

ALASKA STATE EMPLOYEES
ASSOCIATION
AFSCME, AFL-CIO
KACHEMAK BAY CHAPTER BYLAWS

ARTICLE I – NAME

The name of this organization shall be the Kachemak Bay 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 State Executive Board, are eligible for membership in this Chapter.

ARTICLE III – MEETINGS

Section 1. Regular meetings of this Chapter shall be held at least twice 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 Executive Board, or by petition filed with the President and signed by five (5) 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 (5) members of the Chapter's membership in good standing.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The officers of this chapter shall be a President, a Secretary, a Treasurer and two (2) Executive Board Members 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 a 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 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 to the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nominations meeting. All regular elections shall be held during the last quarter of the calendar year. Elections on odd numbered years will be held concurrently with the ASEA Convention delegate elections. Nominations and elections may be held at the same meeting.

Section 3. To be eligible for office, a member must be in good standing with the Kachemak Bay Chapter, 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 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 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.

Section 2. 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 or in the 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 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 or banks selected by the Executive Board, the money so deposited shall be withdrawn only by check signed by the President and Treasurer, or in their absence signed by two Executive Board Members.

C. Prepare and countersign checks for such purposes as are required by these Bylaws or are authorized by 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. 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 International Union.

Section 4. 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.

Section 5. 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 – 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, 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 of any special rules of this Chapter or 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 regular or special meetings of the Chapter with quorum present. 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 Secretary of the State Executive Board.

Last Revised January 29, 2024