

**ALASKA STATE EMPLOYEES ASSOCIATION  
AFSCME, AFL-CIO**

**CHAPTER BYLAWS**

**ARTICLE I -- NAME**

The name of this organization shall be the MIDNIGHT SUN Chapter of 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 Executive Board, are eligible for membership in this Chapter.

**ARTICLE III -- MEETINGS**

Section 1. Regular meetings of this Chapter shall be held at least 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 signed by two percent (2%) of the 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 two percent (2%) 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, two Executive Board members, the Northern Region member of the ASEA Executive Board, the Presidents of any sub-chapters that may be formed through the authority of these Bylaws, and the Chief Steward of the Chapter Steward Council. These officers 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 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. The President, Secretary, Treasurer, Chief Steward and the two board members shall be elected for a term of one year.

Section 2. Nominations may be made at a regular or special meeting of the Chapter, or by mail or in person at the Chapter headquarters, prior to the Chapter meeting at which nominations are made. At least fifteen (15) days advance notice shall be given the membership prior to the nomination meeting. Nominations may be permitted from the floor at the nomination meeting. All regular elections shall be held during the month of October or November.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, 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 Elections Code, of the AFSCME Constitution. The Elections Committee shall establish procedure and protocol that affords to each member an opportunity to make nominations and to vote.

Section 5. If a member of the Executive Board, other than the Northern Region member or the Chief Steward, vacates the position before the expiration of the term, the Executive Board shall appoint a replacement for the unexpired portion of the term by a simple majority vote.

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 duties of the President include:

- A. Preside at all meetings of the Chapter and of the Executive Board.
- B. Be a member of all committees, except the election committee.
- C. Countersign all checks drawn against the funds of the Chapter. The President shall appoint a member, subject to approval of the Chapter, to countersign said checks in the event the President is unavailable.
- 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 duties of the Secretary include:

- A. At the direction of the President or 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. Keep a record of the proceedings of all membership meetings and of all Executive Board meetings.
- C. Carry on the official correspondence of the Chapter, except as the Executive Board may direct otherwise.

- D. Perform such other duties as the Executive Board may require.

Section 3. The duties of the Treasurer include:

- 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, and money so deposited shall be withdrawn only by check co-signed by the President and the Treasurer.
- C. Prepare and sign checks for such purposes as are required by these Bylaws or are authorized by the membership or the Executive Board. The Treasurer shall appoint a member, subject to approval of the Chapter, to prepare and sign said checks in the event the Treasurer is unavailable.
- 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.

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. The Chapter Steward Council shall consist of all stewards in the jurisdiction of the Chapter who have been fairly elected at the worksite.

Section 3. 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 4. 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 Bylaws or of any special rules of this Chapter or of ASEA or AFSCME.

#### ARTICLE VII -- AMENDMENTS

Section 1. These Bylaws 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. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken. A written copy of any proposed amendment or change to the Bylaws shall be furnished to the Executive Board at least thirty (30) days prior to the meeting at which the vote is taken.

Section 2. A copy of these Bylaws and any amendments thereto shall be filed with the ASEA Secretary/Treasurer.

Effective: 2/11/97 as amended