



# ALASKA STATE EMPLOYEES ASSOCIATION

AFSCME Local 52, AFL-CIO

Ketchikan Chapter Bylaws

## ARTICLE I – NAME

The name of this organization shall be the Ketchikan Chapter of Alaska State Employees Association (ASEA), American Federation of State, County and Municipal Employees (AFSCME) Local 52, AFL-CIO.

## ARTICLE II – MEMBERSHIP

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

## ARTICLE III – MEETINGS

Section 1: Regular meetings of this chapter shall be held at least quarterly, at a time and place to be fixed by the President.

Section 2: Special meetings may be called by the President, the Executive Board, or by petition filed with the President that is signed by five percent (5%) of the members in 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 seven (7) members.

## ARTICLE IV – OFFICERS AND ELECTIONS

Section 1: The officers of this chapter shall be a President, Vice President, Secretary, Treasurer and three (3) Board Members. These seven (7) shall constitute the chapter Executive Board. . All of the officers and three (3) board members shall be elected for a term of three (3) years.

Section 2: Nominations for all elections shall be made at a regular chapter meeting or at a special meeting of the chapter at least one month prior to the scheduled election date. At least fifteen (15) days advance notice shall be given to the membership prior to a nomination meeting. Nominations shall be permitted in advance or from the floor of the nomination meeting. All officer and board member elections shall be held during the month of May. Elections will be held by mail or at a set date and time as determined by the elections committee.

Section 3: To be eligible for office, a member must be in good standing immediately preceding the election and 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, '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 office shall upon assuming office, subscribe to the 'Obligation of an Office' as set forth in [Article 7.09 of the ASEA Constitution](#).

## ARTICLE V – DUTIES OF OFFICERS

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. Appoint all standing committees and all special committees of the chapter, subject to the approval of the Executive Board.
- D. Work with the Treasurer, Trustee and Executive Board to prepare the End of Year (EOY) financial paperwork and new Fiscal Year budget & schedule.
- E. The president shall countersign all checks drawn against the funds of the union chapter.
- F. The president will request the approval of any business leave for members requiring it to complete union business on behalf of the chapter.

Section 2: The Vice President shall...

- A. In the absence of the President or in the event the President is unable, preside over meetings of the chapter or the Executive Board.
- B. Perform all duties otherwise performed by the President.
- C. Have the ability to counter sign checks in the absence of the President.

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. 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 as received in the name of the chapter in the chapter's FDIC / NCUA Issued bank account.
- 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.
- F. Provide current balances and furnish at least one (1) copy of the chapter financial data for each meeting of the membership or Executive Board.

Section 5: The Executive Board shall be the governing body of the chapter and is made up of the President, Vice President, Secretary, Treasurer and three (3) Board Members. The Board shall meet at the call of the President or with 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 meeting.

Section 6: The chapter requires one Trustee that shall make or cause to be made, at least annually, an audit of the finances of the chapter. The results of any audit shall be reported to the membership as the adopted 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 office of the chapter shall have the power to act as agent for or otherwise bind the chapter in anyway 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: Revised Robert's Rules of Order 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.

Section 4: For the purposes of the bi-annual ASEA Convention, the Ketchikan Chapter will send at minimum one delegate who is an Executive Board member or a member who has attended previously to ensure continuity of the chapter's voice at each convention. All delegates are required to make a convention report to the Executive Board at or prior to their next scheduled meeting.

Section 5: For the purpose of stewards, the Ketchikan Chapter will reference the [ASEA Policy and Procedures 9.00.000](#). According to 9.05.000, Selection and Distribution of Stewards 18.a "The general policy of the Union is that there should be at least one (1) GGU steward per thirty (30) GGU members." The chapter stewards committee will consist of all current stewards. The committee will re-elect the Chief Steward for each contract term or annually as needed.

## ARTICLE VII – AMENDMENTS

Sections 1: These Bylaws may be amended, revised or otherwise changed by a two-thirds (2/3rds) 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 following the introduction of the proposed amendment at the previous regular meeting.

Section 2: A copy of these Bylaws and any amendments thereto shall be filed with the ASEA Headquarters.

**Amended with due notice and approved 09-14-16**

**Amendments made and adopted on 02-15-17**