

**Alaska Housing Maintenance & Custodians
Local 6082
APEA/AFT
AFT
AFL-CIO**

CONSTITUTION & BYLAWS

**Article I
NAME**

This organization shall be known as Alaska Housing Maintenance & Custodian Local 6082 of the APEA/AFT, AFL-CIO. Hereinafter referred to as the AHMC.

**Article II
OBJECTIVES**

The purpose of this organization shall be:

- Section 1. To secure full union 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. Fight all forms of bias due to race, creed, sex, social, political or economic status, or national origin.
- Section 5. To further the aims of the Alaska Public Employees Association/AFT and the American Federation of Teachers.

**Article III
MEMBERSHIP**

- Section 1. Membership Eligibility. Membership in the AHMC shall be open to all maintenance and custodial employees of the Alaska Housing Finance Corporation, Public Housing Division.
- Section 2. No person is eligible for membership who is employed as an exempt, supervisory or confidential employee as defined by the Alaska Labor Relations Agency.
- Section 3. Membership Requirement. Membership in the AHMC 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, sex, national origin, religious or political belief, social status, or economic status.
- Section 5. Member in good standing. A member in good standing is an AHFC employee who is a dues paying member to the AHMC for a period of six (6) consecutive months and has remained a member subsequently.

Article IV OFFICERS

- Section 1. The elected officers of AHMC shall be a Local President, a Vice President, a Second Vice President, a Secretary and a Treasurer. The terms of office shall be two (2) years.
- Section 2. To be eligible for office a person must be a member in good standing of AHMC, APEA/AFT and remain a member in good standing through the duration of their term.
- Section 3. Local President. The Local President shall be the chief executive officer of AHMC, shall preside at all meetings of the local, serve as chairperson of the Executive Board, appoint necessary committees, be a Delegate at the APEA/AFT Caucus, and perform such duties as required or permitted by the Constitution of the APEA/AFT or the local. The Local President shall be a Delegate to the AFT Convention. The Local President shall make an annual report to the membership of the AHMC. The Local President shall be elected in even years.
- Section 4. Vice President. The Vice President shall assume the office of the Local President in the event of absence, illness or the death of the Local President. The Vice President shall preside over the Grievance Committee and shall perform other duties as delegated by the Local President or assigned by the Executive Board. The Vice President shall be a Delegate or Alternate Delegate at the APEA/AFT Caucus and AFT Convention. The Vice President shall be elected in odd years.
- Section 5. Second Vice President. The Second Vice President shall preside over the Nominations/Elections and the Political Action Committee and shall perform other duties as delegated by the Local President or assigned by the Executive Board. The Second Vice President shall be a Delegate or Alternate Delegate at the APEA/AFT Caucus and AFT Convention. The Second Vice President shall be elected in even years.
- Section 5. Secretary. The Secretary shall keep accurate records of all proceedings and shall be custodian of the records (except financial) for the local. A roll call of officers and members shall be included in the minutes. The secretary shall give notice of meetings as directed by the Local President and shall prepare copies of the minutes of all meetings of the AHMC. All corrections or revisions to the minutes will be included with the minutes of the following meeting. The Secretary shall be a Delegate or Alternate Delegate at the APEA/AFT Caucus and AFT Convention. The Secretary shall be elected in even years.
- Section 6. Treasurer. The Treasurer shall submit a financial statement at Executive Board meetings and submit financial statement and report at the annual membership meeting. The Treasurer shall be one of the responsible financial officers of the

AHMC and be authorized to co-sign financial instruments and make regular and usual disbursements of funds. The Treasurer shall be a Delegate or Alternate Delegate at the APEA/AFT Caucus and AFT Convention. The Treasurer shall be elected in odd years.

Article V COMMITTEES

Section 1. Committees. The Local President may appoint the following committees:

- A. Bylaws
- B. Nominations/Elections
- C. Grievance
- D. Political Action

Article VI ELECTIONS

Section 1. Nominating/Election committee will take nominations for Local officers.

Section 2. Elections shall be by secret ballot and shall be overseen by the Nominating/Election committee. Ballots shall prepared in such a manner as to insure their secrecy.

Section 3. The candidates for office receiving a plurality of votes cast shall be declared elected and shall assume office five (5) working days from the day of the official vote count.

Section 4. With the exception of the Local President, or in case of a recall, all vacancies shall be filled by a majority vote of the Executive Board.

Section 5. 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 recall election of any officer specified in the petition under the procedures in Article VI, Section 7 below. If an officer is recalled, the Nominating/Elections Committee shall hold a special election.

Section 6. Procedure of Elections. The Nominating/Election Committee shall conduct all general and special elections of the AHMC.

- (a) Not less than 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.
- (b) Nominations shall be received by the committee thirty (30) days prior to the

Annual Membership Meeting.

- (c) If a candidate is unopposed at the close of nominations, a ballot will not be required and the candidate shall assume office at the completion of the balloting process.
- (d) Write-in votes are only permitted in the absence of any qualified nominee for office.
- (e) A ballot shall be prepared by the committee and mailed or delivered 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 3 days prior to the Annual Membership meeting.
- (f) The ballots will be tallied and submitted to the Executive Board. The Local President will then announce the elected officers.

Section 7. Special/Recall Election Procedures. The Nominating/Election Committee upon the (a) receipt of a recall petition or (b) prior to the commencement of negotiations for a new agreement, shall within 15 days prepare and mail or deliver 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 or delivery.

- (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 or delivered 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 or delivery.
- (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.

Special elections may be held at the call of the Executive Board at other times other than the Annual General Membership Meeting. All time lines will be held and vote counts will be done by the Nominating Committee and one witness. Elections results will be mailed or delivered within 10 days of the vote count to all members.

**Article VII
EXECUTIVE BOARD**

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

- Section 2. The Local President shall serve as chairperson of the Executive Board.
- Section 3. The Executive Board shall meet at least quarterly at the call of the President for the purpose of initiating, overseeing, or revising the policies of the AHMC and to conduct other business of the AHMC that is within its authority.
- Section 4. The Executive Board shall appoint such committees as it deems necessary, not inconsistent with these 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 have the power to carry on all the business affairs of AHMC subject to the Constitution and Bylaws of the APEAAFT.
- Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the AHMC.

**Article VIII
EMPLOYEE REPRESENTATIVES**

There shall be five (5) Employee Representatives: Two – Anchorage/Mat-Su (Elected in odd years)
One – Fairbanks (Elected in even years)
One – Juneau (Elected in even years)
One – Bethel (Elected in even years)

- Section 1. Employee Representative's terms of office shall be two years.
- Section 2. Elections: Employee Representatives shall be elected in accordance to the following:
- A. By a majority vote of the employees within the designated area established by the contract.
 - B. Election procedures and nominations are subject to Article VI or may be held by secret ballot at the work site with the approval and oversight of the Executive Board.

Article IX
CONTRACT NEGOTIATIONS

Section 1. Contract Proposal

For purposes of contract negotiations, only the AHMC members of the collective bargaining unit will determine the content of the unit's proposal or settlement.

Section 2. Selection of the Negotiating Team

- A. The team shall be elected no later than four (4) months prior to the expiration of the current contract by the membership of the AHMC in accordance to Article VI.
- B. There shall be three (3) members of the negotiating team and one (1) alternate. At least one (1) of the members of the negotiating team shall be employed outside the city of Anchorage.
- C. The term of the negotiating team is for the length of the contract in which they participated in negotiating.

Section 3. Authority of the Negotiating Team

- A. Prepare and distribute to all AHMC members of good standing within the bargaining unit a survey requesting input and guidance for any upcoming negotiations.
- B. Modify the contract proposal during negotiations by directing the APEA/AFT spokesperson.
- 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 with the membership of AHMC concerning contract negotiations.
- H. Approve Letters of Agreement during the term of the negotiated contract.

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 AHMC members of good standing within 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. Conduct a ratification vote of AHMC members in good standing within the bargaining unit.

Section 5. Contract Ratification

Voting on the contract shall be by secret ballot and shall be decided by the majority of votes cast.

Section 6. Impasse Provisions

If an impasse occurs during negotiations, the negotiating team shall poll all AHMC members in good standing within the bargaining unit to determine whether a strike vote should be taken. The question shall be decided by a majority of votes cast. Balloting will be in accordance with Article XI.

**Article X
MEETINGS**

Section 1. The Annual Membership Meeting, shall be held in May of each calendar year. The Annual Membership meeting shall include AHMC business. The Annual Membership Meeting may be done by tele-conference.

Section 2. The Executive Board shall determine the time and place and give 15 days' notice of the Annual Membership Meeting.

Section 3. Regular Meetings: Regular meetings will be held at least twice a year and may include the Annual Membership Meeting.

**Article XI
VOTES REGARDING LOCAL BUSINESS**

Votes of all business regarding the AHMC, except elections, may be taken verbally, except when one-third (1/3) of the members present demand a roll call vote be taken.

**Article XII
FINANCE**

- Section 1. Voluntary Dues. Voluntary dues may be assessed by the AHMC above and beyond the dues assessed by the APEA/AFT. Voluntary dues and the amount shall be established by a plurality vote of the membership conducted in accordance with the Special Election Procedures in Article VI.
- Section 2. Fiscal Year. The official year of AHMC shall be from July 1 each year through June 30 of the succeeding year for all financial matters.

**Article XIII
RULES OF ORDER**

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

**Article XIV
AMENDMENT**

- Section 1. Proposal. Any member of the AHMC may present a proposed amendment to the Constitution and Bylaws upon petition of ten percent of the membership. The Executive Board may present a proposed amendment to the Constitution and Bylaws by a majority vote of the Executive Board. The proposed amendment shall be submitted no later than fifteen (15) days prior to the next general membership meeting.
- Section 2. Procedure. These Constitution and Bylaws may be amended by a two-thirds vote of those present at a general membership meeting, or by ballot provided that copies with notification of the general membership meeting have been mailed or distributed to all members of AHMC at least 15 days prior to the meeting or with mail ballot.

**Article XV
RIGHTS OF MEMBERS**

Definition: Member in good standing, is an AHFC employee who is a dues paying member to the AHMC 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 matters coming before the AHMC. Only members in good standing 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 publications of the AHMC 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 members.

**Article XVI
AFFILIATION**

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

Section 2. AHMC 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 AHMC 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.