

Engineering, Scientific & Technical Council Bylaws

Section 1. Name and Purpose

The name of this organization shall be the "Engineering, Scientific and Technical (E,S&T) Council", commonly known as the "P-4 Council", (the "Council") of the Connecticut State Employees Association SEIU Local 2001 (the "Local"). The purpose of this Council shall be to consider and discuss any matters pertinent to this organization and take whatever action the Council deems advisable.

Section 2. Chapters

- A. A minimum of twenty-five (25) members will be required for the formation of a new Chapter. Chapters must maintain a minimum of twenty-five (25) members.
- B. Chapters are encouraged to utilize the bylaws template approved by the P-4 Bylaws Committee when writing new, or updating existing bylaws. Chapters must submit new or updated bylaws to the Local Executive Council Bylaws Committee for review and approval. After approval of new or updated bylaws each Chapter shall submit said bylaws to the Council.
- C. Chapter officers and delegates to the Council will be elected biennially at the Chapter meeting held in the month of May or June in the year of the Local convention. The Council shall be notified in writing of the election results prior to the third Friday in June of the biennial election year. Failure to comply with the proper notification of election results may cause forfeiture of Chapter Delegates and Alternate Delegates eligibility to vote in the Council's July elections.
- D. Each Chapter shall submit an annual financial statement to the Council auditors by August 31st. Supporting records shall be retained for at least seven (7) years.
- E. The Council may recommend to the Local Executive Council sanctions against Chapters failing to comply with these Bylaws up to and including the revocation of the Chapter charter as per the Local Constitution.

Section 3. Council Membership

The Council shall be comprised of Delegates and Alternate Delegates elected from its Chapters having members who are employed in the Engineering, Scientific and Technical fields and hold membership in the Local. Representation shall be one (1) delegate for each twenty (20) Chapter members and major fraction thereof. Each Chapter shall be entitled to a minimum of one (1) Council delegate.

Section 4. Meetings

Regular meetings of the Council shall be held on the first Thursday of each month at the Union Hall unless approved by the Council. The Council shall vote on a schedule of monthly meetings for the

following calendar year at the regular monthly Council meeting in the month of November or December. Delegates shall be notified at least one (1) week prior to a change of location or meeting date.

Special meetings may be held at the call of the President, a majority of the Council Leadership Committee as defined by Section 8, or at the request of one-third (1/3) of the Chapters comprising the Council. Notice for a special Council meeting shall be sent to Council members at least seventy-two (72) hours prior to the meeting.

Section 5. Parliamentary Authority

Parliamentary procedure shall be the most recent authorized edition of "Robert's Rules of Order Newly Revised". Where a conflict arises between "Robert's Rules of Order Newly Revised" and these Bylaws, these Bylaws shall prevail. The Vice President shall maintain a copy of the latest edition of "Robert's Rules of Order Newly Revised" at the Local headquarters. The Local Constitution shall be the highest authority.

Section 6. Quorum

Representation from fifteen (15) percent of the delegates and two (2) officers as defined in Section 8 will constitute a quorum. In the event a quorum is not present within thirty (30) minutes after the time the meeting is scheduled to be called to order, the meeting will be cancelled.

Section 7. Voting

Each delegate to the Council shall have only one (1) vote and no delegate shall vote by proxy. Any Council Delegate unable to be present may be represented by an Alternate Delegate of record who shall have full voting powers.

Section 8. Officers, Council Leadership Committee, Local Executive Council Delegates and Alternates, Auditors and McCusker Scholarship Fund Trustee

- A. The Council Officers shall be the President, Vice President, Treasurer and Secretary.
- B. The Council Leadership Committee shall be comprised of the Council Officers, Local Executive Council Delegates, Local Executive Council Alternate Delegates, and the Lead Stewards as defined in Section 8(I).
- C. The offices of President, Vice President, Treasurer, Secretary, Council Executive Board Delegates and Alternate Delegates shall be elected biennially at the July Council meeting held in the same year as the Local convention. The President of the Council shall be an automatic Delegate to the Local Executive Council.
- D. Three (3) Auditors shall be elected for staggering terms of four (4) years. In initially staggering the offices two (2) auditors shall be elected for a four (4) year term and one (1) auditor for a two (2) year term at the next July Council meeting in the year of the Local convention. Thereafter, all Auditors will be elected to a four (4) year term. No Auditor shall serve more than two (2) consecutive terms.

- E. A McCusker Scholarship Fund Trustee shall be elected once every four years at the July Council meeting in accordance with the Local Constitution.
- F. No more than one (1) office may be held by any one (1) Council Delegate unless it is a Local Executive Council Delegate or Alternate Delegate. Officers shall not serve as Auditors.
- G. The Council Officers, Auditors, Delegates and McCusker Trustee shall be elected by secret ballot by a ranked choice method. Only Council Delegates and Alternate Delegates that have been properly seated shall participate in nominations and voting. All nominations will be completed before any balloting takes place and voting for all offices will be done by a single ballot and/or electronic ballot using the ranked choice method. However, when there is only one (1) nominee for any office, election to that office may be by acclamation upon a motion from the floor.
- H. The duly elected offices of President, Vice President, Treasurer, Secretary and Auditor shall be sworn in and seated as the last order of business of the July election meeting. Local Executive Council Delegates, Alternates and McCusker Trustee will be sworn in and seated at the Local Biennial Convention in accordance with the Local Constitution.
- I. As soon as is practicable following all biennial elections beginning with July 2020, the President shall nominate up to four (4) Lead Stewards to be confirmed by a majority vote of the Council. No more than four (4) Lead Stewards can serve at one time. The President may fill vacant Lead Steward positions following the same process.

Section 9. Duties of Council Officers, Auditors, Local Executive Council Delegates and Alternates

- A. The President's duties shall include:
 - 1. Preside over meetings and maintain order.
 - 2. Be a member ex-officio of all committees.
 - 3. Appoint all committees and chairpersons with consideration of the Council Leadership Committee and with the approval of the Council.
 - 4. Have the authority to remove chairpersons and committee members with consideration of the Council Leadership Committee and with the approval of the Council.
 - 5. Appoint an individual to fill a vacant elected position on an interim basis, with consideration of the Council Leadership Committee, until the vacancy can be filled in accordance with Section 18 of these Bylaws.
 - 6. Have the authority to act as Treasurer in the Treasurer's absence.

7. Appoint a Sergeant-at-Arms as necessary.

B. The Vice President's duties shall include:

1. Assist the President.
2. Preside at meetings and perform all duties of the President in the President's absence or inability to serve.
3. Advise the Council on Parliamentary procedure during all Council meetings when not presiding as President.
4. Certify the accuracy of all "motions and resolutions" entered into the "Motion and Resolution Log" by the Secretary or the Secretary's designee.
5. Act as a liaison between Chapters and the Council. Provide guidance on Chapter responsibilities and adherence to Chapter and Council Bylaws and the Local Constitution.

C. The Treasurer's duties shall include:

1. Receive and take charge of all money, property and security of the Council. Make disbursements by paper or electronic check when such disbursements have been approved by the Council in which there is a balance on hand.
2. Obtain written authorization by another Council Officer before issuing checks over \$500.
3. Store a copy of all treasury records at the Local headquarters.
4. Publish the approved annual budget on the Council web page.
5. Provide a detailed monthly printed budget summary report to the Secretary and to the Council. The report shall contain the following information: summary report by line item of monthly expenses, year to date line item expenses and yearly budgeted line item totals.
6. Submit records and data upon request to the Council Auditors. When such review or audit is required records and data shall be submitted within fourteen (14) days.
7. Present an annual income/expense summary report on the previous fiscal year due at the regular Council meeting in October.
8. Retain all financial records and data for seven (7) years.
9. Preside at meetings in the absence of the President and Vice President.

D. The Secretary's duties shall include:

1. Keep the minutes, attendance of all meetings, Council Bylaws and any other necessary records and carry on routine correspondence.
2. Provide minutes of meetings to the Council Delegates and Alternate Delegates for approval at each regular Council meeting. Publish approved minutes on the Council web page.
3. Keep a separate log of all motions and resolutions and make the log available to the Council.
4. Send notice of the regular and special Council meetings to the Council members. Notices may be sent via email, text message or postal service.
5. Retain a current listing of all Council Delegates, Alternate Delegates and Stewards including all offices and titles held according to Section 8 of the Council Bylaws.
6. Advise the Council on parliamentary procedure when the Vice President is not able.

E. The Local Executive Council Delegates and Alternate Delegates shall:

1. As designated by the President, a Local Executive Council Delegate or an Alternate Delegate shall give an oral report on the monthly meeting proceedings of the Local Executive Council.
2. Make available the most recent approved Local Executive Council minutes to all Council Delegates at the monthly meeting.
3. Perform the duties stated in the Local Constitution.

F. The Auditor's duties shall include:

1. Produce two (2) semi-annual reports on the Council financial transactions, records and data; one (1) encompassing the months of July through December to be presented at the regular Council meeting in April, and a second encompassing the months of January through June to be presented at the regular Council meeting in October.
2. Review and archive each Chapter's annual financial statement at the end of every fiscal year.
3. As part of each semi-annual Auditor's report, select at least one (1) Chapter at random for an audit of financial transactions, records and data for the previous fiscal year. Additional Chapters may be audited as warranted at any time.

Section 10. Committees

Appointment of committees shall be in accordance with Section 9(A), "Duties of the President". All committee members shall be Council members, sub-committees shall be subordinate to committees. All committees shall have a Chairperson and may have a Vice Chairperson as required.

All standing committees shall meet periodically as warranted. The Council Leadership Committee shall meet monthly.

Section 11. Council Delegates

- A. Newly elected Council Delegates and Alternate Delegates should be seated at the July Council meeting.
- B. Delegates and Alternate Delegates not seated at the July Council meeting may be seated at any following Council Meeting.
- C. Council Delegates and Alternate Delegates must be bona fide Chapter members at least sixty (60) days prior to the biennial elections to be eligible for election as Council Delegate or Alternate Delegate.
- D. Council Delegates and Alternate Delegates shall keep their respective Chapters informed about the proceedings of the Council and shall represent their respective Chapter at Council meetings.

Section 12. Stewards

- A. The duties of a P4 steward shall include but not be limited to:
 - 1. Provide leadership, organize and assist members at the workplace.
 - 2. Perform and help organize new member orientations and membership sign-ups.
 - 3. Be available for member representation.
 - 4. Be familiar with and uphold the language of the contract.
 - 5. Attend Steward meetings and trainings.
- B. Appointments
 - 1. When the need for a new Steward is identified then the President shall notify the Council as soon as is practicable at a regularly scheduled Council meeting.
 - 2. Members who are interested in the position shall send a letter of interest as well as a resume of qualifications to the Council President and Secretary.

3. Within two (2) committee meetings the President or Secretary shall bring forward the letter and resume of the candidate to the Council Leadership Committee for action.
 4. The Council Leadership Committee shall decide to schedule an interview or decline to take further action. The Council Leadership Committee may invite any other parties to the interview who they deem pertinent. The candidate shall be notified of the decision.
 5. A majority vote of the Council Leadership Committee will be required to forward the candidate to the Council for action.
 6. A member of the Council Leadership Committee shall make a motion to appoint the approved candidate at a Council meeting.
- C. The Council Leadership Committee shall have periodic meetings with individual Stewards to discuss issues pertinent to the Council, the Local and the role of the Steward.
 - D. In the case of a complaint against or a concern about a Steward, the matter shall be reviewed by the Council Leadership Committee to be considered and addressed with the Steward. A plan of action shall be developed to address the concern. In the case of a complaint, the complainant will be informed of the disposition of the complaint. If warranted the Council Leadership Committee may recommend removal of the Steward by a majority vote of the Council.
 - E. In the case of serious misconduct by a Steward requiring swift action, the Council Leadership Committee can immediately suspend the Steward's appointment with a majority vote of the Council Leadership Committee. The Council Leadership Committee shall advise the Council of the misconduct and of the actions taken at the next scheduled meeting. The Council shall take a simple majority vote on whether to permanently remove the Steward or to revoke the suspension.

Section 13. Budget

- A. An annual budget for the next fiscal year shall be proposed at the regularly scheduled April Council Meeting. This proposed budget shall be voted on at the next regularly scheduled Council Meeting or as soon as is practicable. The fiscal year shall run from July 1st through June 30th.
- B. In the event that a budget is not approved, the budget approved in the previous year shall be carried over until a new budget is approved.
- C. Any proposed change in allocations in an approved Budget in an amount of \$500 or less can only be made by a majority vote of the Council Delegates present at any scheduled Council Meeting. Changes in Budget allocations greater than \$500 will require a two-thirds (2/3) majority vote of the Council Delegates present at a Council Meeting.

D. When the Treasurer or any other Council Officer(s) determines an emergency expenditure is necessary, such expenditure shall be thoroughly and accurately described to the Council Officers. After such disclosure, a vote shall be taken. A majority in favor of the expenditure is required for the expenditure to be made. Such emergency expenditure shall not exceed ten (10) percent of the annual budget. All emergency expenditures shall be presented by the President to the membership at the next regularly scheduled Council Meeting.

Section 14. Council Business

The Council Officers may transact business as necessary when the Council is not in session except as otherwise prohibited by provisions of these Bylaws. Any business transacted when the Council is not in session shall be reported at the next Council meeting.

Section 15. Unexcused Absence of Council Officers

The absence of a Council Officer without prior notice to any of the other officers shall be considered an unexcused absence. Unexcused absence of any officer for three (3) consecutive meetings during the term of office shall thereby vacate said office.

Section 16. Recall of Officers and Auditors

A petition for recall of any Officer or Auditor must be signed by fifty (50) percent, plus one (1), of the Delegates to the Council. The petition must include the reason for removal of the officer or auditor. Action on the petition of recall shall take place at a special meeting called for that purpose with at least two (2) weeks written notice to the Council Delegates and Alternate Delegates. A vote by secret ballot of two-thirds (2/3) majority of the delegates present is required for approval.

Section 17. Contract Ratification

The Council, but not the Council Executive Committee, can waive the Local Constitution, Section 12.1, which states: "Copies of any proposed employee contract between the State of Connecticut and Connecticut State Employees Association shall be distributed to the State Employees affected by the contract one calendar week prior to the date voting on the proposed contract begins, or as otherwise provided in council Chapter bylaws."

Section 18. Vacancies in Office

Vacancies in office shall be filled for the remainder of the unexpired term by placing names in nomination at the next regularly scheduled Council meeting. At the following Council meeting the President shall entertain nominations from the floor and call for a vote. The provisions of Section 8(G) shall govern the interim election.

Section 19. Amendments

Proposed amendments to these Bylaws shall be submitted in writing to the Secretary or, in the Secretary's absence, any Officer of the Council at any regularly scheduled meeting of the Council. Proposed amendments shall be read at two (2) consecutive Council meetings. Adoption of these proposed amendments shall be decided by two-thirds (2/3) majority of the members present at the same Council meeting of the second reading. All amendments shall be reviewed and approved by the Local Executive Council.

Section 20. Savings Provision

- A. If any provision of these Bylaws shall be modified or declared invalid or inoperative by any competent authority of the executive, judicial or administrative branch of the State or Federal government, the Council shall have the authority to suspend the operation of such provision during the period of its invalidity or modification and to substitute in its place and stead a provision which will meet the objections to its validity and which will be in accord with intent and purpose of the invalid or modified provision. If any article or section of these Bylaws should be modified or held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of these Bylaws or application of such article or section to persons or circumstances, other than those as to which it has been held invalid or modified, shall not be affected thereby.
- B. These Bylaws shall be subject to the review and approval of the Local Executive Council.
- C. These Bylaws shall at all times be subordinate to the Bylaws and constitutions of CSEA SEIU Local 2001 and SEIU. For this purpose a copy of these Bylaws and any subsequent changes shall be filed with the CSEA SEIU Local 2001 Executive Council for their approval. If any P4 Council Bylaws are found to be in conflict with either CSEA SEIU Local 2001 Constitution or the SEIU International Constitution and Bylaws, the latter organizations Constitution and Bylaws shall take precedence."

1st Reading – May 2nd 2022

2nd Reading and Council Approval – June 2nd , 2022



Travis Woodward - P-4 President

P-4 Bylaws Committee:

Timothy Searles

Sandy Brunelli

Laschone Garrison



Dawn McKay – P4 Secretary

Mike Trahiotis

Ned Statchen

Paul Martin

Approved by the CSEA SEIU Local 2001 Executive Council on June 28, 2022.