

APEA/AFT

JUNEAU SUPERVISORY UNIT CHAPTER BY-LAWS

(AMENDED February 1997)

SECTION I - ORGANIZATION

Part 1: The Unit shall elect a Chairperson, Vice-Chairperson, and Secretary/Treasurer. These Three (3) with the Chapter Employee Representative shall make up the Executive Committee of the Unit Chapter.

SECTION II - UNIT CHAPTER MEETINGS

Part 1: Regular Meetings: Regular meetings of the Unit shall be held on a quarterly basis on the first Wednesday of the month beginning on August, November, February, and May except as otherwise designated by the Chapter Chairperson.

Part 2: Annual Unit Chapter Meetings: The business of the November Unit Chapter

Meeting shall include the Annual Unit Chapter meeting; certification of the election, installation of Chapter Officers, the Treasurer's Audit Report, Annual Budget for the ensuing year for approval by the membership, and any local Unit Chapter business which any member desires to bring up at that time.

Part 3: Special Meeting: Special meetings shall be called by the Chairperson or on the request of three (3) or more Employee Representative or officers. Such meetings called must be held as soon as practical, not to exceed fifteen (15) days after the request.

Part 4: Executive Committee Meetings: Executive Committee Meetings may be called by the Chairperson or any two (2) Executive Committee members. Executive Committee Meetings may coincide with regular quarterly Unit Chapter meetings.

Part 5: Executive Committee and Chapter Meetings shall be open meetings unless closed to non-voting persons by a two-thirds (2/3) vote of those voting members present, and for a definitely stated purpose to protect the Chapter or individuals. Such closed sessions may address only the stated matters. Persons deemed necessary by the body may be included in the meeting by a two-thirds (2/3) vote.

Part 6: Notice of all Chapter Meetings will be posted at least one (1) week prior to the meeting, listing the agenda for that meeting.

SECTION III - COMMITTEES

Part 1: The Chairperson shall appoint the following Committees:

- a) By-Laws**
- b) Nominations and Elections**
- c) Audit**

and may appoint any other committees deemed necessary by the membership.

Part 2: Each Committee shall consist of a minimum of three members. It shall be the duty of the Committee Chairperson to submit a quarterly Committee report at the regular quarterly Chapter Meeting.

SECTION IV - VOTES REGARDING UNIT BUSINESS AND PROXIES

Part 1: The vote on all business may be taken verbally, but when three (3) members present demand a "yea" or "nay" vote be taken it shall be done by a standing vote. Also, upon demand of one-fifth (1/5) of all members present, a secret ballot shall be used.

Part 2: Voting on Chapter business by proxy shall be permitted only to the extent that one member shall carry no more than one proxy. Authorization shall be submitted in writing by the absent member specifying the agenda item, indicating support for or against, and presented to the Chapter Secretary for recording in the minutes of the meeting. The Secretary shall retain all proxies until the minutes of the meeting are

approved.

SECTION V - QUORUM

Part 1: A quorum at Regular Unit Meetings shall consist of a minimum of five(5) Unit members, one of which must be an elective officer. The numbers of members, which shall constitute a quorum of the Unit for purposes of the Annual December meeting, shall be the lesser of (a) ten(10) members, or (b) three fourths (3/4) of the total numbers of executive members of the Unit Chapter.

Part 2 (a): A quorum at the Executive Committee Meeting shall consist of three fourths (3/4) of the Committee Membership.

Part 2 (b): In the absence of an Executive Committee quorum, no more than two proxies may be used to establish the quorum at any one meeting. The proxy shall be conveyed to another Committee Member to the extent that one member shall carry no more than one proxy. Authorization by the absent member shall be submitted in writing to the Chapter Secretary prior to the meeting and duly recorded in the minutes. The Secretary shall retain the proxy until the minutes of the meeting are approved. The authorization shall be on a one-time-basis and shall, at the election of the absent member, be used either at the discretion of the bearer or for a specific agenda item, indicating support for or against. The intent shall be specified in the written authorization.

SECTION VI - CHAPTER OFFICERS

Part 1 (a): All nominations for officers shall be made by nominating committee or petition of five(5) or more members of the Unit Chapter and presented to the Chapter Secretary at least thirty (30) days prior to the November Annual Meeting.

Part 1 (b): Voting for officers may be by secret ballot **or, if all positions have only one candidate,taken verbally at a regular chapter meeting.** If ballots are used, the ballots will be mailed to all Unit members at least 15 days prior to the Annual Meeting for completion and return as directed on the ballot **or an informal election using the ballot can be held at a regular chapter meeting.** The Secretary/Treasurer shall be responsible for the security of the ballots, and shall destroy them following certification of the election.

Part 1 (c): Vacancies occurring among the Executive Committee Officers shall be filled by the Executive Committee until the next general election.

Part 1 (d): If an Employee Representative or Officer misses a total of two (2) meetings unexcused by the Chairperson or a total of four (4) combined consecutive Executive Committee and Regular Chapter meetings in any consecutive 12 month period without

reasonable excuse, a quorum of the Executive Committee represented by three fourths (3/4) of the Committee Membership shall declare the office vacant at the next regular meeting. The Chairperson shall order written notice to the Employee Representative or Officer at his last known address by the Secretary and such notice shall constitute removal. A copy shall be kept by the Secretary/Treasurer.

Part 2: Qualification of Officers: A person holding or seeking to hold office may do so provided that the person is a member of good standing of the Association and the Juneau Supervisor's Unit Chapter.

Part 3: Terms of Office: Officers shall be elected for a two (2) year term and shall take office following certification of the election at the Annual Meeting. Officers appointed to fill a vacancy shall take office immediately after their appointment and remain in office until the next general election. No officer shall serve more than two (2) consecutive terms in the same office.

Part 4 (a): Removal Procedures: A Chapter Officer accused of malfeasance, misconduct, dereliction of duties, or failure to carry out objectives and policies of the Association and the office held, will upon petition by thirty (30) percent of the members empowered to elect, be subject to a vote to remove. The narrative of the petition shall include the Charges. The petition shall include documentation of the charges. A copy of the petition shall be provided to the Chapter Officer at least ten (10) days prior to distribution of ballots.

Part 4 (b): Membership status of the petition signers must be verified within fifteen (15) days.

Part 4 (c): Within fifteen (15) days of verification of the petition for election a ballot shall be sent out. Included with the ballot shall be the written accusation and written rebuttal by the accused if submitted. Members voting will have fifteen (15) days to return their ballots.

Part 4 (d): Retention or removal will be decided by a simple majority of votes cast.

Part 4 (e): Within five (5) days, the election results will be announced, and will take effect immediately.

Part 4 (f): The Employee Representative to the Annual Caucus shall be responsible for verification of the petition, conducting the election, and notifying the accused of the results. If the Employee Representative to the Annual Caucus is the accused, a neutral third party shall be appointed by the officers of the chapter.

SECTION VI - DUTIES OF THE OFFICERS

Part 5a: Duties of the Chairperson: To preside at all meetings of the Chapter, appoint all

necessary committees, be present at the Annual Caucus, and perform such duties as required or permitted by the bylaws of APEA or the chapter. Each fiscal year chapters having business leave will be allowed up to fifteen (15) days of bank leave to be used for APEA business. Such leave must be approved by the Chairperson.

Part 5b: Duties of the Vice-Chairperson: It shall be the duty of the Vice-Chairperson to perform the duties of the Chairperson in the absence of, or upon the request of the Chairperson.

Part 5c: Duties of the Secretary/Treasurer: The Secretary shall keep accurate records of all proceedings and shall be custodian of the records (except financial) for the Unit Chapter. The Secretary/Treasurer shall give notice of meetings as directed by the Chairperson, shall prepare copies of the minutes of all meetings of the Chapter. Copies shall be sent to the Business Manager within thirty days of the meeting. Any subsequent corrections or revisions to the minutes will be included with the minutes of the following meeting. The Secretary/Treasurer shall be responsible for such other duties as may be required by the Chapter Chairperson or the bylaws of the association and the Chapter. A roll call attendance of all Employee Representatives and Chapter Officers shall be recorded by the Secretary, along with the total number of members present and included with the report of the proceedings for all meetings.

Part 5d: Further duties of the Secretary/Treasurer: The Secretary/Treasurer shall be

custodian of the property of the Unit Chapter, shall keep accurate accounts of all receipts and disbursements, and shall make an itemized report to the Chapter at each regular meeting. Chapter accounts shall be open at all times and shall be audited annually. The Secretary/Treasurer may be bonded at the expense of the Chapter in the amount fixed by the Chapter. With the aid of the Chapter Officers, the Secretary/Treasurer shall prepare an annual Chapter budget for the ensuing year to be submitted for approval to the members at the Annual Unit Chapter Meeting. Chapter finances shall be subject to audit by the Association finance committee.

SECTION VII - EMPLOYEE REPRESENTATIVES

Part 1: Definition: An Employee Representative is a member in good standing elected at the work site(s) by members of the same bargaining unit and/or Chapter.

Part 2: Purpose: To serve the members at work sites.

Part 3 (a): Selection procedures: Election: Only the members at a work site may vote to elect or remove their Employee Representative(s).

Part 3 (b): Number: The number of Employee Representatives elected at each work site shall not exceed what will be prorated based on the bargaining unit agreement. Unit Chapter bylaws shall define work site(s). Within thirty (30) days of the Unit Chapter

annual meeting, the Chapter Secretary shall submit to the APEA Headquarters a list of the work sites within the chapter and the members empowered to elect within each.

Part 3 (c): No Employee Representative can be elected at large.

Part 4: Qualifications: An Employee Representative shall hold permanent status, be a member of the APEA in good standing and shall remain a member in good standing of the bargaining unit represented.

Part 5 (a): Duties: Shall be familiar with the terms of the bargaining unit agreement, association, and chapter bylaws.

Part 5 (b): Assist members with job related disputes and grievances.

Part 5 (c): Participate in Employee Representative training.

Part 5 (d): Distribute association information.

Part 5 (e): Orient new employees regarding APEA.

Part 5 (f): Conduct polls and surveys.

Part 5 (g): Organize members for employee action.

Part 5 (h): Solicit information for negotiators.

Part 5 (i): Recommend candidates for bargaining unit negotiator and advisory boards.

Part 5 (j): Attend chapter meetings.

Part 5 (k): Work with professional staff and provide all information obtained in the investigation of a grievance or complaint.

Part 5 (l): Employee Representatives may submit to the Board of Directors a list of requested training programs for consideration.

Part 6: Term of Office: The term of office shall be as long as the Employee Representative remains at the work site where elected or after two years should someone want to run for the office.

Part 7 (a): Removal Procedures: An Employee Representative will, upon petition by thirty (30) percent of the members empowered to elect, be subject to a vote to remove. The narrative of the petition shall include the charges. The petition shall include documentation of the charges. A copy of the petition shall be provided to the Chapter Officer at least ten (10) days prior to distribution of ballots.

Part 7 (c): The Employee Representative subject to removal shall be given an opportunity to respond to the charges in writing. The charges and the response shall be included with the ballot to remove the Employee Representative from office.

Part 7 (d): Removal ballots shall be mailed to the work site members no earlier than ten (10) days and no later than twenty (20) days after a copy of the petition has been provided to the Employee Representative.

Part 7 (e): Ballots shall be counted by a third party acceptable to the Employee Representative and members at the work site. If no third party is acceptable the ballots shall be counted by staff at the nearest field office.

Part 8 (a): Chapter Representative

Part 8 (b): The Employee Representatives shall elect from among themselves one Employee Representative, and one alternate, to be Chapter Representative. This election shall take place at least one month prior to the annual caucus.

Part 8 (c): Term of Office: The term of office for the Chapter Representative shall be two years.

Part 8 (d): Removal Procedures: The Chapter Representative may be removed in accordance with part 8 (a), or by a two thirds vote of the Employee Representatives.

Part 8 (e): The Chapter Representative shall have the following duties.

1. Represent the Chapter at the Annual Caucus.
2. Supervise the election of new Employee Representatives.
3. Supervise recall elections for Employee Representatives and Chapter Officers.
4. Preside over meetings of the Chapter's Employee Representatives with a vote.

Part 10: Work Sites Defined:

Part 10 (a): The chapter's worksites are defined as follows:

1. Department of Administration.
2. Department of Education.
3. Department of Health and Social Services.

4. Department of Labor.
5. Department of Fish and Game.
6. Departments of Public Safety and Environmental Conservation.
7. Departments of Revenue and Commerce.
8. Departments of Corrections, Law, Military Affairs, Natural Resources, and Community and Regional Affairs.
9. Department of Transportation and Public Facilities offices located in Douglas, and at mile 7.5 old Glacier Highway.
10. All other Department of Transportation offices

Part 10 (b): Changes in worksite definition will be by a **majority** vote of the **members** at a regular Unit Chapter meeting provided that the proposed change has appeared as an agenda item on the meeting notice.

Part 10 (c): The effective date for a change in worksite definition will be sixty (60) days from the date of approval by the **Members**.

SECTION VIII - RULES OF ORDER AND ORDER OF BUSINESS

Part 1: Rules of Order: The proceedings of all meetings of the Unit shall be governed by Demeter's Manual of Parliamentary Procedure when not in conflict with the Articles of Incorporation or By-Laws of the Association or Chapter.

Part 2: Order of Business: The order of business at Regular Meetings shall be as follows:

- 1. Call to order**
- 2. Roll Call of Officers and Employee Representatives**
- 3. Approval of Minutes**
- 4. Secretary/Treasurer's Report**
- 5. Correspondence and Bills**
- 6. Report of the Committees**
- 7. Elections**
- 8. Unfinished Business**
- 9. New Business**
- 10. Announcements**
- 11. "Good" of the Unit**

Special meetings shall be limited to the business for which they are called.

SECTION IX - HANDLING OF FUNDS

Part 1: Funds: The Unit may receive a rebate as provided in the Association By-Laws on all dues paid by its members. All cash receipts shall be promptly deposited in the Unit's bank account or Investment Fund. Funds, as authorized by the Executive Committee, shall be disbursed only by check signed by the Secretary/Treasurer.

SECTION X - AMENDMENTS

Part 1: Amendments may be introduced at any regular Chapter meeting or Special Meeting called for that purpose. Such Special Meetings shall not precede the regular monthly meeting by less than two (2) weeks. The Amendments may be voted on by the membership at the first regular monthly meeting following introduction, and shall be adopted upon approval of two-thirds (2/3) of those members present.

SECTION XI - MEMBERSHIP

Part 1: A person who is paying dues to APEA and who otherwise meets eligibility requirements. A member in good standing of the Juneau Supervisor's Unit is one who is currently paying dues, who does not owe the Association any money, and who meets all of the requirements set forth in Section II,2(A, and B) of APEA By-Laws and Articles of

Incorporation.

