

Supervisory Unit
of
State of Alaska

Local #4900
APEA/AFT
AFL-CIO

BY LAWS

**Article I
ORGANIZATION**

- Section 1. The Supervisory Unit (SU) represents the non-exempt supervisors employed by the State of Alaska. The SU is affiliated with the Alaska Public Employees Association/ American Federation of Teachers (APEA/AFT) the American Federation of Teachers (AFT), American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).
- Section 2. The SU is subdivided into three regional chapters to facilitate communication and representation for employees within geographically defined regions. The regions are: Northern; Southcentral; and, Southeast, as defined by the Executive Board of the SU.

**Article II
EXECUTIVE BOARD**

- Section 1. The Executive Board as defined by the Constitution, shall be the administrative body of the SU.
- Section 2. The Executive Board shall schedule meetings as necessary and appropriate, but in no case fewer than three (3) times per year, one of which shall be in conjunction with the APEA/AFT Biennial Caucus. A quorum shall consist of four (4) members present. Unscheduled meetings, including teleconferences, may be held within budgetary limits at the call of the President for the purpose of initiating, overseeing, or revising the policies of the SU and to conduct other business of the SU that is within its authority.
- Section 3. The Executive Board shall appoint such committees, as it deems necessary, not inconsistent with this Constitution and Bylaws.
- Section 4. The Executive Board shall prepare and present an annual budget within 90 days prior to the end of the fiscal year.
- Section 5. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the SU.
- Section 6. No one member may cast more than one vote on any issue before the Executive Board. If an SU member is elected to more than one office which has a seat on the Executive Board, that member must declare from which office he/she intends to cast a vote prior to the start of any meeting in which a vote will be required. The alternate office holder for the other seat(s) held,

must be contacted and notified to appear at the meeting to represent his/her constituency.

Article III MEETINGS

- Section 1. The Executive Board shall meet at such times and places as it may determine, or upon the call of the President. Notice of meetings shall be given by the Secretary/Treasurer to all members of the Executive Board at least seven days preceding the day of the meeting unless such notice shall have been waived. At least three meetings of the Executive Board shall be held in each fiscal year. These meetings may be held by teleconference.
- Section 2. General Membership meetings of SU shall be held not less than one time yearly. One such meeting, the Annual membership meeting, shall be held within 90 days prior to the end of the fiscal year. The President shall preside at all general membership meetings of the SU.

The Executive Board shall determine the time and place of the general membership meetings. The Executive Board will give at least 15 days notice to the general membership on the time and place of meetings. All Board members shall preside in person if possible. Teleconferencing may be made available when possible for members who wish to participate long distance.

- Section 3. Special Meetings of the SU membership may be called at any time by the Executive Board. The Executive Board will make every reasonable effort to provide seventy two (72) hours notice, but not less than 48 hours, to the membership for any special meeting. The Executive Board shall call a special meeting upon petition of twenty five percent of the members in good standing.

Article IV OFFICER DUTIES

- Section 1. **PRESIDENT**

Length of term: Two (2) years.

Election Procedure: In accordance with Article VI of the SU Constitution.

Duties:

The President shall preside over all meetings and special meetings, maintain day-to-day affairs, receive and report all pertinent correspondence, and perform other duties that pertain to this office. The President shall represent

the organization before the public, community organizations, and legislative/governmental bodies. The President shall make an annual report to the membership of the SU. The President shall be one of the responsible financial Officers of the SU and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.

Section 2. SECRETARY/TREASURER

Length of term: Two (2) years

Election: In accordance with Article VI of the SU Constitution

Duties:

The Secretary/Treasurer shall submit a financial statement at Executive Board meetings upon request and submit a financial statement and report at the annual membership meeting. The Secretary/Treasurer shall, in the absence or disability of the President perform the duties and exercise the powers of the President.

The Secretary/Treasurer shall

- Attend all meetings of the Executive Board and General Membership Meetings
- keep and maintain a book of minutes of all meetings, showing the time and place of the meeting, whether it was regular or special, and if special, how authorized, the notice given and the names of those present at the Executive Board
- record and keep accurate minutes of the proceedings thereof
- keep and maintain a current membership list showing the names of members and their addresses.
- assist the President in handling the correspondence of the SU.

The Secretary/Treasurer shall transmit to the APEA/AFT Business Manager of the APEA/AFT, a copy of the minutes of meetings.

The Secretary/Treasurer shall have

- custody of the funds of SU;
- keep full and accurate accounts of receipts and disbursements in books belonging to the SU

- deposit all moneys and other valuable effects in the name and to the credit of the SU in such depositories as may be designated by the Executive Board;
- disburse SU funds as may be ordered by the Executive Board, taking proper vouchers for such disbursements, and
- render to the President and the general membership at its regular meetings, or when the Executive Board so requires, an accurate accounting of all transactions and of the financial conditions of SU.

Article V OFFICER ELECTIONS

Section 1. The offices of President and Secretary/Treasurer, shall be elected on a state-wide basis.

- (a) Sixty (60) days prior to the date of the regular annual membership meeting the committee shall notify all SU members of the opening of nominations for office.
- (b) Nominations shall be received by the committee until thirty (30) days prior to the Annual membership meeting.
- (c) A ballot shall be prepared by the committee and mailed to each member in good standing no later than 15 days prior to the annual membership meeting. The ballots shall be returned to the election committee no later than 15 days from the date originally sent to the members.
- (d) The ballots will be tallied at the end of the Annual membership meeting and submitted to the Executive Board. The President will then announce the elected Officers.

Section 2. Special/Recall Election Procedures. The Nomination/Election Committee upon the receipt of a recall petition set out in Article VII of the SU Constitution, shall within 15 days prepare and mail a ballot to all members in good standing. The ballots shall be returned to the committee no later than 15 days from the date of the original mailing.

- (a) A SU Officer accused of malfeasance, misconduct, dereliction of duties or failure to carry out objectives and policies of the SU and the office held, will upon petition by thirty (30) percent of the members empowered to elect, be subject to a vote to recall. 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 SU Officer at least ten (10) days prior to the election to recall.

- (b) If an Officer is recalled, the Nomination/Elections Committee shall open nominations for the office for 15 days. Upon the closing of nominations a ballot will be prepared and mailed to members in good standing. The ballots shall be returned to the committee no later than 15 days from the date of the original mailing.
- (c) The ballots will be tallied at a special meeting and the elected Officers will be announced by the Chairperson of the Nomination/Elections committee.
- (d) If no nominations are obtained, the vacancy shall be filled by appointment by a majority vote of the Executive Board.

Article VI COMMITTEES/DELEGATES

Section 1. The President shall, subject to the approval of the Executive Board, appoint such standing and special committees as the President shall deem necessary.

The President shall be an ex officio member of all committees, except the Nomination/Elections Committee, and shall have all the privileges of membership thereon.

Each committee shall transact such business as is delegated to it in the Bylaws and such additional business as may be referred to it by the President or the Executive Board. Except where special authority is given by the Executive Board, such committees shall not take action until a report has been made and approved by the Executive Board.

Section 2. **STANDING COMMITTEES**

- (a) The standing committees shall function as defined in the SU Constitution, Article VIII.
- (b) Constitution & Bylaws Committee.
Appointment, Qualifications, Term of Service:
 - A. The Constitution & Bylaws Committee members will be announced by the President at the annual meeting.
 - B. The Constitution & Bylaws Committee shall elect a Chair from among themselves.

- C. Committee members shall serve a two (2)-year term.
- D. All members of the Constitution & Bylaws Committee shall be members in good standing of the SU.
- E. A quorum shall be four (4) members of the Committee.

Section 3. DELEGATES

- (a) APEA/AFT Biennial Caucus. Shall be in accordance with Section IX of the APEA/AFT State Federation Constitution.
- (b) AFT Convention. Shall be in accordance with Section X of the APEA/AFT State Federation Constitution and Article VIII of the AFT Constitution.
- (c) AFL-CIO Convention.
 - (A) Vice Presidents. The President, Secretary/Treasurer and Chapter Chairpersons by order of per capita of chapter, shall be the SU Vice Presidents of the AFL-CIO.
 - (B) Delegates. The delegates to the AFL-CIO shall be appointed by the Executive Board.

**Article VII
CHAPTERS**

Section 1. The SU will be divided into three regional Chapters, representing employees within geographical boundaries to facilitate communication. The regions are Northern, Southcentral, and Southeast, as defined by the Executive Board.

Section 2. Organization of Chapters:

The elected Vice-Presidents of the APEA/AFT Board of Directors for the Southeast, Southcentral, and Northern Regions will be the Chairpersons for their respective regional chapter. The Alternates to the APEA/AFT Board of Directors from each region will serve as the Vice Chairperson for each regional chapter. The Chapter Chairperson and Vice Chairperson will be elected in accordance with Section V of the State Federation Constitution. In addition, the members of each Chapter shall elect a Secretary and Treasurer, or a Secretary/Treasurer combined position.

Section 3. Annual Chapter Meeting:

- A. Annual Chapter meetings shall be held after the SU annual election of Officers and shall include any business requested by the SU Executive Board.
- B. The annual Chapter meeting shall include installation of Officers and approval of the Chapter budget.
- C. A directory of Officers and Employee Representatives shall be published following the annual Chapter meeting and distributed to Chapter members, the Executive Board, and APEA/AFT.
- D. Minutes of all Chapter meetings shall be transmitted to the SU Secretary/Treasurer and the APEA/AFT Business Manager for posting on the APEA/AFT web-site, no later than thirty (30) days after each Chapter meeting.
- E. Regular meetings may be held at such intervals as the Chapter may desire.

Section 4. Special Meetings:

Special meetings may be called by the Chapter Chairperson or one third (1/3) of the Employee Representatives. Chapter Bylaws shall define reasonable notice of special meetings.

Section 5. Committees:

- A. Regional Chapters may appoint committees to facilitate the business of the Chapter.
- B. The Chairperson shall appoint committee members unless the committee is being appointed to investigate misbehavior on the part of a Chapter Chairperson. In this case, the committee members shall be appointed by the Vice Chairperson.

Section 6. Voting:

Election and removal of Officers shall be by secret ballot. Written notice of the nominations procedure must be provided each member and published on the APEA/AFT web-site at least fifteen (15) days before nominations are closed. Members shall have the ballot delivered or mailed to them at least fifteen (15) days before the election. All other voting procedures shall be outlined in the Regional Chapter Bylaws.

Section 7. Quorum:

Chapter Bylaws shall define a quorum.

Section 8. Authority:

A. A quorum of the Chapter shall formulate Chapter policy in conformance with SU and Chapter Bylaws.

B. Define work site(s) for Employee Representatives.

Section 9. Qualifications:

Chapter Officers shall be a member in good standing of the Chapter.

Section 10. Selection:

Chapter Officers shall be elected annually or biannually, in accordance with chapter Bylaws.

Section 11. Duties of Chapter Officers:

A. Chairperson:

The Chairperson is a Vice-President to the APEA/AFT Board of Directors. The Chairperson shall preside at all meetings of the Chapter, appoint all necessary committees and Employee Representatives, and perform such duties as required or permitted by the Bylaws of SU or the Chapter. The Chairperson shall be a delegate to the APEA/AFT Caucus and the Alaska AFL-CIO Convention. The Chairperson may approve business leave to be used for Chapter business, as set out by the SU Executive Board.

B. Vice Chairperson:

The Vice Chairperson is the alternate Vice-President to the APEA/AFT and the elected alternate member of the State Federation Board of Directors. 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.

C. Secretary:

The Secretary shall keep accurate records of all proceedings and shall be custodian of the records (except financial) for the Regional Chapter. The Secretary shall give notice of meetings as directed by the Chairperson and shall prepare copies of the minutes of all meetings of the Chapter. Copies shall be sent to the Local SU Secretary/Treasurer and 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 shall be responsible for such other duties as may be required by the Chapter Chairperson or the Bylaws of the Local SU 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 at all Chapter meetings.

D. Treasurer:

The Treasurer shall be custodian of the property of the Regional 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 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 Treasurer shall prepare an annual Chapter budget for the ensuing year to be submitted for approval to the members at the annual Regional Chapter meeting. Chapter finances shall be subject to audit by the APEA/AFT finance committee.

Section 12. Removal Procedures:

- A. A Chapter Officer accused of malfeasance, misconduct, dereliction of duties or failure to carry out objectives and policies of the SU 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 the election to remove.
- B. Membership status of the petition signers must be verified within fifteen (15) days by APEA/AFT staff.
- 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.
- D. Retention or removal will be decided by a simple majority of votes cast.

- E. Within five (5) days, the election results will be announced, and will take effect immediately.
- F. The Chapter Chairperson shall be responsible for verification of the petition, conducting the election, and notifying the accused of the results. If the Chairperson is the accused, a neutral third party shall be appointed by the Vice Chairperson of the Chapter.

Section 13. Bylaws:

Each Chapter shall establish Bylaws for the regulation of the Chapter. Chapter Bylaws shall not conflict with the provisions of the Restated Articles of Incorporation or Constitution of the State Federation. All Chapters shall submit their Chapter Bylaws to the SU Secretary/Treasurer and the Business Manager for filing in Headquarters. Chapter Bylaws shall conform with both the State Federation and AFT Constitution.

Section 14. Chapter Assets:

- A. All assets of Chapter(s) no longer in existence shall become the property of the SU.
- B. All assets of Chapter(s) dissolved by the Executive Board shall become the property of the SU.

Section 15. Chapter Membership:

A person paying dues to APEA/AFT, meets SU eligibility requirements and does not owe APEA/AFT or SU any money, is a member in good standing.

**Article VIII
EMPLOYEE REPRESENTATIVES**

Section 1. Purpose:

To serve the members.

Section 2. Definition:

An Employee Representative is a member in good standing.

Section 3. Appointment:

An Employee Representative is appointed by the Regional Chapter Chair. All disputes arising from the appointment may be appealed to the Local Executive Board. The Local Executive Board shall address appeals at a special meeting of the Board.

Section 4. Duties:

- A. Shall be familiar with the terms of the bargaining unit agreement, SU Constitution and Bylaws,
- B. Assist members with job related disputes and grievances,
- C. Participate in Employee Representative training,
- D. Distribute SU, APEA/AFT and AFT information,
- E. Orient new employees to the SU,
- F. Conduct polls and surveys,
- G. Organize members for employee action,
- H. Solicit information for the Negotiating Team,
- I. Work with professional staff and provide all information obtained in the investigation of a grievance or complaint, and
- J. Attend Chapter meetings.

**Article IX
CONTRACT NEGOTIATIONS**

Section 1. CONTRACT PROPOSAL

For purposes of contract negotiations, only the dues paying members of the SU will determine the content of a proposal or settlement.

Section 2. SELECTION OF THE NEGOTIATING TEAM

The team shall consist of a maximum of three (3) positions. Alternates shall be elected for each position. The team shall be comprised of one member elected from each Region.

Alternates to the negotiating team shall be the individual receiving next highest vote count for that respective region.

In accordance with the APEA/AFT Constitution, an APEA/AFT staff member shall be on the negotiating team and shall serve as the Chief Spokesperson for all negotiations.

Section 3 . NEGOTIATORS AND ALTERNATES

At least nine (9) months prior to the expiration of a bargaining unit agreement, the Executive Board will send notification soliciting candidates for the positions of negotiators. Each candidate shall be allowed one (1) type written resume to be mailed to the membership by the SU for consideration as a negotiating team member.

Alternates shall possess the authority of the negotiator only in the absence or resignation of the negotiator.

Section 4. AUTHORITY OF THE NEGOTIATING TEAM

- A. Prepare and distribute to all bargaining unit members, with input from the Employee Representatives and Chapter Officers, a membership-wide survey requesting input and guidance for any upcoming negotiations.
- B. Modify the contract proposal during negotiations.
- C. Reach tentative agreement on a contract proposal.
- D. After ratification of a tentative agreement along with the President sign such agreement .
- E. Declare impasse and call for a strike vote authorization.
- F. During negotiations, in conjunction with the President, make news releases pertaining to negotiations.
- G. Communicate with the membership of SU concerning contract negotiations.
- H. With the concurrence of the SU Executive Board, select for hire one or more assistants, who need not be members of the SU to act in a capacity designated by the negotiating team.

Section 5. RESPONSIBILITIES OF THE NEGOTIATING TEAM

- A. During negotiations, the negotiations team shall inform the SU Executive Board and Employee Representatives at least monthly of the progress and development of negotiations.
- B. Provide all members of the collective bargaining unit a copy of the tentative agreement or the employer's final offer in a suitable format to show comparison of old contract language and all proposed changes, and a written opinion specifying the pros and cons of the agreement.
- C. Through consultation with, and concurrence of, the Employee Representatives, determine what visits are required to answer questions about the tentative agreement before ratification ballots are mailed to the membership.
- D. Conduct a ratification vote of SU members of the bargaining unit.

Section 6. IMPASSE PROVISIONS

If an impasse occurs during negotiations, the negotiating team with concurrence of the Executive Board and in accordance with applicable law, shall poll all of the Chapter Chairs and Employee Representatives of the bargaining unit as to whether a strike vote should be taken. The question shall be decided by a majority of votes cast. The Chapter Chairs shall provide all of their members with such information and statements, and shall cast their vote according to the will of a majority of their members.

If the majority vote is cast yes, then the negotiating team and the Executive Board shall poll all the members of the bargaining unit regarding a strike vote.

Section 8. LETTERS OF AGREEMENT

All affected members within the bargaining unit shall vote on letters of agreement.

**Article X
AMENDMENTS**

Section 1. These Bylaws may be amended in three ways. An amendment may be proposed by a simple majority of the members voting at the annual membership meeting. An amendment may be proposed by a resolution approved by a majority of the executive board. Any member of the SU may propose an

amendment to the Bylaws upon a petition signed by ten (10) percent of the membership, by members in good standing.

Section 2. Amendments:

- A. Any proposed amendment shall be submitted in proper format to the Constitution & Bylaws Committee no later than the convening of the Constitution & Bylaws Committee meeting at the SU annual meeting.
- B. All properly proposed amendments will be sent to the SU annual meeting by the Committee with a recommendation of "DO PASS" or "DO NOT PASS" for discussion and resolution.
- C. If the bylaw receives a "DO PASS" by the SU annual meeting, it will be sent to the membership for ratification.
- D. Amendments to these Bylaws shall be made by the members if approved by two thirds (2/3) of all votes cast.
- E. A copy of amended Constitution & Bylaws shall be sent to the membership within twenty (20) days of ratification.
- F. If a proposed amendment increases a budget line item, the amendment justification must include a statement about the source of funding for the amendment and the total yearly costs.

Section 3. Amendment Format:

Amendments will be submitted typed, identifying the Constitution or Bylaw section, paragraph, subparagraph, etc. It will state how the portion to be amended currently reads, how it is proposed to read when amended, the justification for the change, the identification of the submitter, a statement of the pros and cons of the amendment submitted and the financial impact of the amendments if any.

Article XI RIGHTS OF MEMBERS

Definition: Member in good standing, is a State of Alaska employee who is a dues paying member of the SU for a period of six months and has remained a member subsequently.

Section 1. Members in good standing shall be entitled to vote on all general administrative matters coming before the SU. Only members of SU shall be entitled to vote on contract administration matters pertinent to their local, i.e. contract ratification, strike votes, legal defense, etc.

Section 2. Members in good standing shall be entitled to elect: SU Officers, chapter Officers of their respective region, delegates to the AFT convention; delegates to the APEA/AFT biennial caucus and negotiators.

Section 3. Members in good standing shall be entitled to hold office, serve as employee representatives and serve on committees.

Section 4. Official publications of the SU shall be sent without charge to members in good standing and may at the discretion of the Executive Board be sent to State employees who are not members.