

**CONNECTICUT STATE EMPLOYEES ASSOCIATION  
SEIU LOCAL 2001  
EDUCATION PROFESSIONS - P3B COUNCIL**

**BYLAWS  
Revised and Approved November, 2025**

**Section 1. Name**

The name of this organization shall be the Connecticut State Employees Association, *SEIU Local 2001*, Education Professions Council, P3B.

**Section 2. Membership**

- 2.1 This Chapter/Council shall be composed of all education professionals, employed by the State of Connecticut, are P3B union members in good standing, and who are members of the Connecticut State Employees Association, *SEIU Local 2001*, Incorporated (CSEA). A union member in good standing is one who has fulfilled requirements for the organization by filling out a membership dues deduction card, who has not voluntarily withdrawn from membership, nor been expelled, or suspended and maintains their membership dues.
- 2.2 Active members may also include dues paying members performing the same or similar educational jobs to those performed by members of the Chapter/Council. Joining CSEA shall be by affiliation with a chapter.
- 2.3 As allowed by the CSEA Constitution, the Chapter/Council membership/delegate ratio is 1: 1; ie., each member is a delegate to the Chapter/Council.

**Section 3. Membership Application**

Application for Chapter/Council membership shall be made on forms supplied for such purpose by CSEA.

**Section 4. Purpose**

The purpose of the Chapter/Council shall be to transact business, which is pertinent to the interest of the constituent members.

**Section 5. Dues**

Membership dues shall conform to the provisions as defined in the CSEA SEIU Local 2001 Constitution.

## **Section 6. Special Assessments**

- 6.1 Special assessments may be made at any regular meeting of the Chapter/Council providing the assessment has been proposed at the preceding meeting 2nd written notice sent to each member of the Chapter/Council prior to the meeting at which such action is to be taken. A special assessment will be levied by a majority of those members present and voting.
- 6.2 Special assessments are subject to final approval by the CSEA Executive Council.

## **Section 7. Meetings**

- 7.1 Chapter/Council meetings shall be held in those months designated by the President, but at least four times a year.
- 7.2 The first meeting of the fiscal year will be on the third Wednesday in September at which time the schedule for the remaining meetings will be established.
- 7.3 A special meeting may be called at any time by the order of the Chapter/Council President, or in the President's absence or inability to serve, by the remaining members of the Chapter/Council's Executive Committee acting in concert. The members shall be notified regarding the purpose for the special meeting.
- 7.4 A special meeting shall also be called upon the written and signed request of ten (10) or more members within fifteen (15) working days of the filing of the request with the President or Executive Committee.
- 7.5 Notice of a regular or special meeting shall be provided to the members not less than five (5) working days prior to the date of the meeting.
- 7.6 At any regular or special meeting, the presence of ten (10) members in good standing shall constitute a quorum for the purpose of transacting business.
- 7.7 The presiding officer shall establish the fact that a quorum is present before convening a meeting.
- 7.8 If it is determined by the presiding officer during the course of a meeting that a quorum is no longer present, the meeting shall stand adjourned and be continued at the next called meeting wherein a quorum is present.
- 7.9 The order of business at a regular meeting shall be:
- a. Secretary's report, including correction and/or approval of prior meeting minutes. Minutes may be shared via hard copy, electronically or verbally.
  - b. Treasurer's report

- c. President's report
- d. Staff report
- e. Committee reports
  - 1. Executive Council (if not included in the President's Report)
  - 2. Legislative Action Committee
  - 3. Political Action Committee
- f. Member reports by agency
  - NEW ORDER:
  - 1. Department of Aging and Disability Services (ADS) - Bureau of Education and Services for the Blind (BESB)
  - 2. Department of Aging and Disability Services (ADS) - Bureau of Rehabilitation Services (BRS)
  - 3. Department of Aging and Disability Services (ADS) - Disability Determination Services (DDS)
  - 4. Department of Children and Families (DCF)
  - 5. Department of Correction (DOC)
  - 6. Department of Developmental Services (DDS)
  - 7. Department of Mental Health and Addiction Services (DMHAS)
  - 8. Office of Early Childhood (OEC)
- g. Old business
- h. New business
- i. Good and Welfare
- j. Adjournment

7.10 The order of business at a special meeting shall be appropriate to the announced purpose of the meeting.

### **Section 8. Voting**

- 8.1 Each member in good standing, who is present, shall be eligible to vote on any item or issue considered at the meeting. No one shall vote by proxy.
- 8.2 Absentee balloting, as described in section 16, shall be permitted solely in the ratification of contracts.

### **Section 9. Officers**

- 9.1 The officers of the P3B Chapter/Council shall be President, Vice-President, Treasurer, Secretary and Executive Council Delegate and alternate, and chief stewards.
- 9.2 The President, as chief elected officer of the Council shall, be an automatic delegate to the Executive Council. Such appointment shall not result in an increase of delegates to the Executive Council.

## **Section 10. Eligibility for Office**

A candidate for Chapter/Council office, CSEA Convention Delegate or alternate must be a CSEA member in good standing for a minimum of one (1) year.

## **Section 11. Nominations**

- 11.1 The nominating Committee, consisting of up to seven members, will be appointed by the President of the P3B Council subject to the approval of the membership by majority vote at a regular or special meeting.
- 11.2 The nominating committee will issue a call for nominations to all members at least four (4) weeks before the election date.
- 11.3 The list of nominees for each office shall be presented to the membership by the nominating committee four (4) weeks prior to the scheduled elections.
- 11.4 The membership may provide additional nominations to the nominating committee at any time before the four (4) weeks prior to the scheduled elections.

## **Section 12. Election of Officers, Convention Delegates, Alternates, Auditors and McCusker Scholarship Fund Trustee**

- 12.1 Chapter/Council members shall be given notice of elections at least four weeks prior to the scheduled elections.
- 12.2 Elections shall be held before the date of the CSEA Convention.
- 12.3 Chapter/Council Officers, Delegate(s) to the CSEA Executive Council, CSEA Convention Delegates and Alternates and Auditors shall be elected by a majority vote of the membership present at an election meeting prior to the CSEA Convention.  
  
Nominated Chapter/Council officers and Auditors shall assume office upon being elected. Delegates and Alternate(s) to the CSEA Executive Council shall assume office upon being sworn in at the CSEA Convention.
- 12.4 The term of office for all elected officials is two (2) years.
- 12.5 Since the President is an automatic delegate to the CSEA Executive Council, the election of chapter/council officers shall precede the election of executive council delegates.
- 12.6 A McCusker Scholarship Fund Trustee shall be elected once every two years during the Council's election meeting in accordance with the Local Constitution.

### **Section 13. Duties of Officers**

#### **13.1 The President shall:**

- a. Be an automatic CSEA Executive Council Delegate.
- b. Preside at all Chapter/Council meetings.
- c. Chair the Executive Committee.
- d. Appoint Chairpersons and members of committees subject to the approval of the membership by majority vote at a regular or special meeting.
- e. Serve as ex-officio member of all committees.
- f. Authorize all orders to the Treasurer against the Chapter/Council funds and/or property.
- g. Enforce these By-Laws.
- h. Perform all other duties customarily related to the office of President.

#### **13.2 The Vice President shall:**

- a. Serve on the Executive Committee.
- b. Assist the President, as requested, to administer Chapter/Council affairs.
- c. Assume the responsibility and perform the duties of the President in the absence or inability of the President to serve.
- d. Perform all other duties customarily related to the office of Vice President.

#### **13.3 The Secretary shall:**

- a. Serve on the Executive Committee.
- b. Maintain a record of all proceedings at all regular and special meetings and serve in a like capacity for the Executive Committee.
- c. Conduct routine correspondence on behalf of the Chapter/Council.
- d. Prepare and submit reports required by CSEA.
- e. Maintain a complete and current listing of all Stewards including addresses and telephone numbers.
- f. Maintain a complete and current listing of the membership including addresses and telephone numbers.
- g. Notify members of regular and special meetings.
- h. Perform all other duties customarily related to the office of Secretary.

#### **13.4 The Treasurer shall:**

- a. Serve on the Executive Committee.
- b. Receive and take charge of all Chapter/Council funds and property.
- c. Deposit all Chapter/Council funds in an approved financial institution.
- d. Maintain appropriate records of the receipt and disbursement of funds.
- e. Honor all properly authorized requests for funds.
- f. Submit the fiscal records for audit.
- g. Submit the fiscal records for the review of appropriate authorities upon receipt of duly authorized request.
- h. Implement any special assessment voted by the members.

i. Perform all other duties customarily related to the office of Treasurer.

13.5 The CSEA Chapter/Council Delegates and Alternates shall:  
Attend the regular and special meetings called by CSEA

13.6 The Chief Stewards shall:

1. Coordinate and advise Stewards on all labor relations related issues including but not limited to:
  - a. Organizing quarterly Steward update and training meetings;
  - b. Disseminating information to the membership
  - c. The duties of a Chief Steward will be carried out by the Executive Committee in the absence of a Chief Steward.
- d. Chief Stewards shall be appointed by the Executive Committee

13.7 All officers shall perform all the duties customarily related to the functions of a Steward.

#### **Section 14. Stewards**

14.1 Stewards should be members in good standing for one year.

14.2 Appointments

- a. Members who are interested in a position shall work with a local steward and send a letter of interest or complete a steward questionnaire to the Executive Committee.
- b. Within the next two Executive Committee meetings, the letter or questionnaire will be discussed.
- c. The Council Executive Committee may decide to schedule an interview or decline to take further action.
- d. A majority vote of the Council Executive Committee will be required to forward the candidate to the Council for action.
- e. A member of the Council Executive Committee shall make a motion to appoint the approved candidate at a Council meeting.
- f. A steward will be appointed with a majority vote.

14.3 The duties of a P-3B steward shall include but not be limited to:

- a. Provide leadership, organize and assist members at the workplace.
- b. Perform and help organize new member orientations and membership sign-ups.
- c. Be available for member representation.
- d. Be familiar with and uphold the language of the contract.
- e. Attend Steward meetings and trainings on a consistent basis.

14.4 In the case of a complaint against or a concern about a Steward, the matter shall be reviewed by the Council's Executive Committee and addressed with the Steward.

- 14.5 If the Executive Committee or Chief Steward wishes to relieve a steward of their duties, the steward will be notified and may appeal the decision within 14 days of notification. The action will not take effect until it is approved by a majority vote of the Council/Chapter membership at a regular meeting.

### **Section 15 Executive Committee**

- 15.1 The Executive Committee shall be the governing body of the Chapter/Council when it is not in session in a regular or special meeting.
- 15.2 The Executive Committee shall consist, at a minimum, of the duly constituted officers, the immediate past President (without vote) for the period of up to six (6) months following departure of that person from office, the Chief Stewards, the Delegates and Alternate to the CSEA Executive Council, and guests invited by the Executive Committee.
- 15.3 It shall meet at the call of the President or at such times as the majority of its members may deem appropriate.
- 15.4 A majority of its members shall constitute a quorum for the purpose of conducting business.
- 15.5 No member of the Executive Committee shall vote by proxy.

### **Section 16. Committees**

The President of the Chapter/Council, with approval of the Chapter/Council, shall appoint all committees.

### **Section 17. Absentee Balloting**

- 17.1 Absentee balloting shall be permitted solely in the ratification of contracts and only by persons who demonstrate that they:
- a. Will be out of state.
  - b. Have a pre-existing illness which will prevent them from voting; or
  - c. Have a duty station more than twenty (20) miles from a CSEA certified polling site for the entire period of balloting.
- 17.2 Absentee ballots must be requested by members from staff at CSEA Headquarters. Such ballots must be completed and returned to CSEA Headquarters prior to the date of the ratification voting.

### **Section 18. Financial Review Procedure.**

- 18.1 The Chapter/Council's financial records shall be reviewed annually.
- 18.2 Such financial review shall be conducted by a three (3) member committee elected by the membership.
- 18.3 All Chapter/Council accounts shall be examined after the close of the fiscal year on June 30, and a financial review shall be rendered thereon within 120 days.
- 18.4 An inventory of assets and liabilities of the Chapter/Council shall be included in the financial review.
- 18.5 A copy of the financial review shall also be sent to the Secretary/Treasurer of the Association.

### **Section 19. Recall of Officers.**

Any Chapter/Council officer who is repeatedly absent from meetings, without an excuse that is acceptable to the Executive Committee, may be recalled by a two-thirds (2/3) vote of the membership in attendance at a regular or special meeting, provided that such intended action is stated in the meeting notice.

### **Section 20. Vacancies in Office.**

In the event a duly elected officer resigns, is recalled or otherwise vacates a position a replacement shall be found utilizing the nomination and election process outlined in sections 10, 11 and 12 of the P3B Bylaws.

### **Section 21. Amendments to the Bylaws.**

These Bylaws may be amended as follows:

- 21.1 At least thirty (30) days notice of a proposed change or addition to the By-Laws must be provided, in writing, to all members of the Chapter/Council.
- 21.2 Approval of such change or addition to the Bylaws can only be effected by a two thirds (2/3) vote of the members present at a regular or special meeting.
- 21.3 Any changes to Chapter/Council Bylaws must be submitted to the CSEA Executive Council for their approval.

## **Section 22. Roberts Rules of Order**

Robert's Rules of Order, Revised and where appropriate, shall govern in all procedural matters not covered by these Bylaws or the CSEA Constitution.

## **Section 23. Solicitation of Funds**

- 23.1 As is customary, the P3B Chapter/Council President, or in the President's absence or inability to serve, the remaining members of the Chapter/Council Executive Committee, acting in concert, may at their discretion authorize petty cash expenditures for flowers or other suitable expressions of sympathy or best wishes on behalf of the P3B Chapter/Council in appropriate circumstances not to exceed \$100.00 dollars. Any business transacted when the Council is not in session shall be reported at the next Council meeting, excluding expenses from 23.5, 24.3, and 24.4.
- 23.2 A solicitation for funds from the P3B Chapter/Council must meet all of the following criteria:
  - a. The request is made on behalf of an individual or group in person.
  - b. The individual or group is dedicated to an issue or project of concern to P3B and its members.
- 23.3 Solicitations from professional fundraising groups or organizations with easy access to the general public shall normally be denied.
- 23.4 Contributions to emergency relief or disaster funds will be kept proportionate to our budgeted funds, or will be forwarded to CSEA's Executive Council for consideration.
- 23.5 The President, or in their absence the next ranking officer or the Staff Representative, shall be authorized to purchase refreshments (food, beverages and implements necessary) for any P3B Chapter/Council meeting, training, or gathering deemed appropriate by the Executive Committee. The Treasurer shall reimburse said funds for all receipted expenditures in these circumstances at the earliest opportunity.
- 23.6 All other expenditures not mentioned herein shall be subject to the approval of the membership by a majority vote at a regular Chapter/Council meeting before being made.
- 23.7 All solicitations of funds must be submitted in advance of the proposed event or activity for council approval. In cases where the solicitation is urgent and cannot wait until the next scheduled council meeting, the request must be referred to the Executive Committee. The Executive Committee will determine whether a special council meeting should be convened to address the request.

## **Section 24: Finances/Expenditures**

- 24.1 Union funds shall be used exclusively for expenditures that serve a legitimate union purpose. All union officers, including members of the Executive Committee, are responsible for exercising proper oversight and accountability in the management of the Council's finances.
- 24.2 All expenditure motions must be properly presented, specifying a set amount or a "not to exceed" amount, along with a clearly defined purpose. The full wording of the motion must be recorded in the meeting minutes. Once approved, the authorization remains in effect unless it is formally rescinded through a subsequent motion that is made, carried, and duly recorded in the minutes.
- 24.3 All reimbursements to officers, members, and employees must be documented using an official expense report. Each reimbursable item must include the date, amount, and a clear description of the union-related purpose or activity attended. Supporting receipts are required for all expenses. For food and beverage reimbursements (excluding alcohol), an itemized receipt must be submitted.
- Expense reports should be filed in a timely manner. Officers and Stewards may request reimbursement for mileage and meals, where applicable, when conducting official union business.
- 24.4 Members of the Executive Committee may be reimbursed for cell phone usage related to union business, up to a maximum of \$50 per month.
- 24.5 Expense reports submitted by officers or members must be reviewed and approved by the Treasurer. Expense reports submitted by the Treasurer must be approved by the President, or by the Vice President in the President's absence.
- 24.6 Any expense exceeding \$100—excluding food and beverages for training sessions or official union business—must be approved by the Executive Committee and subsequently ratified by a majority vote of the union membership at a council meeting.
- 24.7 Stewards and officers seeking reimbursement for union-related activities must first consult with the Executive Committee and subsequently present a motion for approval at a council meeting.

## **Section 25. Subordination of Bylaws**

These Bylaws shall at all times be subordinate to the Bylaws and Constitution of CSEA SEIU Local 2001 and SEIU. For this purpose, a copy of these Bylaws, and any subsequent changes shall be filed with CSEA/SEIU Local 2001 Executive Council for review and approval. If any Bylaw herein is found to be in conflict with the CSEA/SEIU Local 2001 Constitution or the SEIU Constitution, the latter constitutions shall take precedence.

These Bylaws were reviewed by the P3B Council Membership and approved on November 19,2025.

These Bylaws were reviewed by the CSEA SEIU Local 2001 Bylaws Committee and approved by the CSEA SEIU Local 2001 Executive Council at their November 25, 2025 meeting.