

ALASKA STATE EMPLOYEES ASSOCIATION
AFSCME LOCAL 52, AFL-CIO
SEWARD CHAPTER

Chapter Bylaws

ARTICLE I - NAME

The name of this organization shall be the Seward Chapter of the Alaska State Employees Association, AFSCME, Local 52, AFL-CIO.

ARTICLE II - OBJECTIVES AND PRINCIPLES

- A. To provide forceful and effective representation of the interests of union members in all matters relating to conditions of employment.
- B. To enforce the contract.
- C. To work for the establishment of union principles, and promote equal opportunities for all our members.
- D. To promote a cooperative and harmonious relationship between union members and management.

ARTICLE III - 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 IV - OFFICERS AND ELECTIONS

- Section 1. The officers of this chapter shall be a President, a Vice-President, a Secretary, a Treasurer, the Chief Steward, the immediate past President, and three (3) additional members, one (1) from Spring Creek, one (1) from AVTEC, and one (1) to represent all other worksites, and these nine (9) shall constitute the Chapter Executive Board. All chapter officers will be elected for a two-year term of office.
- Section 2. In addition, there shall be elected one (1) convention delegate per one hundred (100) members as outlined in Article 6.05 of the ASEA-AFSCME Constitution. In the event the elected delegate cannot attend the convention an alternate shall be appointed by the Chapter Executive Board from the slate of candidates on the ballot. In the absence of a slate of candidates a chapter officer will be elected by the Chapter Executive Board.
- Section 3. All regular elections shall be held in the month of September. Self-nominations for chapter officer elections may be allowed by posting sign-up sheets at the various worksites at least fifteen (15) days prior to elections, or nominations may be made at a regular or special meeting of the chapter. At least fifteen (15) days advance notice shall be given prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. The chapter Executive Board shall decide as to how the elections are to be conducted.

- Section 4. To be eligible for office, a member must be in good standing for one (1) year immediately preceding the election. No retired member may be a candidate for office.
- Section 5. Elections will be held in an area free of Management's presence.
- Section 6. Elections will be conducted by the President or his designee or by an election committee.
- Section 7. Elections shall be by secret ballot.
- Section 8. Vacancies in office shall be filled for the remainder of the unexpired term by a vote of the Executive Board.
- Section 9. Every officer shall upon assuming office, subscribe to the Obligation of an Officer as set forth in Article VI of the ASEA Constitution.
- Section 10. All matters concerning nominations and elections in this chapter shall be subject to the provisions of Appendix D, entitled Election Code, of the AFSCME Constitution.

ARTICLE V - DUTIES OF OFFICERS AND EXECUTIVE BOARD

- 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 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.
 - F. Appoint stewards to fill vacancies if deemed necessary.
- 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. In the absence of the President, countersign all checks drawn against the funds of the Chapter.
 - C. May be a member of all committees, except the Election Committee.
 - D. In the absence of the President, appoint all standing committees and all special committees of the Chapter, subject to approval of the Chapter Executive Board.

Section 3. The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and 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 both the President and Vice-President or in their inability to serve, preside at all meetings and perform all duties otherwise performed by the President, and/or be a member of all committees.
- D. 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 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 signed by the President and the Treasurer. Checks of one hundred (100) dollars or more must be approved by a majority of the Executive Board.
- C. Prepare and sign checks for such purposes as authorized, by a majority of the Executive Board.
- D. Conduct the financial affairs of the Chapter in accordance with the requirements of the AFSCME Financial Standards Code.
- E. Present a financial report to the membership at each meeting and/or at the request of the Executive Board.
- F. 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 5. The Executive Board shall be the governing body of the Chapter except when meetings of the Chapter are in session. All matters affecting 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.

ARTICLE VI - STEWARD ELECTIONS

Stewards shall be elected to represent the various worksites, shifts, and departments. The number of stewards to be elected shall be determined by the Executive Board as is deemed necessary to provide adequate representation.

Section 1. Election Procedures:

- advance.
- A. There shall be public notices of steward elections at least fifteen (15) days in advance.
 - B. Eligible members will have fifteen (15) days to sign up for steward positions. All candidates must be signed up at least one day prior to elections.
 - C. Elections will be conducted by the President or his designee.
 - D. Elections shall be held in an area free of Management's presence.
 - E. To be eligible to vote a member must be from the work group the steward will be representing, the member must be in good standing at the time of elections.
 - F. Elections shall be by secret ballot.
 - G. Stewards shall work under the general directions of the Chapter President.
 - H. The duties and responsibilities of stewards shall be as prescribed in the current AFSCME STEWARDS HANDBOOK.
 - I. Stewards will be required to sign and complete the steward nomination petition, and to take training as deemed necessary by the Chapter President and ASEA.

Section 2. Removal of Stewards:

- A. Stewards may be removed from office for failure to fulfill the duties as prescribed in the AFSCME STEWARDS HANDBOOK, violation of oath, failure to meet training requirements, failure to attend meetings, failure to follow the directions of the Chapter President, and actions improper for a union steward.
- B. Stewards may be recommended for removal from office based upon the advice of the Chapter's Steward Committee and the Chapter's Executive Board.
- C. Steward Elections may be held at the written request of a majority of eligible voters. Such a request will be presented to the President of the Chapter for consideration. If the President finds merit to the request, the request will be presented to the Executive Board for their decision.

ARTICLE VII - CHIEF STEWARD ELECTION AND DUTIES

Section 1. Elections:

- A. The stewards shall elect a Chief Steward from among their ranks.

- B. Nominations for Chief Steward may be made at a regular or special meeting of the Chapter.
- C. Elections shall be conducted by the President or his designee.
- D. Election shall be by secret ballot.

Section 2. The Chief Steward shall:

- A. Serve at the pleasure of the Steward Council.
- B. Chair all steward meetings.
- C. Coordinate and supervise any actions on the worksite.
- D. Assist the other stewards in their duties as requested or deemed necessary.
- E. Distribute information and instructions as required by the Chapter Executive Board or ASEA.
- F. Help train and instruct stewards.
- G. Maintain any necessary and pertinent records.

ARTICLE VIII - MEETINGS

Section 1. Regular meetings of this chapter shall be held in February, May, September, and November.

Section 2. Special meetings may be called by the President, the Executive Board, or by petition filed with the President and the Executive Board, or by petition filed with the President and signed by five percent (5%) of the members of the Chapter.

Section 3. The quorum for meetings of this chapter shall be three (3) members.

ARTICLE IX - 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 officer of the Chapter shall have power to act as agent or otherwise bind the Chapter in any way. No member or group of members or 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. Roberts' 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 any special rules of this chapter or of ASEA or AFSCME.

Section 4. Members may be reimbursed by the Chapter for expenses incurred while engaged in pre-approved union activities. The Executive Board shall decide as to the amount and extent of any reimbursements.

ARTICLE X - 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.

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

Approved July 1992

Affirmed March 15, 1995

Approved May 2005

Revised May 2011, January 2016 and July 2016