to the meeting at which the vote is taken.
2. A copy of these Bylaws and any amendments thereto shall be filed with the ASEA Secretary-Treasurer.