

CSEA SEIU LOCAL 2001  
Education Administrators  
P-3A Council/Chapter 260  
By-Laws  
Last Revised May 2004

**PROPOSED REVISIONS SUBMITTED TO EXECUTIVE COMMITTEE JULY 2, 2008**

**Article I. Name**

The name of this organization shall be [the Connecticut State Employees Association, Incorporated] CSEA SEIU Local 2001, Education Administrators, P-3A Council /Chapter 260.

**Article II. Purpose**

The purpose of the council/chapter shall be to transact business that is pertinent to the interests of the [Connecticut State Employees Association, Incorporated (CSEA)] CSEA SEIU Local 2001 (CSEA SEIU), and the individuals assigned to the P-3A bargaining unit.

**Article III. Members**

**Section 1. Membership**

A. This council/chapter shall be composed of all education administrators employed by the State of Connecticut and assigned by the State Labor Board to the P-3A bargaining unit who are members of CSEA SEIU.

B. As allowed by the CSEA SEIU constitution, the council/chapter membership/delegate ratio is 1:1.

C. All persons employed by the State of Connecticut and/or its political subdivisions and represented by CSEA SEIU for purposes of collective bargaining are eligible for active membership in CSEA SEIU. Joining CSEA SEIU shall be by affiliation with a chapter. Active members may also include dues paying members performing the same or similar jobs to those performed by employees of the State of Connecticut and/or its political subdivisions.

**Section 2. Membership Application**

Application for council/chapter membership shall be made on forms supplied for such purpose by CSEA SEIU.

### **Section 3. Dues**

Council/chapter membership dues shall conform to the provisions for same as defined in the CSEA SEIU constitution.

### **Section 4. Special Assessments**

A. Special assessments may be made at any regular meeting of the council/chapter providing that each member of the council/chapter is sent notification in writing 30 days prior to the meeting at which such action is to be taken. If a quorum is present, the proposed special assessment may be levied by a majority of those members present and voting.

B. Special assessments are subject to final approval by the CSEA SEIU Executive Council.

## **Article IV. Officers and Other P-3A Council Positions**

### **Section 1. Order of Officers Rank and Other P-3A Council Positions**

The P-3A Council Officers shall be:

- A. President (and CSEA SEIU Executive Council Member/Delegate);
- B. Vice President;
- C. Secretary;
- D. Treasurer; and
- E. Chief Steward

Other P-3A Council Positions include:

- A. Stewards;
- B. CSEA SEIU Executive Council Alternate Member/Delegate; and
- C. CSEA SEIU authorized number of delegates and alternate delegates to the CSEA SEIU convention.
- D. McCusker Memorial Scholarship Fund Trustee (McCusker Trustee)

### **Section 2. Duties of Officers and Other P-3A Council Positions**

A. The President shall:

- 1. Serve as the CSEA SEIU Executive Council Member/Delegate for the P-3A Council;
- 2. Preside at council/chapter meetings;

3. Chair the council/chapter executive committee;
4. Appoint chairpersons and members of committees subject to the approval of the membership by majority vote at a regular or special meeting;
5. With consideration of the executive committee, appoint an individual to fill a vacant position of the following duly elected P-3A officers Vice President, Secretary, Treasurer and Chief Steward subject to the approval of the membership by majority vote of the members present at an election scheduled for the next regular or special meeting;
6. Appoint an individual to fill a vacant position of a steward or McCusker Trustee subject to the approval of the membership by majority vote of the members present at an election scheduled for the next regular or special meeting;
7. Serve as ex-officio member of all committees;
8. Serve in the capacity of steward when requested to do so by a P-3A member;
9. Authorize all orders to the treasurer against the council/chapter funds and/or property;
10. Enforce these by-laws; and
11. Perform all other duties customarily related to the office of President.

B. The Vice President shall:

1. Serve on the council/chapter executive committee;
2. Assist the President, as requested, to administer council/chapter affairs;
3. Assume the responsibility and perform the duties of President in the absence or inability of the President to serve; and
4. Perform all other duties customarily related to the office of Vice President.

C. The Secretary shall:

1. Serve on the council/chapter executive committee;
2. Maintain a record of all proceedings at all regular and special meetings and serve in a like capacity for the Executive Committee;
3. Conduct routine correspondence on behalf of the council/chapter;
4. Prepare and submit reports required by CSEA SEIU;
5. Maintain a complete and current listing of all officers and stewards including agency location/division, mailing address, e-mail address, and telephone number;
6. Maintain a complete and current listing of the membership including residence addresses and telephone numbers;
7. Notify members of regular and special meetings; and
8. Perform all other duties customarily related to the office of Secretary.

D. The Treasurer shall:

1. Serve on the P-3A council/chapter executive committee;
2. Receive and take charge of all council/chapter funds and property;
3. Deposit all council/chapter funds in an approved financial institution;

4. Maintain appropriate records of the receipt and disbursement of funds;
5. Honor all properly authorized requests for funds;
6. Submit the fiscal records for audit;
7. Submit the fiscal records for the review of appropriate authorities upon receipt of duly authorized request;
8. Implement any special assessment voted by the members, as approved by the CSEA SEIU Executive Council. (See Article III, Section 4);
9. Be bonded as provided for by CSEA SEIU; and
10. Perform all other duties customarily related to the office of Treasurer.

E. The CSEA SEIU Executive Council Member/Delegate and the CSEA SEIU Executive Council Alternate Member/Delegate shall:

1. Serve on the council/chapter executive committee;
2. Attend the regular and special meetings called by CSEA SEIU which are appropriate to the position to which elected;
3. Represent the interests of bargaining unit members at CSEA SEIU Executive Council meetings; and
4. Perform all other duties customarily related to the office to which elected.

F. The Chief Steward shall:

1. Serve on the council/chapter executive committee;
2. Coordinate and advise stewards on all labor relations related issues including but not limited to:
  - a) Organizing an annual steward update and training meeting;
  - b) Serving on the CSEA SEIU arbitration review and recommendation panel; and
  - c) Initiating phone tree and disseminating literature to the membership;
3. When called upon, process grievances initiated by an identified group of P-3A employees; and
4. Perform all duties customarily related to the functions of a Chief Steward.

G. Each Steward shall:

1. Process grievances initiated by an identified group of P-3A employees;
2. Represent the interests of an identified group of P-3A employees with regard to enforcing the provisions of the approved collective bargaining contract;
3. Participate in steward training sessions provided by CSEA; and
4. Perform all other duties customarily related to the function of a steward.

H. The McCusker Scholarship Fund Trustee shall:

1. Administer the McCusker Scholarship Fund as proscribed by the governing procedures of that fund.

### **Section 3. Terms of Office for Officers and Other Positions**

A. The term of office for all elected officers [and], stewards and McCusker Trustee is two (2) years.

B. The term of office for the elected CSEA SEIU Executive Council Member/ Delegate, elected CSEA SEIU Executive Council Alternate Member/Delegate, and the elected delegates and alternate delegates to the CSEA SEIU Convention shall be for two years, with installation at the CSEA SEIU biennial convention, and shall run until, but not including, the next biennial convention.

C. Vacancies in Office

1. In the event a steward or the Vice President, Secretary, Treasurer, [or], Chief Steward or McCusker Trustee resigns, is recalled or otherwise vacates a position, a replacement shall be appointed by the President with the advice of the Executive Committee, and said vacancy shall be filled for the completion of the term, subject to a majority vote of the members present at an election for the next regular or special meeting.
2. In the event, the P-3A Council President (CSEA SEIU Executive Council Member/Delegate), the CSEA SEIU Executive Council Alternate Member/Delegate, or a CSEA SEIU convention delegate or an alternate delegate resigns, is recalled or otherwise vacates a position, said vacancy shall be filled through an election by a majority vote of the members present at a regular or special meeting.

D. Unexcused Absences

Any council/chapter officer who is absent from meetings appropriate to the office for which elected without an explanation which is acceptable to the members of the Executive Committee shall vacate office.

E. Recall of Officers and other appointed or elected positions

1. Any officer, steward, McCusker Trustee, or CSEA convention delegate may be recalled by a two-thirds vote of the members in attendance at a regular or special meeting, provided that such intended action is stated in the meeting notice.
2. A member in any other council/chapter position shall vacate office if a vote of no-confidence by a two-thirds vote of the members in attendance at a regular or special meeting, provided that such intended action is stated in the meeting notice.

### **Section 4. Nominations and Elections**

## A. Eligibility for Office

1. A candidate for council/chapter office, CSEA SEIU Executive Council Member/Delegate or Alternate Member/Delegate, CSEA SEIU convention delegate or alternate delegate, or any position to be appointed by the President must be a CSEA SEIU member in good standing for a minimum of one (1) year.
2. Based on the CSEA SEIU Constitution, the P-3A Council President, as the chief elected officer of the council, shall be the CSEA SEIU Executive Council Member/Delegate.
3. Based on the CSEA SEIU Constitution, there shall be one CSEA SEIU Executive Council Alternate Member/Delegate elected for the dues equivalent of every one thousand full time active members who will be entitled to vote at an Executive Council meeting if the regularly elected council Member/Delegate is unable to attend.
4. Based on the CSEA SEIU Constitution, there shall be one (1) elected delegate to the CSEA SEIU biennial convention for the dues equivalent of every thirty (30) full time active CSEA SEIU members or a major portion thereof. Delegates and alternates to a special CSEA SEIU convention shall be the same as those elected to the last biennial convention.
  - a. At least one delegate to the CSEA SEIU biennial convention shall be nominated and elected to represent the interest of bargaining unit members in the BESB or BRS.
  - b. For every two (2) delegate positions, there shall be one (1) alternate delegate to the CSEA SEIU convention elected.
5. The number of stewards will reflect the organizational structure of the State Department of Education (SDE). In no case shall SDE have fewer than eight stewards including one at-large steward. The Board of Education and Services for the Blind (BESB) and the Bureau of Rehabilitation Services (BRS) in the State Department of Social Services shall each have at least one steward.
6. Chairpersons and/or members of committees shall be appointed by the President, subject to the approval of the membership by majority vote of the members present at a regular or special meeting.

## B. Nominations

1. The nominating committee will issue a call for nominations to all members at least four (4) weeks before the biennial election, held in even numbered years.
2. The list of nominees for each office shall be presented to the membership by the nominating committee two (2) weeks prior to the scheduled biennial election, held in even numbered years.
3. The membership may provide additional nominations to the nominating committee at the biennial election.

C. Elections

1. Council/chapter officers (i.e., the President/CSEA SEIU Executive Council Member/Delegate, Vice President, Secretary, Treasurer, Chief Steward), and the CSEA SEIU Executive Council Alternate Member/Delegate, and Stewards and the delegates and alternate delegates to the CSEA SEIU Biennial Convention shall be elected at the biennial election held in even numbered years at least two weeks before the CSEA SEIU Convention convenes, by a majority vote of the membership present.
2. Nominated individuals shall assume office upon being elected or confirmed, except that the CSEA SEIU Executive Council Member/Delegate and the CSEA SEIU Executive Council Alternate Member/Delegate shall assume office upon being sworn in at the CSEA SEIU convention.

**Article V. Meetings**

**Section 1. Regular Meetings**

- A. Regular Council/chapter meetings shall be held at least two times per year as designated by the President. One of these meetings shall be in the fall and will be designated the annual meeting of the P-3A Council.
- B. Notice of a regular meeting shall be provided to the P-3A members not less than five (5) working days prior to the date of the meeting.
- C. The order of business at a regular meeting shall be:
  1. Secretary's report (including correction and/or approval of prior meeting minutes)
  2. Treasurer's report
  2. President's report
  3. CSEA SEIU staff report
  4. Chief Steward's report
  5. McCusker Trustee report
  6. Committee reports
  7. Agency reports
    - a) Board of Education and Services for the Blind (BESB)
    - b) Bureau of Rehab Services (BRS)
    - c) State Department of Education (SDE)
    - d) Other agencies, as may be applicable
  8. Old business
  9. New business
  10. Good and welfare
  11. Adjournment

D. In all situations not covered by these by-laws or the constitution of CSEA SEIU, Robert's Rules of Order, Revised, shall prevail.

## **Section 2. Biennial Election Meeting**

In even numbered years, when CSEA SEIU holds a convention, the P-3A election shall be held at the annual fall meeting, at least two weeks prior to the CSEA SEIU convention.

## **Section 3. Special Meetings**

A. A special meeting may be called at any time by the order of the council/chapter President, or in the President's absence or inability to serve, by at least two (2) members of the council/chapter's Executive Committee acting in concert. The members shall be notified regarding the purpose for the special meeting. 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.

B. Notice of a special meeting shall be provided to the P-3A members not less than five (5) working days prior to the date of the meeting.

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

## **Section 4. Quorum**

A. 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. The presiding officer shall establish the fact that a quorum is present before convening a meeting.

B. 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.

## **Article VI. Voting and Absentee Ballots**

**Section 1. Voting:** Each P-3A 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.

**Section 2. Absentee balloting** shall be permitted solely in the ratification of contracts and only by persons who demonstrate that they:

1. Will be out of state
2. Have a pre-existing illness which will prevent them from voting; or

3. Have a duty station more than 20 miles from a CSEA SEIU certified polling site for the entire period of balloting.

### **Section 3. Absentee Balloting**

- A. An absentee ballot must be requested by members from staff at CSEA SEIU headquarters. Each such ballot must be completed and returned to CSEA SEIU headquarters prior to the date of ratification voting, or the ballot will be invalid.
- B. Absentee ballots shall be distributed by CSEA SEIU.
- C. Sealed absentee ballots shall be opened and counted at CSEA SEIU on the date of contract ratification voting.

## **Article VII. Executive Committee**

### **Section 1. Purpose and Composition of the Executive Committee**

- A. The Executive Committee shall be the governing body of the council/chapter when it is not in session in a regular or special meeting.
- B. The Executive Committee shall consist of the duly elected officers, (i.e., the President/CSEA SEIU Executive Council Member/Delegate, Vice President, Secretary, Treasurer, Chief Steward), and the CSEA SEIU Executive Council Alternate Member/Delegate and the immediate past President for the period of two (2) years following departure of that person from office.
- C. The Executive Committee shall meet at the call of the president or at such times as the majority of its members may deem appropriate.

### **Section 2. Executive Committee Quorum and Voting**

- A. A majority of the members shall constitute a quorum for the purpose of conducting business.
- B. No member shall vote by proxy.

## **Article VIII. Committees**

### **Section 1. Purpose of Committees and Committee Membership**

A. Committees required to meet the needs and/or represent the interests of the members shall be established or abolished upon the recommendation of the president and the majority vote of the members present at a regular or special meeting.

B. Individuals shall serve as chairperson and/or members of committees upon the appointment of the president subject to the approval of the membership by the majority vote of the members present at a regular or special meeting.

## **Section 2. Standing Committees**

Standing Committees of the council/chapter shall be as follows:

1. Nominating Committee. A nominating committee consisting of three (3) members who represent varying constituent member groups shall be appointed to function as needed to nominate individuals to fill elected officer and CSEA SEIU convention delegate and/or alternate vacancies as such may occur.
2. Labor/Management Committee. A labor/management committee will be appointed to serve as specified in the current collective bargaining contract.
3. Collective Bargaining Committee. A collective bargaining committee shall be appointed with sufficient members to represent the varying constituent member groups represented by the council/chapter. This committee is charged with seeking and obtaining information, on an on-going basis, regarding the members' needs, desires and aspirations to guide it in formulating the collective bargaining proposals which the Union will submit in negotiating the successor agreement to the current collective bargaining contract.
4. Negotiating Team. From the members of the Collective Bargaining Committee, a negotiating team consisting of regular and alternate members shall be appointed, in the numbers agreed to by the Union and management. This Team is charged with representing the perceived interests of the majority of P-3A members in negotiating the successor agreement to the current collective bargaining contract.
5. Grievance Committee. The executive committee shall function as a grievance committee to adjudicate any matter wherein an eligible employee is dissatisfied with a decision or action of a steward related to the processing of a grievance or the enforcement of the current collective bargaining contract. Any steward involved in such complaint shall have no vote on the matter; however, all affected parties shall be permitted and encouraged to meet with the grievance committee and provide testimony relating to the complaint.
6. Audit Committee. An audit committee consisting of three (3) council/chapter members, excluding the president and treasurer, shall be appointed at the regular meeting. Based on the CSEA SEIU Constitution, the duties of the

audit committee auditors shall be to examine all accounts of their council after the close of the fiscal year on June 30, and render a report thereon within 120 days. An inventory of assets and liabilities of the division or council shall be included in the auditors' reports. A copy of the audit reports shall also be sent to the Secretary/Treasurer of the Association. The status of said records shall be reported to the members at the next regular meeting.

## **Article IX. Amendments to the By-laws**

### **Section 1. Procedure for Amending the P-3A By-laws**

The by-laws may be amended as follows:

- A. Following adoption of these by-laws by the members, proposed amendments to the by-laws shall be submitted to the executive committee.
- B. The executive committee will notify the members of a regular or special meeting at which its recommendations on the proposed amendments will be reported. This meeting may be called no sooner than thirty (30) days following the receipt of said amendment (s) by the executive committee.
- C. The members will be notified in writing concerning recommendations of the executive committee to the members on the proposed amendment(s) at least fifteen (15) days prior to the regular or special meeting at which the amendments (s) will be considered.
- D. Approval of such change or addition to the by-laws can only be effected by two-thirds (2/3) vote of the members present at a regular or special meeting in which the amendment is considered.

### **Section 2. CSEA SEIU Executive Council Approval**

- A. Changes to P-3A council/chapter by-laws must be submitted to the CSEA SEIU Executive Council for their approval. Following approval by CSEA SEIU, the amendment will take effect.
- B. When the CSEA SEIU Constitution is amended, notice of amendment or amendments shall be given to each council within sixty days of the action of the Convention. After receipt by the council, the council shall submit its current by-laws or its amended by-laws, as appropriate, to the Executive Council for their approval.

## **Article X. Roberts Rules of Order**

Roberts Rules of Order, where appropriate, shall govern all procedural matters not covered by these by-laws.