

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

**BY-LAWS
Revised 01/19/11**

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 and assigned by the state labor board to the P3B bargaining unit who are members of the Connecticut State Employees Association, *SEIU Local 2001*, Incorporated (CSEA).
- 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 (add) ; 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 for same 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.
 - b. Treasurer's report.
 - c. President's report
 - d. Staff's report
 - e. Committee reports
 1. Executive Council
 2. Legislative Action Committee
 3. Political Action Committee
 - f. Agencies' reports
 1. DDS

2. DCF
3. DOC
4. BRS
5. BESB
6. DMHAS

- 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(s) and CSEA Convention Delegate(s) and Alternate(s).
- 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 and Auditors

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.

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 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:

- a. Serve on the Chapter/Council Executive Committee.
- b. Attend the regular and special meetings called by CSEA which are appropriate to the position to which elected.

13.6 The Chief Stewards shall:

1. Serve on the Executive Committee.
2. Coordinate and advise Stewards on all labor relations related issues including but not limited to:
 - a. Organizing quarterly Steward update and training meetings;
 - b. Serving on the CSEA arbitration review panel;
 - c. Initiating phone tree and disseminating literature to the membership.
 - d. The Chief Stewards shall be responsible for recommending Stewards to the President. Those recommended to be stewards shall be approved by the membership at a regular Chapter/Council meeting.

e. Stewards and Chief Stewards being considered for appointment shall be chosen by a majority vote of the membership present at the Chief Stewards meeting.

f. Stewards and Chief Stewards shall assume their duties upon being approved, by a majority vote, by the membership at the P3B Council/Chapter meeting.

g. The *Chief* Stewards "Will have the authority to relieve Stewards of their duties if it has been established that the steward(s) in question no longer represents the best interests of the P3B Council/Chapter, the CSEA Association or its membership.

h. No action to relieve a steward can be taken unless approved by a majority vote of the Council/Chapter membership at a regular meeting.

13.7 Perform all the duties customarily related to the functions of a Steward.

Section 14. Executive Committee

14.1 The Executive Committee shall be the governing body of the Chapter/Council when it is not in session in a regular or special meeting.

14.2 The Executive Committee shall consist of the duly constituted officers, the immediate past President for the period of one (1) year following departure of that person from office, the Chief Stewards, and the Delegates and Alternate to the CSEA Executive Council.

14.3 It shall meet at the call of the President or at such times as the majority of its members may deem appropriate.

14.4 A majority of its members shall constitute a quorum for the purpose of conducting business.

14.5 No member (add) of the Executive Committee shall vote by proxy.

Section 15. Committees

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

Section 16. Absentee Balloting

16.1 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.

16.2 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 17. Financial Review Procedure.

17.1 The Chapter/Council's financial records shall be reviewed annually.

17.2 Such financial review shall be conducted by a three (3) member committee elected by the membership

17.3 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.

17.4 An inventory of assets and liabilities of the Chapter/Council shall be included in the financial review.

17.5 A copy of the financial review shall also be sent to the Secretary/ Treasurer of the Association.

Section 18 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 19. 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 By-Laws.

Section 20. Amendments to the By-Laws.

These By-Laws may be amended as follows:

20.1 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.

20.2 Approval of such change or addition to the By-Laws can only be effected by a two thirds (2/3) vote of the members present at a regular or special meeting.

20.3 Any changes to Chapter/Council By-Laws must be submitted to the CSEA Executive Council for their approval.

Section 21. Roberts Rules of Order

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

Section 22. Solicitation of Funds

22.1 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.

22.2 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 it's members.

22.3 Solicitations from professional fund raising groups or organizations with easy access to the general public shall normally be denied.

22.4 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.

22.5 The President, or in his/her 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 or gathering deemed appropriate. The Treasurer shall reimburse said funds for all receipted expenditures in these circumstances at the earliest opportunity.

22.6 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.

Section 23. Subordination of Bylaws

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

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