

UNITED SPECIAL EDUCATION SERVICE EMPLOYEES
AFT LOCAL 4688
APEA/AFT
AFL-CIO

CONSTITUTION/BYLAWS

ARTICLE I
NAME

The organization shall be known as United Special Education Service Employees, AFT Local 4688, APEA/AFT, AFL-CIO. Hereinafter referred to as the USESE.

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.

ARTICLE III
MEMBERSHIP

- Section 1. Membership Eligibility. Membership in the USESE shall be open to all bargaining unit members.
- Section 2. Membership Requirement. Membership in the USESE shall be voluntary unless otherwise specified by a negotiated contractual agreement.
- Section 3. No person shall be denied membership on the basis of race, creed, gender, national origin, religious or political belief, social status, sexual orientation or economic status.

ARTICLE IV
MEMBERSHIP RIGHTS

Definition: Member in good standing, is a bargaining unit member who chooses to be a USESE member and is current on all dues to the USESE.

- Section 1. Members in good standing shall be entitled to vote on all general administrative matters coming before the USESE. Only members of USESE shall be entitled to vote on contract administration matters pertinent to their local, i.e., contract ratification, strike votes, legal defense, etc.
- Section 2. All members in good standing shall be entitled to serve on committees.
- Section 3. Official publications of the USESE shall be sent without charge to members in good standing and may at the discretion of the Executive Board be sent to employees who are not USESE members.

ARTICLE V OFFICERS

- Section 1. The at-large elected officers of USESE shall be President, Vice president, Secretary/Treasurer.
- Section 2. To be eligible for office a person must be a member in good standing.
- Section 3. **PRESIDENT**

Length of term: Three (3) years

The President shall be the chief executive officer of USESE, shall serve as chairperson of the 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 USESE. The President shall be able to delegate the responsibilities of the office except where otherwise specified by the constitution.

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 convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention and Vice President of the Alaska State AFL-CIO.

- Section 4. **VICE PRESIDENT**

Length of term: Two (2) years

The Vice President shall assume the office of President in the event of absence, illness or the death of the President. The Vice President shall perform other duties as delegated by the president or assigned by the Executive Board.

The Vice President shall be, by office, the alternate delegate to the convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention of the Alaska State AFL-CIO.

Section 5 **SECRETARY/TREASURER**

Length of term: Two (2) years

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 meetings, whether it was regular or special, and if special, how authorized, the notice given and the names of those present at the Executive Board. The Secretary/Treasurer shall record and keep accurate minutes of the proceedings thereof. The Secretary/Treasurer shall keep and maintain a current membership list showing the names of members and their addresses. The Secretary/Treasurer shall assist the President in handling the correspondence of the USESE.

The Secretary/Treasurer shall forward membership lists to AFT and APEA/AFT. The Secretary/Treasurer shall provide APEA/AFT with a listing of officers including home addresses, home phone and work phone numbers. The Secretary/Treasurer shall ensure that the APEA/AFT has USESE's current contract.

The Secretary/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 Secretary/Treasurer shall be the responsible financial officer of the USESE and be authorized to sign financial instruments and make regular and usual disbursements of funds.

The Secretary/Treasurer shall have the custody of the funds of USESE; shall keep full and accurate accounts of receipts and disbursements in books belonging to the USESE; shall deposit all moneys and other valuable effects in the name and to the credit of USESE in such depositories as may be designated by the Executive Board; shall take proper vouchers for such disbursements, and shall render to the President and the general membership at its regular meetings, or when the Executive Council so requires, an accurate accounting of all transactions and of the financial condition of USESE.

Section 7. **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall be available to the Board for transition and advisement purposes.

**ARTICLE VI
COMMITTEES**

Section 1. The President shall, subject to 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, except the Nomination/Election Committee, and shall have all the privileges of membership thereon.

Section 2. Each committee shall transact such business as is delegated to it in the Constitution/Bylaws and such additional business as may be referred to by the President of the Executive Board. Such committees shall not take action until a report has been made and approved by the Executive Board, except that of the standing Grievance Committee

ARTICLE VII STANDING COMMITTEE

Standing Committees. There shall be the following standing committee. 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:

Nominating/Election Committee. The committee shall seek qualified members in good standing for elective office and shall conduct and supervise all nominations, elections and ratifications of the USESE.

ARTICLE VIII ELECTIONS & RATIFICATIONS

Section 1. Elections/Ratifications 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 majority 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. If an officer is recalled, the Nominating/Election Committee shall hold a special election.

Section 5. Procedure of Elections. The Nominating/Election Committee shall conduct all general and special elections of the USESE:

- A. Sixty (60) days prior to the date of the regular Annual Membership Meeting the committee shall notify all members in writing of the opening of nominations for office.
- B. Nominations shall be received by the committee thirty days prior to the Annual Membership Meeting.
- C. A ballot shall be prepared by the committee consisting of a double envelope for verification and delivered and/or 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.
- D. The ballots will be tallied at the Annual Membership Meeting and submitted to the Executive Board. the President will then announce the elected officers. The results of such election shall be sent to all members in good standing.

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 IX EXECUTIVE BOARD

Section 1. How Constituted. The Executive Board shall be the administrative body of the USESE and shall consist of the President, the Vice President, Secretary/Treasurer.

Section 2. The President shall serve as chairperson of the Executive Board.

Section 3. The Executive Board shall meet at least three (3) times a year, or at the call of the President for the purpose of initiating, overseeing, or revising the policies of the USESE and to conduct other business of the USESE that is within its authority.

The Executive Board shall meet at such time 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 (7) days preceding the day of the meeting unless such notice shall have been waived. These meetings may be by teleconference.

Section 4. Quorum. In order for the Executive Board to conduct business a quorum of 2 out of 3 officers shall be present.

Minutes of all Executive Board meetings shall be maintained and made available for review, during normal business hours, by any member in good standing.

Section 5. The Executive Board shall prepare and present to the membership for approval by the membership an annual budget at least two months prior to the beginning of the fiscal year.

Section 6. The Executive Board shall be responsible for adherence to and enforcement of the Constitution/Bylaws of the USESE.

Section 7. Powers. The Executive Board shall constitute the administrative body of the USESE, and its action shall be subject only to appeal at any regular or special meeting of the membership. Such appeal shall be duly filed with the Secretary/Treasurer of USESE at least thirty (30) days prior to the date of such meeting. .

The Executive Board shall have the power to employ all personnel on full or part-time basis as may be determined by the needs and finances of USESE.

Section 8. Legal Defense. The legal defense of a member of USESE may be granted by the majority vote of the Executive Board which shall also determine the amount of money to be authorized in such defense.

ARTICLE X MEETINGS

Section 1. General Membership Meetings of USESE shall be held not less than two times yearly. One such meeting, the Annual Membership Meeting, shall be held in May 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 USESE membership may be called at any time by the Executive Board. Forty eight hours notice shall be given the membership for any special meetings. Upon petition of twenty five percent of the members in good standing, the Executive Board shall call a special meeting.

ARTICLE XI FINANCE

Section 1. Annual Dues. All modifications in the amount of local dues shall be approved by the membership. Annual dues will cover all local, state and national affiliation per capita payments plus all other local representation costs.

- Section 2. Voting. Any increase in dues, (except as outlined in Section 3 below) for the USESE shall be established by a majority vote of the membership voting.
- Section 3. Pass-Through provision. USESE shall increase by the amount of any increase in the affiliate per capita.
- Section 4. Fiscal Year. The official year of the USESE shall be from July 1 through June 30 for financial matters.

ARTICLE XII DUES AND AUDIT

- Section 1. Annual dues are required for membership. Dues may be paid directly to USESE or through payroll deduction.
- Section 2. Such dues shall include dues to all affiliates and Professional Liability Insurance Premiums. Annual dues for members who are less than full time shall be on full time equivalency of the standard dues pro rated by month.
- Section 3. An annual audit of the Treasurer's books shall be made by the end of each fiscal year by an auditor approved by two-thirds of the Executive Board or by a committee appointed by the Executive Board excluding the Secretary/Treasurer.
- Section 4. Copies of audits shall be maintained by USESE for seven (7) years.

ARTICLE XIII RECORDS

- Section 1. All USESE records, except grievance files, shall be made available to any member in good standing, by appointment, during normal business hours.
- Section 2. Contract negotiation records shall be maintained in accordance to the ground rules agreed upon at the bargaining table. At the conclusion of negotiations all meeting notes, records and proposals shall be available for review by any member in good standing, by appointment, during normal business hours.

ARTICLE XIV CONTRACT NEGOTIATIONS

Section 1. CONTRACT PROPOSAL

For purposes of contract negotiations, only the USESE members in good standing will determine the content of the unit's proposal or settlement through ratification.

Section 2. SELECTION OF THE NEGOTIATING TEAM

The team shall be appointed by the President subject to the approval of the majority of the Executive Board. The negotiating team shall consist of no less than three (3) members.

Section 3. AUTHORITY OF THE NEGOTIATING TEAM

- A. Prepare and distribute to all USESE members in good standing a 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 a strike vote authorization.
- F. During negotiations, in conjunction with the President, make news releases pertaining to negotiations.
- G. Communicate with the membership of USESE concerning contract negotiations.
- H. With the concurrence of the Executive Board, select for hire one or more assistants, who need not be members of the USESE to act in a capacity designated by the negotiating team.

Section 4. RESPONSIBILITIES OF THE NEGOTIATING TEAM

- A. During negotiations, the negotiations team shall inform the Executive Board at least monthly of the progress and development of negotiations.
- B. Within fourteen (14) working days provide all USESE members of good standing 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 Executive Board, determine what visits or meetings are required to answer questions about the tentative agreement, before ratification ballots shall be delivered and/or mailed to the membership.
- D. Direct the Nominating/Election Committee to conduct a ratification vote of USESE members in good standing.
- E. Voting on the contract shall be by secret ballot and shall be decided by the majority of votes cast.

Section 5. IMPASSE PROVISIONS

If an impasse occurs during negotiations, the negotiation team shall poll all USESE members in good standing as to whether a strike vote should be taken. The question shall be decided by a majority of votes cast.

Section 6. LETTERS OF AGREEMENT

All affected USESE members of good standing shall vote on letters of agreement.

**ARTICLE XV
RULES OF ORDER**

The rules contained in Roberts Rules of Order - Revised shall govern USESE in all cases to which they are applicable and not covered by this Constitution/Bylaws of USESE.

**ARTICLE XVI
AFFILIATION**

Section 1. USESE shall maintain affiliation and communication with the following organizations:

- A. The American Federation of Teachers
- B. The Alaska Public Employees Association/AFT
- C. The Alaska State AFL-CIO

Section 2. The USESE Executive Board may submit a list of members willing to serve as delegates to the Anchorage Central Labor Council (AFL-CIO).

Section 3. Delegates to external conventions and meetings in which USESE participates shall make reports in writing to the Executive Board.

**ARTICLE XVII
AMENDMENT**

Section 1. Proposal. Any member of the USESE may present a proposed amendment to the Constitution/Bylaws upon petition of ten percent of the members in good standing. The Executive Board may present a proposed amendment to the constitution by majority vote of the Executive Board. The proposed amendment shall be submitted no later than thirty days prior to the next scheduled membership meeting.

Section 2. Procedure. The Constitution/Bylaws may be amended by a two-thirds vote of those present at the scheduled membership meeting, provided that copies have been delivered and mailed to all members of the USESE at least 15 days prior to the meeting.

**ARTICLE XVIII
EFFECTIVE DATE**

The effective date of these Constitution/Bylaws shall be three (3) days from the date of acceptance.

Bylaws:

Adopted January 1990

Amended 2/28/95

Amended 5/14/97

Constitution:

Adopted 5/14/97

Constitution/Bylaws Adopted

January 13, 2011

Amended 8/12/2015