

**Alaska Higher Education
Crafts and Trades Employees
Local 6070
APEA/AFT
AFL-CIO**

BYLAWS

**Article I
EXECUTIVE BOARD**

Section 1. MEETINGS: 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. These meetings may be by video or teleconference. The Executive Board shall meet monthly with a minimum of four meetings in each fiscal year.

At least four regional meetings will be held in each region presided over by the First Vice President for that region. The First Vice President of that region will report the proceedings at the next regularly scheduled Executive Board meeting.

Executive Board members shall maintain confidentiality.

**Article II
STRUCTURE OF ORGANIZATION**

Section 1. The Local 6070 will be structured on a regional basis representing employees who are within a geographical boundary that facilitates communication. These regions are not based on the University's Management Administrative Units (MAU). The regions are as follows:

| <u>Northern</u> | <u>Southcentral</u> | <u>Southeast</u> |
|-----------------|---------------------|------------------|
| Fairbanks (UAF) | Anchorage (UAA) | Juneau (UAS) |
| Nome | Kenai Peninsula | Ketchikan |
| Kotzebue | Kodiak | Sitka |
| Bethel | Valdez | |
| Delta Junction | Mat-Su | |
| Dillingham | Seward | |
| | Palmer | |
| | Cordova | |

**Article III
OFFICER DUTIES**

Section 1. PRESIDENT

Length of term: Two (2) years (elected on even years)

Local 6070 ByLaws

Election: As per Article VI, Local 6070 Constitution
Additional Duties:

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

The President shall be, by office, a delegate to the biennial caucus of the Alaska Public Employees Association/Alaska Federation of Teachers.

Section 2. SECRETARY/TREASURER

Length of term: Two (2) years [ELECTED IN ODD YEARS]
Election: As per Article VI, Local 6070 Constitution

Additional Duties:

The Secretary/Treasurer, shall, in the absence or disability of the President perform the duties and exercise the power of the President.

The Secretary/Treasurer shall attend all meetings of the Executive Board and general Membership Meetings and shall 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. Shall record and keep accurate minutes of the proceedings thereof. Shall keep and maintain a current membership list showing the names of members and their addresses. Shall assist the President in handling the correspondence of the Local 6070.

The Secretary/Treasurer shall have custody of the funds of Local 6070; shall keep full and accurate accounts of receipts and disbursements in books belonging to the Local 6070; shall deposit all moneys and other valuable effects in the name and to the credit of the Local 6070 in such depositories as may be designated by the Executive Board; shall be authorized to co-sign financial instruments for Local 6070 as may be ordered by the Executive Board, taking proper vouchers for such disbursements, and shall 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 Local 6070.

The Secretary/Treasurer shall transmit the finance officer of the

APEA/AFT, a list of current membership.

Section 2. FIRST VICE PRESIDENTS

Length of term: Two (2) years (elected in odd years)
Election: As per Article VI, Local 6070 Constitution

Additional Duties:

The 1st Vice President representing Local 6070 , shall be responsible for the Grievance Committee and conducting and reporting their perspective regions business to the Executive Board.

The 1st Vice Presidents, shall be the delegate or alternate delegate to the APEA/AFT biennial caucus by Executive Board authority.

Section 3. SECOND VICE PRESIDENTS

Length of term: One (1) year
Election: As per Article VI, Local 6070 Constitution

Additional Duties:

The 2nd Vice President shall be responsible for the Committee on Political Education (EPIC*) and have oversight of the Nominations/Elections Committee.

The 2nd Vice Presidents, shall be the delegate or alternate delegate to the APEA/AFT biennial caucus by Executive Board authority.

Section 5. Disciplinary Procedures

President and Secretary/Treasurer that have three un-excused absences from required/union meetings or are derelict in their duties may be subject to recall.

1st Vice Presidents and 2nd Vice Presidents that have three un-excused absences from required/union meetings or are derelict in the above duties shall be brought forward to the Executive Board for possible disciplinary action.

**Article IV
COMMITTEES**

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, but may vote to break a tie; except the Nomination/Elections Committee.

Each committee shall transact such business as is delegated to it in the By Laws 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

The standing committees shall function as defined in the Local 6070 Constitution, Article V..

Section 3. NONSTANDING COMMITTEES

Grievances: Three Grievance Officers shall compose this committee based on geographical region as follows:

1. One member in good standing from the Physical Plant department.
2. The First Vice President from their perspective region.
3. One at large.

This committee shall review grievances at all levels subject to restrictions of the Local 6070 Constitution and these ByLaws. The 1st Vice President per region shall report to the Local 6070 Executive Board.

Article V STEWARDS

Section 1. Purpose:

To serve the members at the work site.

Section 2 Definition:

A Steward is a member in good standing elected by the members in good standing at the work site(s).

Section 3. Election:

Local 6070 ByLaws

- A. Only the members in good standings at a work site may vote to elect or remove their Steward(s). Removal of Stewards shall be on just cause and subject to review by the Local 6070 Executive Board.
- B. The election of Stewards shall be on odd years. The term shall be for two (2) years.

Section 4. Duties:

- A. Shall abide by the terms of the bargaining unit agreement, Local 6070 Constitution and By Laws,
- B. Assist members with job related disputes and any grievances,
- C. Participate in Steward training,
- D. Distribute Local 6070, APEA, AFT and AFL-CIO information,
- E. Orient new employees to the Local 6070,
- F. Conduct polls and surveys,
- G. Assist in organizing members for union activities,
- H. Solicit information and work with the Negotiating Team,
- I. Work with APEA/AFT professional staff and grievance committee to provide all information obtained in the investigation of a grievance or complaint
- J. Attend required/union meetings.
- K. Maintain confidentiality on all personnel and Union matters.

Section 5. Stewards that have three un-excused absences from required/union meetings or are derelict in the above duties shall be brought forward to the Executive Board for possible disciplinary action.

Article VI
CONTRACT NEGOTIATIONS

Section 1. CONTRACT PROPOSAL

For the purposes of contract negotiations, only the Local 6070 members in good standing will determine the content of the unit's proposal of settlement. Local 6070 members, in good standing, shall vote and ratify by secret ballot all negotiated bargaining agreements.

Section 2. SELECTION OF THE NEGOTIATING TEAM & ALTERNATES

The negotiating team shall consist of three (3) positions, each representing a region (Northern, Southcentral and Southeast).

Alternates for each negotiators position shall be elected on a separate ballot.

At least nine (9) months prior to the expiration of a bargaining unit agreement, the President will send notification to the Nominations/Election committee to solicit candidates for the positions of negotiators and alternates. Each candidate shall be allowed one (1) type written resume to be mailed to the membership with ballots.

All negotiators and alternates shall be elected by the membership of Local 6070.

Section 3. NEGOTIATORS AND ALTERNATES RESPONSIBILITIES

There shall be at least one negotiations planning meeting held in each region prior to the beginning of negotiations.

The alternate should be present at negotiations and negotiation meetings when held at their regional site.

Alternates shall be the Chairperson for their regional negotiations committee.

Negotiators shall inform their alternate of all negotiation meetings, proposals and proceedings.

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

Section 4. NEGOTIATIONS COMMITTEES

Negotiations committees will be either appointed, elected, or on a voluntary basis by the membership of each region. The purpose of these committees is to facilitate communication with the negotiation team and the membership.

Section 5. AUTHORITY OF THE NEGOTIATING TEAM

- A. Prepare and distribute to all bargaining unit members in good standings with input from the Stewards and negotiations committees; a statewide 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 statewide with the membership of Local 6070 concerning contract negotiations.
- H. With the concurrence of the Local 6070 Executive Board, select for hire one or more assistants, who need not be members of the Local 6070 to act in a capacity designated by the negotiating team.

Section 6. RESPONSIBILITIES OF THE NEGOTIATING TEAM

- A. During negotiations, the negotiations team shall inform the Local 6070 Executive Board, Stewards and Negotiations Committees at least monthly of the progress and development of negotiations.
- B. Within fourteen (14) working days provide all members in good standings 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 alternate negotiator and Stewards, determining what visits are required to answer questions about the tentative agreement, before ratification ballots are mailed to the membership.
- D. Conduct ratification vote of Local 6070 members in good standing of the

bargaining unit.

Section 7. IMPASSE PROVISIONS

If an impasse occurs during negotiations, the negotiating team shall poll all of the Stewards 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 Stewards shall provide all of their members in good standing with such information and statements, and shall cast their vote according to the will of a majority of their members in good standing.

If the majority vote is cast yes, then the negotiating team shall poll all the members in good standing of the bargaining unit regarding a strike vote.

Section 8. LETTERS OF AGREEMENT

All affected members in good standing within the bargaining unit shall vote on letters of agreement with review from the current contracts negotiating team..

**Article VII
AMENDMENTS**

Amendments to these By Laws are as per Article XII, Local 6070 Constitution.

**Article VIII
RIGHTS OF MEMBERS**

Definition: Member in good standing, is a University employee who is a dues paying member to the Local 6070 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 Local 6070. Only members in good standing of Local 6070 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 hold office and serve on committees.

Section 3. Official publication of the Local 6070 shall be sent without charge to members in good standing and may at the discretion of the Executive Board be sent to non-members.

As amended June 29, 2004

Local 6070 ByLaws

by a vote of the membership

**Alaska Higher Education
Crafts and Trades Employees
Local 6070
APEA/AFT
AFL-CIO**

CONSTITUTION

Article I
NAME

This organization shall be known as Alaska Higher Education Crafts and Trades Employees Local 6070, APEA/AFT, AFL-CIO. A Local of the Alaska Public Employees Association/AFT (AFL-CIO). Hereinafter referred to as the Local 6070. It shall be composed of a collective bargaining unit representing maintenance, trades, crafts and custodial employees. Hereinafter referred to as

Article II
OBJECTIVES

The purpose of this organization shall be:

- Section 1. To secure exclusive 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 close relationship and mutual cooperation with labor and the community.
- Section 4. To promote the hiring and retention of competent personnel by improving the standards in the employment situation of the membership by working for the passage and strengthening of collective bargaining legislation.
- Section 5. To work for continuing education and securing working conditions conducive to the best performance and delivery of services.
- Section 6. To promote Local 6070 and the University of Alaska.

Article III
MEMBERSHIP

- Section 1. Membership eligibility. Membership in the Local 6070 shall be for bargaining unit members at the University of Alaska working in the areas of maintenance, trades, crafts and custodial.
- Section 2. No person is eligible for membership who is employed as an exempt classified employee as defined by the University of Alaska and/or Alaska Labor Relations Agency.
- Section 3. Membership Requirement. Membership in the Local 6070 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 or economic status.

Section 5. An official suspected of dereliction of duties or confidentiality will be brought to the attention of the Executive Board who will review and /or initiate immediate actions. Charges against a member for violating this section may be brought by any member in good standing and shall be filed in writing with the Executive Board. The charges shall specify the dates and location of the alleged violation.

Any official found in violation of their responsibilities by the Executive Board shall have his or her status changed to that of an agency fee payer for a minimum time of six months.

The Executive Board shall immediately send a copy of the charges to the accused member by certified mail. If the accused member does not respond to the charges to the Executive Board within ten (10) days of receiving them, or thirty (30) days of mailing, whichever is later, the accused member shall be deemed to have admitted to violation and discipline shall be imposed.

At the Annual meeting the member may appeal to the membership. The membership present shall vote to remove or reinstate the accused to full status as a member of Local 6070 in good standing. Charges under this subsection may not be brought against a member for crossing a picket line, not authorized by law to strike who crosses a picket line in the performance of official duties.

Article IV OFFICERS

Section 1. The state wide elected officers of Local 6070 shall be a President and a Secretary/Treasurer.

Section 2. There shall be elected officers of each region of the Local 6070 . The elected officers shall be the 1st Vice President and the 2nd Vice President for each region.

Section 3. To be eligible for office a person must be a member in good standing.

Section 4. President.

A. The President shall be the chief executive officer of Local 6070, shall serve as chairperson of the Executive Board and as an ex-officio member of all committees except the Nominating/Election committee.

B. The President represents the organization before the public, community organizations, and legislative/governmental bodies.

C. The President shall make an annual report to the membership of Local 6070.

D. The President shall be one of the responsible financial officers of the Local 6070 and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.

E. The President may delegate the responsibilities of the office except where otherwise specified by the Constitution and/or ByLaws.

F. The President shall perform other duties as outlined in the ByLaws.

Section 5. Secretary/Treasurer.

A. The Secretary/Treasurer, shall, in the absence or disability of the President perform the duties and exercise the power of the President, for a period not longer than 6 months or the election of a new President.

B. The Secretary/Treasurers shall record all minutes of the Executive Board and general membership meetings.

C. The Secretary/Treasurer shall forward the current membership list to the APEA/AFT to keep Local 6070 in good standing at all times.

D. The Secretary/Treasurer shall submit a financial statement at the Executive Board meetings upon request and submit a financial statement and report to the annual membership meeting.

E. The Secretary/Treasurer shall be one of the responsible financial officers of the Local 6070 and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.

F. The Secretary/Treasurer shall perform other duties as outlined in the ByLaws.

Section 6. First Vice President.

A. Shall perform other duties as delegated by the President or assigned by the Executive Board. The First Vice President shall represent the interest of the region she/he represents.

B. The First Vice President from the region that does not hold the President or Secretary/Treasurer Local 6070 positions shall be authorized to co-sign financial instruments.

C. The First Vice Presidents shall perform other duties as outlined in the ByLaws.

Section 7. Second Vice President.

- A. Shall perform other duties as delegated by the President or assigned by the Executive board.
- B. The Second Vice President shall represent the interest of the region she/he represents.
- C. The Second Vice President shall perform the duties of the First Vice President of his/her region in the event of their absence.
- D. The Second Vice President shall be responsible for the Employees Political Information Committee (EPIC).
- E. The Second Vice President shall oversee the Nominating/Elections Committee.
- F. The Second Vice President shall perform other duties as outlined in the ByLaws.

Article V
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) Nominating/Election Committee.
 - 1. The state wide committee shall consist of a minimum of four, including the three 2nd Vice Presidents and one at large member in good standing. Member at large will be appointed for each election.
 - 2. The committee shall seek qualified active members for elective office and shall conduct and supervise all elections and referenda of the Local 6070.
 - 3. The committee shall submit a report to the Second Vice President to be reviewed by the Executive Board prior to distribution to the membership.
 - 4. The chairperson shall be one of the 2nd Vice Presidents.
 - 5. Regional elections will have a committee of three members from the region including the 2nd Vice President. The 2nd Vice President shall serve as chairperson and will report regional election results to the Executive Board.

- (b) Employees Political Information Committee (EPIC). The committee shall consist of the three 2nd Vice Presidents and members at large.

Functions shall include but not limited to the following:

1. The chairperson shall be one of the 2nd Vice Presidents to coordinate state wide political activities.
2. To serve on the committee, members must be in good standing.
3. Inform the APEA/AFT, EPIC of political issues of concern to Local 6070
4. Educate the membership in political matters relating to Local 6070.
5. Recommend the endorsement of candidates to external elected office to instigate and coordinate lobbying efforts with the University of Alaska, legislature and Executive Branch of Government.

Article VI ELECTIONS

- Section 1. Elections shall be by secret ballot and shall be overseen by the Nominating/Election committee. Ballots shall be prepared in such a manner as to insure their secrecy.
- Section 2. The candidates for office receiving a simple majority (50% + 1) of eligible votes cast shall be declared elected and shall assume office three (3) working days after the vote count.
- Section 3. Vacancy of the First Vice Presidents and Second Vice Presidents positions shall be filled, for the remainder of the term, by recommendation by the appropriate region and confirmation from the Executive Board.
- Section 4. A petition signed by thirty percent of the perspective voting membership and stating specific grounds shall be sufficient to require the Nominating/Elections committee to conduct a recall election of any officer specified in the petition under the procedures in Article VI, Section 6 below. In the event of a recall, the Nominating/Elections committee shall hold a special election.
- Section 5. Procedure of Elections. The Nominating/Election committee shall conduct all general and special elections of the Local 6070. Elections will be held in accordance with the Landrum Griffin Act.

- (a) The offices of President and Secretary/Treasurers shall be elected on a statewide basis. These offices shall not be held by one region only. The highest vote count in any other region shall hold the office.

1. In the event that an election is held simultaneously for President and Secretary/Treasurer. The highest vote count for President will prevail. If the Secretary/Treasurer highest vote count is from the same region as the elected President, the next highest vote count from another region on the ballot for the Secretary/Treasurer will be elected as the Secretary/Treasurer.

- (b) The offices of First Vice President and Second Vice President shall be elected by the members in the region they represent.
- (c) Current Executive Board officers who choose to accept nominations for a different Executive Board position shall resign their current Executive Board position at the time of the mailing of the ballots.
- (d) No later than forty-five (45) days prior to the date of the regular annual Membership Meeting the Nominations/Elections committee shall notify all members of the opening of nominations for office(s).
- (e) Nominations shall be received by the committee twenty (20) days prior to the Annual Membership Meeting.
- (f) The committee shall have a ballot prepared 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.
- (g) The ballots will be tallied at the Annual Membership meeting and submitted to the Executive Board. The President will then announce the elected officers.

Section 6. Special/Recall Election Procedures. The Nominating/Election Committee upon the receipt of a recall petition 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) If an officer is recalled, the Nominating/elections committee shall open nomination 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.
- (b) The ballots will be tallied at a special meeting and the elected officers will be announced by the chairperson for the Nominating/Elections committee.

- (c). Vacancies to the offices of President or Secretary/Treasurer will be filled for the remainder of the term, as described in section (a) of this article. Election process shall begin no later than 30 days from notification of/or the vacancy of the office.

Article VII EXECUTIVE BOARD

- Section 1. How Constituted. The Executive Board shall be the administrative body of the Local 6070, and shall consist of the President, the First Vice President and Second Vice President from each region, and the Secretary/Treasurer.
- Section 2. The President shall serve as chairperson of the Executive Board.
- Section 3. The Executive Board shall be scheduled to meet monthly, or at the call of the President for the purpose of initiating, overseeing, or revising the policies of the Local 6070 and to conduct other business of the Local 6070 that is within its authority.
- Section 4. The Executive Board shall appoint such committees as it deems necessary, not inconsistent with this Constitution and By Laws.
- Section 5. The Executive Board shall prepare and present upon request an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.
- Section 6. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the Local 6070.
- Section 7. The Executive Board shall be responsible for monitoring, reporting and authorizing use of Local 6070 Business leave.

Article VIII MEETINGS

- Section 1. General Membership meetings of Local 6070 shall be held not less than four held in March of each year. General and Annual Membership meetings may be held regionally, telephonically or by video conference.
- Section 2. The Executive Board shall determine the time and place, and give 30 days notice of the Annual Membership meetings.
- Section 3. Special Meetings of the Local 6070 membership may be called at any time by the

Executive Board. Forty eight hours notice shall be given the membership for any special meeting. Upon petition of twenty five percent of the members in good standing, the Executive Board shall call a special meeting.

Article IX FINANCE

- Section 1. Annual dues. The dues of the Local 6070 shall be equivalent to the 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. Any additional dues for the Local 6070 above and beyond the APEA/AFT dues shall be established by a simple majority (50% + 1) of eligible votes of the membership.
- Section 3. Fiscal Year. The official year of Local 6070 shall be from April 1st each year through March 31st of the succeeding year for all terms of office and financial matters.

Article X RULES OF ORDER

The rules contained in Roberts Rules of Order - Revised shall govern Local 6070 in all cases to which they are applicable and not covered by this Constitution or the By Laws of Local 6070.

Article XI AFFILIATION

- Section 1. The Local 6070 Executive Board shall submit a list of members willing to serve as delegates to the CLC based on CLC jurisdictions correspondent to Local 6070 regions.
- Section 2. The Local 6070 Executive Board shall submit the name of the President and a list of members elected at large as delegates to the APEA/AFT Biennial Caucus.
- Section 3. The Local 6070 Executive Board shall submit the name of members elected at large as delegates to the AFT Convention to the AFT.
- Section 4. The Local 6070 President by virtue of office is seated as delegate for Local 6070 on the Alaska State AFL-CIO Executive Board.
- Section 5. Local 6070 recognizes APEA/AFT as its exclusive representative for the purpose of administration of a collective bargaining agreement. Local 6070 shall control the content of contract proposals and shall direct APEA/AFT as to the concerns during negotiations.

Section 6. Local 6070 will maintain its full service contract administration service with APEA/AFT. The membership has the right with a vote of a two thirds majority to opt out of service administration.

**Article XII
AMENDMENT**

Section 1. Proposal. Any member of the Local 6070 may present a proposed amendment to the Constitution upon petition of ten percent of the membership. The Executive Board may present a proposed amendment to the Constitution by a majority vote of the Executive Board. The proposed amendment shall be submitted no later than thirty days prior to the next annual membership meeting.

Section 2. Procedure. The Constitution may be amended by a two-thirds vote of the membership voting. Ballots together with the proposed Constitution shall be mailed to all members in good standing of Local 6070 at least 15 days prior to the annual meeting.

As amended June 29, 2004
by a vote of the membership