

ALASKA STATE EMPLOYEES ASSOCIATION
AFSCME, AFL-CIO

KODIAK/ALEUTIANS CHAPTER BY-LAWS

Revised: May 1, 2015

ARTICLE I – NAME

The name of this organization will be the Kodiak/Aleutians Chapter of the Alaska State Employees Association, AFL-CIO.

ARTICLE II – MEMBERSHIP

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

ARTICLE III – MEETINGS

SECTION 1. Regular meetings of this Chapter will be held at least quarterly, at a time and place to be established by the chapter president, vice president or the chapter Executive Board. Chapter meetings should also be held prior to and/or following any statewide meetings attended by local officers, delegates, or employee representatives.

SECTION 2. Special meetings may be called by the President, the Executive Board, or by petition filed with the President and signed by seven (7) 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 will be five (5) of the Chapter's membership in good standing. The quorum for meetings of the Executive Board will be the majority of those seated.

ARTICLE IV – OFFICERS AND ELECTIONS

SECTION 1. The officers of this Chapter will be a President, a Vice President, a Secretary, and a Treasurer, which constitutes the Chapter Executive Board. Two (2) members will be elected to serve as Trustees. All officers and trustees will be elected for a term of one (1) year. Shop Stewards will be elected from the membership as follows: One (1) from Chapter members employed in Dutch Harbor; and the remaining from Chapter members employed in Kodiak. The total number of Chapter Stewards will be not less than one (1) for each thirty (30) Chapter members. Stewards will be elected for a term of up to three (3) years, expiring three (3) months after the expiration of the 3-year Collective Bargaining Agreement.

SECTION 2. Nominations will be made at a regular or special meeting of the Chapter. At least fifteen (15) days advance notice will be given to the membership prior to the nomination meeting. Nominations will be permitted from the floor at the nomination meeting. All regular elections may be held at the same meeting.

SECTION 3. To be eligible for office a member must be in good standing for one (1) year immediately preceding the election.

SECTION 4. All matters concerning nominations and elections in this Chapter will be subject to the provisions of Appendix D, entitled ELECTION CODE, of the AFSCME Constitution.

SECTION 5. Vacancies in office will be filled for the remainder of the unexpired term by vote of the Executive Board and Stewards.

SECTION 6. Every officer will, upon assuming office, subscribe to the Obligation of an Officer, as set forth in Article VII of the ASEA Constitution.

SECTION 7. Recall: All elected Chapter officials shall be subject to recall by the membership as outlined in the AFSCME and ASEA Constitutions

ARTICLE V – DUTIES OF OFFICERS, EXECUTIVE BOARD, AND TRUSTEES

SECTION 1. The President will:

- A. Preside at all meetings of the Chapter and of the Executive Board.
- B. May 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, subject to the approval of the Executive Board.
- E. Report periodically to the membership regarding the affairs of the Chapter.

SECTION 2. The Vice President will:

- 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. May be a member of all committees, except the Election Committee.

SECTION 3. The Secretary will:

- 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. Countersign all checks drawn against the funds of the Chapter in the absence of the President.
- D. In the absence of the President and Vice President, preside at all meetings and perform all duties otherwise performed by the President and Vice President.
- E. Perform other such duties as the Executive Board may require.

SECTION 4. The Treasurer will:

- A. Receive and account for all moneys 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 will be withdrawn only by check signed in accordance with these by-laws.
- C. Prepare and sign checks for such purposes as required by these by-laws or 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. Make an annual report of the Chapter finances to be delivered to the membership.
- F. Complete the annual financial report as required by ASEA.

SECTION 5. The Executive Board will 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 by-laws or by action of the membership at a regular or special meeting will be decided by the Executive Board. The Board will meet at the call of the President or of a majority of the members of the Board. A report of all actions taken by the Executive Board will be made to the membership at the next following meeting.

SECTION 6. Expenditures made by the Executive Board in excess of \$ \$500.00 will require a majority vote of the members present at any meeting. Such expenditures will be noted in the minutes of the meeting. Expenditures for general chapter meetings shall be determined by the Executive Board at the beginning of each fiscal year.

SECTION 7. The Trustees will make or cause to be made at least annually an audit of the finances of the chapter, and will report to the membership on the results of such audit. The chapter Trustees will schedule a time with the Treasurer to address any questions. An audit will occur just prior to a new Treasurer assuming office.

ARTICLE VI – MISCELLANEOUS PROVISIONS

SECTION 1. This chapter will be at all times subject to the provisions of the ASEA and AFSCME Constitutions.

SECTION 2. Except to the extent specified in these By-Laws, no officer of the Chapter will 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 persons or person will 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, will be the guide in all cases to which they are applicable and in which they are not inconsistent with these by-laws or any special rules of this Chapter or of ASEA or AFSCME.

ARTICLE VII – AMENDMENTS

SECTION 1. These by-laws 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 will be available to every eligible voter at the meeting at which the vote is taken.

SECTION 2. A copy of these by-laws and any Amendments thereto will be filed with ASEA/AFSCME Local 52.