

**City of Bethel
Employees Association
APEA/AFT
AFL-CIO**

CONSTITUTION

**Article I
NAME**

This organization shall be known as City of Bethel Employees Association, APEA/AFT, AFL-CIO. A Local of the Alaska Public Employees Association / American Federation of Teachers (AFL-CIO). Hereinafter referred to as the CBEA.

**Article II
OBJECTIVES**

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 standards in the employment situation of the membership.
- Section 4. To promote the well being of the City of Bethel.

**Article III
MEMBERSHIP**

- Section 1. Membership Eligibility. Membership in the CBEA shall be open to all non-exempt city employees.
- Section 2. No person is eligible for membership who is employed as an exempt city employee as defined by the City of Bethel and/or Alaska Labor Relations Agency.
- Section 3. Membership Requirement. Membership in the CBEA 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 OFFICERS

- Section 1. The officers of CBEA shall be the Chapter Local President, Local Vice President, Secretary, and Treasurer.
- Section 2. To be eligible for office a person must be a member in good standing.
- Section 3. Local President. The President shall be the chief executive officer of CBEA, shall serve as chairperson of the CBEA Executive Board and as an ex-officio member of all committees except the Nominating/Election Committee. 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 CBEA. The President shall be one of the responsible financial officers of the CBEA and be authorized to co-sign financial instruments and make regular and usual disbursements of funds. 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 to the AFT convention and the APEA/AFT Convention.
- Section 4. Local Vice President. Shall assume the office of Local President in the event of absence, illness or the death of the President. Shall perform other duties as delegated by the Local President or assigned by the Executive Board. The Vice President shall be responsible for the Committee on Political Education (COPE) and shall oversee the work of and shall receive a report from the Nominating/Elections Committee.
- Section 5. Secretary. The Secretary shall record all minutes of the Executive Board and general membership meetings. The Secretary shall be custodian of the records (except financial) for the CBEA. The Secretary shall forward the current membership list to the APEA/AFT to keep CBEA in good standing at all times.
- Section 6. Treasurer. The 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 Treasurer shall be one of the responsible financial officers of the CBEA and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.

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. The committee shall consist of three members 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 CBEA. The committee shall submit a report to the Vice President to be reviewed by the Executive Board prior to distribution to the membership. The President shall be one of the three members and subject to the approval of the Executive Board.
- (b) Committee on Political Education. The committee shall consist of three members appointed by the Executive Board. Functions shall include but not limited to the following:
 - Inform the APEA/AFT Employees Political Information Committee (EPIC) of political issues of concern to CBEA.
 - Educate the membership in political matters relating to CBEA.
 - To recommend the endorsement of candidates to external elected office.
 - To instigate and coordinate lobbying efforts with the City of Bethel, Legislature and Executive Branch of Government.

Article VI
OFFICER 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 plurality of votes cast shall be declared elected and shall assume office within thirty days.

Section 3. With the exception of the President, or in case of a recall, all vacancies shall be filled by a majority vote of the Executive Board.

Section 4. A petition signed by thirty percent of the membership and stating specific grounds shall be sufficient to require the Nominating/Elections Committee to conduct a re-call election of any officer specified in the petition under the procedures in Article VI, Section 6 below. If an officer is recalled, 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 CBEA.

- (a) The offices of President, Vice President, Secretary, and Treasurer shall be elected on a unit-wide basis.
- (b) Sixty (60) days prior to the date of the regular Annual Membership Meeting the committee shall notify all members of the opening of nominations for office
- (c) Nominations shall be received by the committee thirty days prior to the Annual Membership Meeting.
- (d) 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.
- (e) 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 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.
- (b) The ballots will be tallied at a special meeting and the elected officers will be announced by the chairperson of the Nominating/Elections committee.

**Article VII
EXECUTIVE BOARD**

- Section 1. How Constituted. The Executive Board shall be the administrative body of the CBEA, and shall consist of the President, the Vice President, the Secretary and the Treasurer. The outgoing President shall serve as an ex-officio non-voting member of the Executive Board.
- Section 2. The Local President shall serve as chairperson of the Executive Board.
- Section 3. The Executive Board shall meet monthly, or at the call of the Local President for the purpose of initiating, overseeing, or revising the policies of the CBEA and to conduct other business of the CBEA 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 CBEA.

**Article VIII
MEETINGS**

- Section 1. General Membership meetings of CBEA shall be held not less than four times yearly. One such meeting, the Annual Membership Meeting, shall be held in June of each year.
- Section 2. The Executive Board shall determine the time and place, and give 30 days notice of the general membership meetings.
- Section 3. Special Meetings of the CBEA 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 CBEA 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. Any additional dues for the CBEA above and beyond the APEA/AFT dues shall be established by a plurality vote of the membership.
- Section 3. Fiscal Year. The official year of CBEA shall be from July 1st each year through June 30th 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 CBEA in all cases to which they are applicable and not covered by this constitution or the By-Laws of CBEA.

**Article XI
AMENDMENT**

- Section 1. Proposal. Any member of the CBEA 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 those present at the annual membership meetings, provided that copies have been mailed to all members of the CBEA at least 15 days prior to the meeting.

Article XII
AFFILIATION

Section 1. CBEA recognizes APEA/AFT as its exclusive representative for the purpose of administration of a collective bargaining agreement. CBEA shall control the content of contract proposals and shall direct APEA/AFT as to its concerns during negotiations.

Section 2. CBEA will maintain its affiliation and contract administration services, with all rights and responsibilities set forth in the APEA/AFT Constitution and By-Laws.

In case of a conflict between CBEA Constitution and By-Laws, the APEA/AFT Constitution and By-Laws shall prevail except in conflicts wherein the APEA/AFT By-Laws and practices would place the autonomy and the AFT Local status in structural or organizational jeopardy.