

**Supervisory Unit  
of  
State of Alaska  
Local 4900  
APEA/AFT  
AFL-CIO**

**CONSTITUTION**

May 2004

**Article I  
NAME**

This organization shall be known as the Supervisory Unit, Local #4900, of the Alaska Public Employees Association / American Federation of Teachers (AFL-CIO). Hereinafter referred to as the SU.

**Article II  
PURPOSE**

The purpose of this organization shall be:

- Section 1. To secure collective bargaining rights for all employees who are eligible for membership.
- Section 2. To advance the economic, social, and political well being of the membership.
- Section 3. To promote the improvement of employment standards and advance the ideals and welfare of the membership.
- Section 4. To support and further the aims of the APEA/AFT State Federation.
- Section 5. To promote the well being of the State of Alaska.

**Article III  
MEMBERSHIP**

- Section 1. Membership Eligibility. Membership in the SU shall be open to all non-exempt "Supervisory" employees of the State of Alaska, as defined by the Alaska Labor Relations Agency (ALRA).
- Section 2. No person is eligible for membership who is employed as an exempt employee as defined by the ALRA.
- Section 3. Membership Requirement. Membership in the SU shall be voluntary unless otherwise specified by a negotiated contractual agreement.
- Section 4. No person shall be denied membership on the basis of race, creed, gender, national origin, religious or political belief, social status, or economic status.

**Article IV  
STRUCTURE AND AFFILIATION**

- Section 1. The SU acknowledges its affiliation with all rights and responsibilities set forth in the APEA/AFT Constitution and Bylaws.
- Section 2. The SU recognizes APEA/AFT as its exclusive representative for the purpose of administration of a collective bargaining agreement. The SU shall control the content of contract proposals and shall direct APEA/AFT as to its concerns during negotiations.
- Section 3. The SU will be divided into three regional chapters, representing employees within geographic boundaries to facilitate communication. The regions are; Northern; Southcentral; and, Southeast, as defined by the Executive Board.
- Section 4. In case of a conflict between the SU Constitution and By-Laws and the APEA/AFT Constitution, the APEA/AFT Constitution shall prevail except in conflicts wherein the APEA/AFT Constitution and practices would place the autonomy and the AFT Local status in structural or organizational jeopardy.

**Article V  
OFFICERS**

- Section 1. The statewide Officers of the SU shall be the President and Secretary/Treasurer. The President and the Secretary/Treasurer shall not be members of the same Chapter.
- Section 2. To be eligible for office a person must be a member in good standing.
- Section 3. President. The President shall be the chief executive Officer of SU, shall serve as chairperson of the SU Executive Board and as an ex-officio member of all committees except the Nomination/Election Committee. The President shall be able to delegate the responsibilities of the office except where otherwise specified by the constitution. The President shall be a Delegate of the SU to the AFT convention and the APEA/AFT Convention.
- Section 4. Secretary/Treasurer. The Secretary/Treasurer shall be custodian of the records for the SU. The Secretary/Treasurer 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. Shall assume the office of President in the event of absence, illness or

the death of the President. Shall perform other duties as delegated by the President or assigned by the Executive Board.

## **Article VI OFFICER ELECTIONS**

- Section 1. Elections shall be by secret ballot and shall be overseen by the Nomination/Election committee. Ballots shall be prepared in such a manner as to insure their secrecy.
- Section 2. The candidates for office receiving a plurality of votes cast shall be declared elected and shall assume office immediately following the vote count.
- Section 3. With the exception of the President, or in the case of a recall, all vacancies occurring during the term of the office shall be filled by a majority vote of the Executive Board.
- Section 4. A petition signed by twenty-five (25) percent of the membership and stating specific grounds shall be sufficient to require the Nomination/Elections Committee to conduct a re-call election of any officer specified in the petition under the procedures set out in the Bylaws Article VI, Section 1. If an Officer is recalled, the Nomination/Elections Committee shall hold a special election.
- Section 5. Procedure of Elections.

The Nomination/Election Committee shall conduct all general and special elections of the SU in accordance to the rules of Landrum-Griffin.

The offices of President and Secretary/Treasurer shall be elected on a statewide basis. These offices shall not be held by members of the same Chapter except as provided for below.

In an election where President and Secretary/Treasurer are elected simultaneously, the candidate who receives the highest vote count for President will be declared elected. In the event the Secretary/Treasurer candidate who receives the greatest number of votes is from the same region as the President-elect, the candidate who receives the second highest number of votes from another region will be elected Secretary/Treasurer. In the event no candidate from another Chapter has entered the race or received any votes for the office of Secretary/Treasurer, the candidate receiving the highest number of votes will be declared elected.

**Article VII  
EXECUTIVE BOARD**

- Section 1. The Executive Board shall be the administrative body of the SU, and shall consist of the President, the Secretary/Treasurer, the three regional chapter chairpersons/SU directors of the APEA/AFT State Federation Board of Directors. The outgoing President shall serve as an ex-officio non-voting member of the Executive Board.
- Section 2. The President shall serve as chairperson of the Executive Board.

**Article VIII  
STANDING COMMITTEES**

- Section 1. Standing Committees. There shall be the following standing committees. Committee membership may be expanded as the need arises with approval of the Executive Board. Standing committees serve at the pleasure of the President and the Executive Board. Such committees are:
- (a) Nomination/Election Committee. The committee shall consist of three members, one from each Chapter, appointed by the Executive Board. The committee shall seek qualified active members for elective office and shall conduct and supervise all elections and referenda of the SU. The committee shall submit a report to the President to be reviewed by the Executive Board prior to distribution to the membership. The President shall be a voting member of the Committee.
  - (b) Committee on Political Education. The committee shall consist of three members appointed by the Executive Board. Functions shall include but are not limited to the following:
    - Inform the APEA/AFT Employees Political Information Committee (EPIC) of political issues of concern to SU.
    - Educate the membership in political matters relating to SU.
    - To recommend the endorsement of candidates to external elected office.
    - To instigate and coordinate lobbying efforts with the State of Alaska, Legislature and Executive Branch of Government.
  - (c) Constitution & Bylaws Committee. A six (6) member standing Committee appointed by the Board of Directors to make recommendations on all proposed changes to the Constitution and Bylaws.

## **Article IX MEETINGS**

Section 1. 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 of the end of the fiscal year.

## **Article X FINANCE**

Section 1. Annual Dues. The dues of the SU shall be equivalent to the Full Service dues set by the APEA/AFT. Annual dues will cover all local, state and national affiliation per capita payments plus all other local representation costs.

Section 2. Local dues. The local dues for the SU shall be one dollar (\$1.00) per month.

Section 3. Fiscal Year. The official year of SU shall be from July 1st each year through June 30th of the succeeding year for all terms of office and financial matters.

Section 4. The Executive Board will assign a second person to sign SU checks with the Secretary/Treasurer.

## **Article XI RULES OF ORDER**

The rules contained in Roberts Rules of Order - Revised shall govern SU in all cases to which they are applicable and not covered by this Constitution or the By-Laws of the SU.

## **Article XII AMENDMENT**

Section 1. Proposal. Any member of the SU may present a proposed amendment to the constitution upon petition signed by at least ten percent of the membership. The Executive Board may also present a proposed amendment to the constitution by a majority vote of the Executive Board. The proposed amendment shall be submitted to the Constitution & Bylaws Committee no later than thirty days prior to the next annual membership meeting. The delegates to the annual meeting may also propose amendments to the constitution during the annual meeting, and submit

such proposals to the Constitution and Bylaws Committee prior to the convening of the Committee.

Section 2. Procedure. A proposed amendment to the Constitution will first be referred to the Constitution and Bylaws Committee for review and recommendation to those present at the annual membership meeting. After submission by the Constitution and Bylaws Committee to those present at the annual membership meeting, it may be sent to the general membership of the SU by a two-thirds vote of those present at the annual membership meeting. If passed, the proposal in the form of a ballot will be sent by mail to all members of the SU for ratification. The proposal will be adopted by a two-thirds (2/3) affirmative vote of the ballots cast.