

ALASKA PUBLIC EMPLOYEES ASSOCIATION

CITY OF NONE CHAPTER

BY-LAWS

APPROVED: **September 28, 1982**

ARTICLE I - ORGANIZATION

SECTION 1: The Chapter shall elect a Chairperson, Vice—chairperson, Secretary and Treasurer. These four (4) persons, together with a Parliamentarian/Sgt.-At-Arms appointed by the Chairperson, Shall be the Officers of the Chapter.

SECTION 2: The Chapter shall be entitled to two (2) members as delegates for the first one hundred (100) members and one (1) additional delegate for each additional one hundred (100) members, or fraction thereof. Delegates and officers may be one and the same.

ARTICLE II — PURPOSE

SECTION 1: The purpose of the City of Nome Chapter is to advocate the best interests of the APEA City of Name Chapter employees.

ARTICLE III — MEETINGS

SECTION 1: ANNUAL CHAPTER MEETINGS:

- A. The annual Chapter meeting shall be held in July and shall include all items of business requested by the State Administrative Council (SAC) and all local Chapter business which any member desires to bring up at that time.
- B. A directory (list) of delegates and off I cars shall be published after the annual Chapter meeting and distributed to each delegate, worksite and Chapter Chairperson no later than September 1st for the purpose of facilitating assembly preparation and committees.
- C. Minutes of the Chapter's annual meeting, including the directory of current officers and delegates, shall be sent to the Executive Director's office no later than September 20th of each year.
- D. Failure to forward minutes of the-annual meeting to the Executive Director by September 20th each year shall result in automatic termination of dues rebate until such time as the minutes are received. The chapter shall not be reimbursed for the months during which the annual meeting report was past due.

SECTION 2: REGULAR MEETINGS: Regular meetings of the Chapter shall be held on a quarterly basis, during the months of January, April, July and October. The date and time for these meetings will be designated by the Chapter chairperson. At least one (1) week's written notice will be given to the general membership prior to each regular meeting. Written notice may be in the form of a poster posted at each worksite.

SECTION 3: SPECIAL MEETINGS:

- A. Special meetings shall be called by the Chapter Chairperson at his/her request, or at the request of:
 - 1.) The State Administrative Council (SAC)
 - 2.) The Regional Field Office Representative
 - 3.) The Regional Executive Committee Member.
 - 4.) Three (3) or more Chapter Members
- B. Special meetings shall be held within thirty (30) days of the request.
- C. Special meetings shall be limited to the reason(s) for which the meeting was called.

SECTION 4: COMMITTEES: Ad-hoc committees shall be formed when deemed necessary by the Chapter Chairperson and will consist of a minimum of three (3) Chapter members. The committees will function for as long as necessary to perform a specific task. The committee will be dissolved when the task has been completed.

ARTICLE IV — VOTES REGARDING CHAPTER BUSINESS

SECTION 1: The vote on all business regarding the Chapter may be taken verbally. Upon the demand of one-fifth (1/5) of all members present, a secret ballot shall be used.

SECTION 2: Voting by proxy shall be permitted only to the extent that one (1) member shall not carry more than one (1) written proxy. When members know the issue to be voted on before the meeting and are unable to attend the meeting, the individual member may submit his/her vote to the Chapter Chairperson in writing prior to the meeting.

ARTICLE V — QUORUMS

SECTION 1: A quorum at regular, special and annual meetings shall consist of a minimum of five (5) Chapter members, one of which must be an elected officer.

SECTION 2: A quorum must be present before business can be legally transacted. The Chairperson should not take the chair until a quorum is present or there is no prospect of a quorum.

SECTION 3: The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to adjourn and to adjourn or recess.

ARTICLE VI - AUTHORITY

SECTION 1: A quorum of the Chapter shall formulate Chapter policy in conformance with statewide policy.

SECTION 2: The delegates of the Chapter shall make necessary recommendations as to contract objectives and approve the annual budget of the Chapter or any changes in the budget.

ARTICLE VII – QUALIFICATION OF DELEGATES, OFFICERS AND EMPLOYEE REPRESENTATIVES

SECTION 1: A person holding or seeking to hold office may do so provided that the person is a member in good standing of the Association. Good standing is any member in the Association that has paid his/her Association dues as a member and has fulfilled all conditions as specified in the State and Chapter by—laws.

ARTICLE VIII — ELECTION OF DELEGATES AND OFFICERS.

SECTION 1: Election of the Chapter delegates shall be held at the annual July meeting. The Chapter shall be entitled to two (2) delegates as stated in Article I— Section 2. Vacancies occurring for any reason among the Chapter delegates shall be appointed by the Chapter chairperson and shall serve until the next annual July meeting. Such appointments will have, to be approved by the general membership at the next regular meeting.

SECTION 2: Chapter officers shall be elected by secret ballot at the annual July meeting. Vacancies occurring for any reason among the officers shall be appointed by the Chapter Chairperson and shall serve until the next annual July meeting. Such appointments still have to be approved by the general membership at the next regular meeting.

SECTION 3: If a Chapter delegate or officer misses a total of three (3) meetings for any reason, within any twelve (12) consecutive months of his/her term, a quorum of the general membership may declare the office vacant. Written notice to the delegate or officer's last known address shall constitute removal. A copy of the notice shall be sent to the State Association Headquarters.

ARTTICLE VIII- ELECTION OF DELEGATES AND OFFICERS

SECTION 4: TERMS OF OFFICE: Delegates shall normally be elected for two (2) year terms and shall take office at the time of their election. The Chapter shall also elect an alternate delegate, to assist and replace the SAC delegate if necessary. Officers shall normally be elected for a one (1) year term and shall take office at the time of their election.

SECTION 5: RECALL OF DELEGATES OR OFFICERS: Any delegate or officer who is charged with nonfeasance or malfeasance may be removed by a two— thirds (2/3) vote of the general membership present at the meeting. Officers and delegates in question will he notified of the charges and may present their case to the assembled general membership prior to a vote being taken.

ARTICLE IX — DUTIES OF THE OFFICERS

SECTION 1: DUTIES OF THE CHAIRPERSON: It shall be the duty of the Chairperson to preside at all meetings of the chapter, to appoint all necessary committees, and to fulfill other such duties as may be required by the by— laws of the chapter or the Association.

SECTION 2: DUTIES OF THE VICE—CHAIRPERSON: It shall be the duty of this office to perform the duties of the Chairperson in the absence of, or on the request of, the Chairperson. The Vice—Chairperson shall take the place of the chairperson should the Chairperson's office be vacated until the next regular meeting when the general membership can vote for a new Chairperson.

SECTION 3: DUTIES OF THE SECRETARY; The Secretary shall keep accurate records of all proceedings and shall be custodian of the records, except financial records, of the Chapter. The Secretary shall also give notice of meetings as directed by the Chairperson. - The Secretary shall prepare copies of the minutes of all meetings of the chapter. Copies shall be sent by first class mail to the Executive Director and the Regional Field Office within ten (10) days of the meetings. A roll call attendance of all delegates, officers And general. membership present at each meeting shall be recorded by the Secretary and shall be included with the report of proceedings for all meetings.

SECTION 4: DUTIES OF TRE TREASURER; The Treasurer shall be custodian of the funds of the Chapter. The Treasurer shall keep accurate accounts of all receipts and disbursements and shall make at~ itemized report to the Chapter at each regular meeting. The Treasurer's accounts shall be open at all times and shall be audited annually or upon special request of the

Chairperson.

SECTION 5: DUTIES OF THE PARLIAMENTARIAN/SGT.-AT-ARMS: He/she shall be versed in parliamentary law and procedure. Re/she shall perform duties as designated by the Chapter Chairperson.

SECTION 6: DUTIES OF THE DELEGATES: Delegates shall perform duties in compliance with State by-laws, may chair standing Chapter committees and may vote on Chapter expenditures.

ARTICLE X — ELECTION OF SAC MEMBER

SECTION 1: The Chapter delegates shall elect one SAC member. The SAC member shall be elected from the delegates of the City of Nome Chapter of APEA.

SECTION 2: Qualifications of the SAC Member; A SAC member shall be a delegate of the City of Nome Chapter and a member of good standing of APEA.

SECTION 3: Term of Office: The SAC member shall serve for a period of two (2) years.

SECTION 4: Duties of the SAC Member: Duties shall be as stated in the Association

SECTION 4: Duties of the SAC Member: Duties shall be as stated in the Association By-laws.

ARTICLE XI - RULES OF ORDER AND ORDER OF BUSINESS

SECTION 1: RULES OF ORDER: Rules of order at all meetings will be in accordance with "Robert's Rules of Order", and as stated in the Association's by-laws.

SECTION 2: ORDER OF BUSINESS: The order of business at regular meetings will be determined by the Chairperson. Agenda's may be modified by a simple majority vote taken at the meeting.

ARTICLE XII — STRIKE PROCEDURES

SECTION 1: In accordance with the contract made between the City of Nome and APEA members, APEA agrees that during *the* life of the agreement APEA City of Nome Chapter members, its agents or its bargaining unit members, will not authorize, instigate, aid, or engage in work stoppage, slowdown, sickout, refusal to work, picketing, or strike against the City of Nome.

ARTICLE XIII — HANDLING OF FUNDS

SECTION 1: The chapter receives a monthly rebate as stated in the Association by-laws. All cash receipts shall be promptly deposited in the Chapter's bank account.

SECTION 2: Expenditures of funds shall be approved by two—thirds (2/3) of the officers and general membership. All disbursements must be signed by at least two authorized signatures.

ARTICLE XIV — AMENDMENTS

SECTION 1: Notification of intent to amend the Chapter by—laws shall be posted two (2) (weeks prior to a regular meeting.

SECTION 2: Amendments to Chapter by—laws may be made by two—thirds (2/3) of all votes cast at a regular meeting.

Respectfully submitted and approved on September 28, 1982

Kathy Crayon, Chairperson

Tin Holder, Vice—Chairperson