

## ARTICLE IV – OFFICERS AND ELECTIONS

*Special Note: Due to the implementation of revised Juneau Chapter Bylaws, all elected Chapter Executive Board positions will be elected in 2018. The positions noted in Article IV, Section 1 with normal elections held in even numbered years shall hold a full two-year term. The positions noted in Article IV, Section 1 with normal elections held in odd numbered years shall hold a one-year term for 2018 only. Normal election cycle shall resume in 2019.*

Section 1: The voting officers of the Juneau Chapter Executive Board shall be a President, a Vice President, a Secretary, a Treasurer, and a Chapter Executive Board Member (Board Member). The non-voting officers of the Juneau Chapter Executive Board shall be three (3) Trustees. The President, Secretary, Board Member, and one (1) Trustee shall be elected for a two (2) year term in even numbered years. The Vice President, Treasurer, and two (2) Trustees shall be elected for a two (2) year term in odd numbered years. A member may be a candidate for only one Juneau Chapter office at one time.

Section 2: To be eligible for office, a Chapter member must be in good standing per ASEA/AFSCME Local 52 Constitution, Appendix A, Section 3, Paragraph I.

Section 3: All matters concerning nominations and elections in the Juneau Chapter shall be subject to the provisions of the AFSCME Constitution, Appendix D Election Code and the ASEA Constitution Article 7.05 and Policies and Procedures. The Elections Committee shall conduct officer elections and address officer vacancies in concurrence with the following:

- A. The Elections Committee shall ensure the notice of nominations to all Chapter members at least fifteen (15) calendar days prior to the deadline for receipt of nominations, at which time nominations shall be closed. This notice shall include:
  1. Office(s) to be filled and the term of each office;
  2. Deadline for the receipt of nominations;
  3. Right of each candidate to have one observer of her or his choice present for the counting of the ballots;
  4. The election date, the date of conclusion of the ten (10) day protest period specified in the AFSCME Constitution, and the date for the installation of newly elected officers;
  5. Right of each candidate to submit a personal campaign statement, not to exceed one side of a single standard letter sized (8½ x 11) sheet of paper.
- B. The Elections Committee shall conduct election balloting in concurrence with the following:
  1. A date during the month of September shall be set for the counting of ballots, which day shall be known as the election date. The election date shall apply to Chapter officers up for election.

2. Ballots will not be cast nor candidate campaign statements made available to the voting membership for any seat uncontested.
- C. The newly elected Chapter officer(s) shall be installed into office immediately following the tabulation of the votes, but no later than ten (10) days, in accordance with the AFSCME International Constitution, Appendix D, Section 2.J. A regularly scheduled Chapter meeting or a special Chapter meeting shall take place as soon as possible following the close of the ten (10) day election protest period, no later than the first Wednesday of October, during which the Elections Committee shall present a report of the election results to the Chapter membership.
- D. In the event there is a vacancy in office, the Executive Board shall solicit nominations from the membership. The Executive Board shall convene and appoint from among the nominations no sooner than fifteen (15) days after solicitation. If no nominations are received, the Executive Board may appoint a member in good standing to office.
- E. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer as set forth in Article VI of the ASEA Constitution.
- F. Election of ASEA Biennial Convention Delegates
1. Nominations for Delegates to the ASEA Biennial Convention shall be requested from the membership approximately ninety (90) days prior to the election.
  2. Election of Convention Delegates shall be conducted by the Chapter Elections Committee and be consistent with the AFSCME Constitution concerning election of delegates.
- G. Due Process and Recall
1. Due Process and Recall shall be followed in accordance with the AFSCME Election Code.

## **ARTICLE V – DUTIES OF OFFICERS**

Section 1: The Juneau Chapter Executive Board meeting minutes shall include a rolling tally of the last twelve (12) months of attendance for all officers. Failing to attend four (4) of the last twelve (12) Juneau Chapter Executive Board meetings due to unexcused absences shall affect removal of that officer from the Juneau Chapter Executive Board, upon the adjournment of the fourth meeting.

Section 2: All officers shall abide by the financial duties are outlined in AFSCME Financial Standards Code, Appendix C.

Section 3: 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. Countersign all checks drawn against the funds of the Chapter.
- E. Report periodically to the membership regarding the affairs of the Chapter.
- F. Request the approval of any business leave for members requiring it to complete union business on behalf of the Chapter.

Section 4: 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. Upon approval by the 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.
- D. Perform such other duties as the executive board may require.

Section 5: 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 perform all duties otherwise performed by the President.
- D. Inform all members of pending meetings.
- E. Perform such other duties as the Executive board may require.

Section 6: The Treasurer shall:

- A. Receive all monies of the Juneau Chapter.
- B. Deposit all money so received in the name of the Juneau Chapter in a bank or banks selected by the Chapter.

- C. Money so deposited shall be withdrawn as approved by the membership or Executive Board, and only by check signed by the President or Vice President, and the Treasurer. If the President and/or Vice President or Treasurer is not available, the Secretary may sign for either but not both.
- D. Provide a surety bond for an amount to be fixed by the Chapter, at the expense of the Chapter and through the International Union.
- E. Keep accurate accounts of all receipts and disbursements and present an itemized report each month to the Executive Board or presentation to the membership at regular Chapter meetings.
- F. Conduct the financial affairs of the Chapter in accordance with the requirements or the AFSCME Financial Standards Code.
- G. Provide regular oversight of the operations and maintenance of Chapter finances by an outside accounting firm or bookkeeping service procured by the Chapter for such purposes.
- H. Prepare an Annual Chapter Budget in consultation with the Executive Board Budget Committee, and Chapter accounting bookkeeping firm for presentation, discussion and adoption by a quorum of the membership at a regular Chapter meeting prior to the beginning of the State Fiscal Year on July 1.
- I. Be responsible for the financial portions of the Annual Chapter Reporting to HQ.

Section 7: 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.

Section 8: The Board Member shall perform such duties as the Executive Board may require.

Section 9: The Chapter Executive Board shall be the governing body of the Chapter, except when meetings of the Chapter are in session. 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 Executive Board shall meet at the call of the President or of a majority of the members of the Executive Board. A report on 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 10: Juneau Chapter Executive Board members shall request training within one (1) year of assuming office.