

NOME JOINT UTILITY CHAPTER

BY-LAWS

ALASKA PUBLIC EMPLOYEES ASSOCIATION

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ARTICLE I

Name

The name of this organization shall be the Nome Joint Utilities Chapter of the Alaska Public Employees Association, Inc., hereafter referred to as the "Chapter" and "Association" respectively.

ARTICLE II

Objectives

It shall be the Chapter's objective to support the Association objectives as stated in Article II of the Association's Articles of Incorporation.

ARTICLE III

Membership

Any eligible Employee who is a dues paying member of the Association as provided in Section 1, Part 6 and Section 111, Part 18 of the Association By-Laws and who has been assigned to the Chapter by proper authority.

ARTICLE IV

Organization

Section 1

Chapter Officers: The Chapter Officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer and Parliamentarian.

Section 2

Qualification of Chapter Officers: A member holding or seeking to hold a Chapter Office may do so provided that the member is a paid up member of the Association, and meets the Chapter membership qualifications of Article III of these By-Laws.

Section 3

Duties of Chapter Officers: The duties of the Chapter Officers are defined in Section III, Article 10 of the Association By-Laws.

- A. CHAIRPERSON: It shall be the duty of the Chapter Chairperson to preside at all meetings of the Chapter, appoint a Parliamentarian and all Committees, and perform other duties as may be required or permitted by the By-Laws of the Association or Chapter.
- B. VICE-CHAIRPERSON: It shall be the duty of the Chapter Vice-Chairperson to perform the duties of the Chairperson in the absence of, or on the request of the Chairperson. Specific duties of the Vice-Chairperson shall include but are not limited to:
 - 1) Securing a facility for the Chapter meetings;
 - 2) Procurement of food for Chapter meetings as provided in the Budget;
 - 3) Notifying Chapter Delegates of Special Meetings.

ARTICLE VIII (cont.)

Section 4 (cont.)

- B. State By-Law Changes: All proposed changes to the Association By-Laws to be endorsed by the Chapter at General Assembly shall be submitted in writing to the Chapter By-Laws Committee no later than ninety (90) days prior to General Assembly.

Section 5

Chapter Nominations and Elections Committee: The Nominations and Elections Committee shall provide for the nomination, election and certification of all Chapter Delegates, Officers, SAC Director, and SAC Alternate as required by ARTICLES V and VII of these By-Laws.

- A. Notification of Delegate Election: The Committee shall post to the membership for at least two weeks prior to an election a "Notification of Delegate Election".

The "Notification of Delegate Election" shall contain as a minimum:

- 1) Name of Office;
 - 2) Date, time and place of election;
 - 3) Rules for the election.
- B. Membership List: Membership lists shall be obtained from the Association for the election to certify membership.
 - C. Voting: Voting shall be by a show of hands.
 - D. Certification of Elections: The Committee shall certify the election results in writing to the Chapter Chairperson within two weeks following any election.
 - E. Meeting Space, etc.: The Committee shall provide a meeting space for the election.
 - F. Dissolution: The Committee shall dissolve upon completion of the annual election of Chapter Officers.

Section 6

Chapter Employees Representative Committee: The Employee Representative Committee shall provide for the selection of Employee Representatives at each work site in accordance with Section III, part 11, of the Association By-Laws.

- A. Employee Representative Meetings: Organize meetings every two months for Employee Representative at each major work site;
- B. Information Distribution: The committee shall implement an information distribution system to the Employee Representatives;
- C. Coordination with Field Officers: The Committee shall coordinate with the Northern Field Office Staff for Employee Representative training sessions;
- D. Review of Grievances and Arbitrations: The Committee shall meet semi-annually with the Northern Field Office staff to review major grievances and arbitrations.

ARTICLE IV (cont.)

Organization

Section 3

- C. SECRETARY: The Chapter Secretary shall keep accurate records of all proceedings and shall be custodian of the records (except financial) of the Chapter. The Secretary shall give notice of meetings as directed by the Chapter Chairperson. The Secretary shall be responsible for such other duties as required by the Chairperson or by the By-Laws of the Association and the Chapter. The Secretary shall preserve for a period of not less than one(1) year the minutes of all Chapter proceedings.
- D. TREASURER: The Chapter Treasurer shall be the custodian of the funds of the Chapter, shall keep accurate accounts of all receipts and disbursements, and shall make an itemized report to the Chapter at each regular meeting. The Treasurer's accounts shall be open at all times and shall be audited annually. The Treasurer shall be bonded at the expense of the Chapter in an amount which exceeds the amount in the treasury. With the aid of the Audit Committee, the Treasurer shall prepare an "Annual Chapter Budget" for the ensuing year in accordance with Article VIII, Section 7 of these By-Laws.
- E. Parliamentarian: The Chapter Parliamentarian shall advise the presiding officer on questions of parliamentary law and procedure to help transact the business of the Chapter legally and efficiently. The parliamentarian shall be strictly nonpartisan at all times.

Section 4

Election of Officers: Chapter Officers, with the exception of the Parliamentarian, shall be elected by the membership at the Annual Chapter Meeting and shall serve for a term of one(1) year.

Section 5

Officer Vacancies: Should an officer vacate the position or be removed for just cause as provided by Article VI of these By-Laws, the Chapter Chairperson shall call for an election at the next regular Monthly Meeting following the notification of the vacancy or recall proceedings. The officer elected shall serve for the unexpired term of the officer being replaced.

ARTICLE V

Section 1

Qualification of Chapter Delegates: A member holding or seeking to hold the Office of Chapter Delegate may do so provided that the member is a paid up member of the Association and meets the Chapter membership qualifications of Article III of these By-Laws.

ARTICLE V (cont.)

Section 2

Duties of Chapter Delegates: It shall be the duty of a Chapter Delegate to:

- A. Approve the Annual Chapter Budget or changes therein;
- B. Approve all Public Relations Expenditures;
- C. Conduct the Business of the Chapter for the membership;
- D. Elect the SAC Director and SAC Alternate;
- E. Represent the Chapter membership at General Assembly as provided for in Section V of the Association By-Laws.

Section 3

Election of Chapter Delegates: Chapter Delegates shall be elected at the Annual Chapter Meeting by the Chapter membership as provided for in Section III, part 9 of the Association By-Laws and serve for a period of one year.

Section 4

Delegate Vacancies: A Delegate position shall be declared vacant by the Chapter Chairperson when:

- A. Resignation: A Delegate has submitted a written letter of resignation to the Chapter Chairperson.
- B. Removal or Recall: When a Delegate has been removed from office for just cause as provided for in ARTICLE VI fo these By-Laws.

Section 5

Filling Delegate Vacancies: When a Delegate position is vacated the Chapter Chairperson shall call for an election at the next regular Monthly Meeting. The Delegate elected shall serve until the next Annual Chapter Election.

ARTICLE VI

Recall and Removal of Chapter Officer or Delegate

An office or Delegate may be expelled from office for just cause provided:

- A. The officer or Delegate has been given written notice of the proceedings and of the time and place thereof;
- B. The officer or Delegate must be served with written specific charges;
- C. The Officer or Delegate must be given 3(three) months time to prepare his defense;
- D. The Officer or Delegate must be afforded a full and fair hearing;
- E. A two-thirds (2/3) vote of the membership is cast for removal;
- F. Just cause shall include any acts or omissions which the Chapter deems injurious to the Chapter or the Association and its good name as well as for false charges against their Officers, other Delegates, or members; injurious acts or omissions shall include three (3) consecutive unexcused absences.

ARTICLE VII

State Administrative Council Director and Alternate Director

Section 1

State Administrative Council Director (SAC): The SAC Director shall be elected by the Chapter Delegates and represent the Chapter at the State Administrative Council as provided in Section VI of the Association By-Laws.

Section 2

State Administrative Council Alternate Director (SAC Alternate): The SAC Alternate shall be elected by the Chapter Delegates as provided for in Section VI of the Association By-Laws and shall assume the functions of the SAC Director in the Director's absence.

ARTICLE VIII

Chapter Committees

Section 1

Committee Appointments: The Chapter Chairperson shall appoint the Chapter Committees specified in this ARTICLE and the respective Committee Chairpersons within sixty (60) days of the Annual Chapter Meeting.

Section 2

Committee Membership: All Committees shall be made up of a minimum of 2 (two) members.

Section 3

Committee Dissolution: All Committees shall dissolve at the next Annual Chapter Meeting except the Nominations and Elections Committee as provided for in Section 5 of this ARTICLE.

Section 4

Chapter By-Laws Committee: The By-Laws Committee shall review and format all proposed By-Laws changes for adherence to the Association Articles of Incorporation and By-Laws and to Demeter's Manual of Parliamentary Law and Procedure.

- A. Chapter By-law Changes; All proposed Chapter By-law changes shall be submitted to the By-laws Committee in writing no later than the regular January Monthly Meeting annually.
- 1) The By-Laws Committee shall present all proposed By-Laws changes at the regular February Monthly Meeting with recommended action.
 - 2) The proposed By-Law changes approved at the February monthly meeting shall be posted to the membership for a minimum of two (2) weeks.
 - 3) The proposed By-Law changes approved at the February Monthly Meeting and posted to the membership shall be acted upon at the regular March Monthly Meeting.

ARTICLE VIII (cont.)

Section 7

Chapter Audit Committee: The Audit Committee shall assist the Chapter Treasurer in the preparation of the Annual Chapter Budget and shall be responsible for auditing the Treasurer's accounts.

- A. Budget: The Chapter budget shall be prepared and submitted annually as required by Section 111, Article 10(d) of the Association By-Laws and Article IV, Section 3D of these By-Laws.
 - 1) The Chapter budget shall be posted to the membership for a period of no less than two weeks and acted upon no later than the Annual Chapter Meeting.
 - 2) The Chapter budget shall become effective on January 1 annually.
- B. Treasurers's Accounts: The Treasurer's accounts shall be audited by the Audit Committee prior to the Annual Chapter Meeting. Written certification of the findings shall be forwarded to the Chapter Chairperson no later than the Annual Chapter Meeting.

Section 8

Other Committees: Other Committees may be appointed by the Chapter Chairperson as required and as provided in Article 4, Section 3A of these By-Laws.

ARTICLE IX

Meetings

Section 1

Regular meetings: Regular meetings of the Chapter shall be held on a monthly basis at a regular time designated by the Chapter Chairperson. A maximum of three regular meetings may be cancelled in any given calendar year by the Chairperson.

Section 2

Annual Chapter Meetings: The Annual Chapter Meeting shall be held as required by Section III, Part 2 of the Association By-Laws.

Section 3

Special Meetings: Special Meetings may be held as provided in Section III, Part 4 of the Association By-Laws.

ARTICLE X

Quorum

Section 1

Regular Monthly Meetings and Soecial Meetings: A quorum at all regular Chapter Meetings and Special Meetings shall require the presence of two-thirds (2/3) majority of the membership, one of which must be a Chapter officer.

Section 2

Annual Chapter Meeting: A quorum at the Annual Chapter Meeting shall require no less that two thirds (2/3) majority of the membership, plus one member of the Nominations and Elections Committee.

ARTICLE XI

Chapter Authority shall be as provided in Section III, part 8 of the Association By-Laws.

Section 1

Voting: The vote on all Chapter business may be taken verbally or by a show of hands. Standing votes shall be taken when demanded by three (3) members present. Votes on all Chapter business shall require a majority vote.

Section 2

Proxy votes: Proxy Votes are not allowed regarding Chapter business or in the election of Delagates, Officers, SAC Directors or SAC Alternate.

ARTICLE XII

Order of Business

The order of business at Regular Monthly Meetings should be as follows:

1. Call to order
2. Roll call of Officers and Delegated
3. Reading and Approval of Minutes
4. Treasurer's Report
5. Correspondence and Bills
6. Report of the Officers
7. Report of the Committees
8. Unfinished Business
9. New Business
10. Announcements
11. "Good " of the Chapter
12. Adjournment

ARTICLE XIII

Parliamentary Authority

The proceedings of all meetings of the Chapter or its committees shall be governed by Demeter's Manual of Parliamentary Law and Procedure when not in conflict with the Association Articles of Incorporation or By-Laws or the Chapter By-Laws.

ARTICLE XIV

Handling of Funds

All cash receipts shall be promptly deposited in the Chapter's bank account. Funds shall be disbursed only by check signed by the Treasurer and Chapter Chairperson or Chapter Vice-Chairperson.

ARTICLE XV

By-laws Changes

All Chapter By-Laws changes shall require a two-thirds (2/3) majority vote.