

COOK INLET CHAPTER – BYLAWS **Effective Mar 18, 09**

Article I – Name

The name of this organization shall be the Cook Inlet Chapter of the Alaska State Employees Association, AFSCME Local 52, 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 shall be held at least quarterly. 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, Executive Board, or by petition filed with the president and signed by twenty (20) members of the Chapter. Special meetings may also be called by the ASEA President, AFSCME International President, or by an authorized representative of the AFSCME International President.

Section 3: No meeting, special or otherwise shall be closed to the general membership.

Section 4: All meetings shall be conducted with at least one person taking notes. These minutes shall be made available to all members that request a copy. Such copies shall be made available to the members within 15 days from the original written request the Chapter Secretary.

Section 5: The quorum for meetings of this chapter shall be five (5) members of the chapter membership-in-good-standing.

COOK INLET CHAPTER – BYLAWS **Effective Mar 18, 09**

Article IV – Officers and Election

Section 1: The officers of this chapter shall be a President, a Secretary, a Treasurer, and two (2) Executive Board Members. These five (5) shall constitute the Chapter Executive Board. In addition there shall be elected 2 members to serve as trustees. All officers shall be elected for a term of up to two (2) years duration. This may be changed to a one (1) year term at the direction of the Chapter Executive Board.

Section 2: No individual shall hold more than one office within the chapter, except in cases when not enough members are seeking positions on the Executive Board, a person is a delegate or other type of representative of the chapter or other functions that concern the chapter.

Section 3: Nominations shall be made at the regular or special meeting of the chapter. At least fifteen (15) days advance notice shall be given the membership in accordance with the AFSCME Local Union Election Manual mail out procedures prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating is used, nominations shall be permitted from the floor at the nominations meeting. All Chapter Officer elections shall be held during the month of September.

COOK INLET CHAPTER – BYLAWS **Effective Mar 18, 09**

Section 4: To be eligible for Chapter Officer or Delegate to Convention, a member must be in good standing for one year immediately preceding the nomination provided. No retired member shall be a candidate for or hold any office within the chapter.

Section 5: All matters concerning nominations and elections of this chapter shall be subject to the provisions of appendix D, entitled Election Code, of the AFSCME Constitution.

Section 6: Vacancies of office shall be filled by a vote of the Executive Board and the member so appointed shall serve out the unexpired term.

Section 7: Every officer shall upon assuming office, subscribe to the obligation of an officer as set forth in Appendix B of AFSCME International Constitution.

Section 8: A nominee will be allowed fifteen (15) minutes at any regular or special meeting to give a campaign speech. If requested at the start of the meeting by the delegate, this speech must take place within the first hour of the meeting.

Section 9: Elections for convention delegates shall be held at the regular or special meeting of the Cook Inlet Chapter at least sixty (60) days prior to the convention. Only members in good standing present at the meeting may vote for a delegate.

COOK INLET CHAPTER – BYLAWS Effective Mar 18, 09

Section 10: Alternate delegates may be appointed by the majority vote of the Cook Inlet Executive Board in the event a nominee cannot fulfill the obligation or there are not enough members elected or nominated as delegates.

ARTICLE V – DUTIES OF OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1: The President Shall;

- A. Preside at all meetings of the chapter and executive board
- B. Be a member of all committees, with the exception of the election committee
- C. Countersign all checks drawn against 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 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 Presidents inability to serve, preside at all meetings and perform all duties otherwise performed by the President.
- D. Perform such duties as the executive board may require.

COOK INLET CHAPTER – BYLAWS Effective Mar 18, 09

Section 3: The treasurer shall:

- A. Receive and receipt for all moneys of the chapter
- B. Deposit all moneys so received in the name of the chapter in a bank account or banks selected by the executive board, and money so deposited shall be withdrawn only by check.
- C. Prepare and sign checks for such purposed 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. Perform such other duties as the executive board may require
- F. Maintain Petty Cash funds of **\$100.00** for expenditures authorized by the executive board.

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 purpose of the chapter not specifically provided for in the by-laws or action of the membership at a regular meeting shall be decided by the Executive Board. The board shall meet at the call of the President, or a majority of the members of the board. A report on all actions taken by the Executive Board shall be made available to the membership at the next chapter meeting. A majority of the members of the Executive Board shall be required for a quorum of any Executive Board Meeting.

COOK INLET CHAPTER – BYLAWS **Effective Mar 18, 09**

Section 5: The trustees shall make 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 By-laws, no officer of the chapter shall have the power to act as an agent for or otherwise bind the chapter in any way whatsoever. No member, group of members, 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 By-laws or any special rules of this chapter or of ASEA or AFSCME.

ARTICLE VIII – 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 a regular or special meeting of the Chapter with a quorum present, including one member of the Executive Board.

COOK INLET CHAPTER – BYLAWS **Effective Mar 18, 09**

Section 2: A copy of these By-laws and any amendments there to shall be filed with ASEA.

Section 3: These Chapter By-laws supersede any and all By-laws of the Chapter which may or may not exist previously.

These By-laws were adopted at a regular meeting of the Chapter held on March 18, 2009