

CSEA/SEIU Local 2001

Correction Supervisors Council

By-Laws



Revised April 1, 2008

CORRECTION SUPERVISORS COUNCIL BYLAWS

Section 1. Name, Purpose and Objectives

The name of this organization shall be the Correction Supervisors Council (hereinafter referred to as the CSC) of the Connecticut State Employees Association, Local 2001, SEIU (hereinafter referred to as the Union). 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. Membership

2.1 This Council shall be composed of Correction Supervisors employed by the State of Connecticut, and assigned by the State Labor Board to the CSC bargaining unit.

2.2 As allowed by the Union Constitution, the Council membership ratio shall be 1: 1.

Section 3. Dues

Council membership dues shall conform to the provisions for same as defined in the Union Constitution.

Section 4. Special assessments

4.1 Special assessments may be made at any regular meeting of the Council providing written notice is sent to each member thirty (30) days prior to the meeting at which such action is to be taken.

4.2 A special assessment will be levied by a majority of those members present and voting.

4.3 Special assessments are subject to final approval by the Union Executive Council.

Section 5. Meetings

5.1 Regular meetings of the Council shall be held bimonthly on the 1st Tuesday of the months of February, April, June, August, October and December, one in the morning and one in the evening at a time to be determined.

5.2 Special meetings may be held at the call of the President or at the request of 1/3 of the members and require both a morning and evening time frame.

5.3 Notice of a regular or special meeting shall be provided to the members not less than 5 "working" days prior to the date of the meeting.

5.4 A quorum for a meeting shall be the attendance of 15 or more members in good standing. A quorum for a meeting will be the total number of individual members in good standing that attend both sessions.

5.5 A member of the Executive Committee will conduct the meeting.

Section 6. Voting

6.1 Each CSC 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 as proxy.

6.2 Absentee balloting shall be permitted in the ratification of collective bargaining agreements and the election of officers of the Executive Committee of CSC and only by persons who demonstrate that they:

1. Are on active military duty, or
2. Have a pre-existing illness that will prevent them from voting at the balloting site.

6.3. An absentee ballot must be requested by a member of CSC from the staff at the Union headquarters. Each ballot must be completed and returned to Union headquarters prior to the date of voting, or the ballot will be invalid. Sealed absentee ballots shall be opened and counted at Union headquarters on the date of the ratification.

Section 7. Nominations and Elections

7.1 Eligibility for Office

- a. A candidate for Council Office, Union Executive Council Delegate or Union Executive Council Alternate Delegate, Union Convention Delegate or Alternate Delegate, member of the Council Audit Committee, McCusker Memorial Scholarship Fund Trustee, or any position to be appointed by the President must be a Union member in good standing for a minimum of two years, except in initial elections.
- b. Based on the Union Constitution, the President, as the chief elected officer of the council, shall be the Union Executive Council Delegate.
- c. Eligibility for the positions of Vice-President Lieutenants/Training Officers and Vice-President Captains/Counselor Supervisors shall be restricted to members holding either of these titles.

7.2 a. Based on the Union Constitution, there shall be one Union Executive Council Alternate Delegate elected for the dues equivalent of every 1,000 full time active members who will be entitled to vote at an Executive Council meeting if the regularly elected Council Delegate is unable to attend. Executive Council Alternates shall be elected in accordance with the Union Constitution and these bylaws. The term of office for each Executive Council Delegate shall be (2) two years.

b. The McCusker Memorial Scholarship Fund Trustee shall be elected in accordance with the Union Constitution and these bylaws.

7.3 Based on the Union Constitution, there shall be one (1) elected Delegate to the Union Biennial Convention for the dues equivalent of every thirty (30) full time active Union members or a major portion thereof. Delegates and Alternates to a special Union Convention shall be the same as those elected to the last Biennial Convention.

- a. For every two (2) delegate positions, there shall be one (1) alternate delegate to the Convention elected.

7.4 a. In order to be considered for election to any position enumerated in Section 7.1 a Council member must meet all of the eligibility requirements contained in these bylaws, the SEIU International Constitution and the Union constitution. In addition, the member must have his/her name placed in nomination no later than forty-five (45) days prior to the election.

b. Positions listed in 7.1 shall be filled by a majority vote of the Council members present and voting or voting pursuant to Section 6.2. When more than two (2) candidates are nominated for one office and the majority is not obtained, the candidate receiving the lowest number of votes shall be dropped and voting shall proceed until a majority vote is obtained.

Section 8. Executive Committee

The Officers of the Correction Supervisors Council shall be a President, Executive Vice-President, Vice-President Captains/Counselor Supervisors, Vice-President Lieutenants/Training Officers, Treasurer, Secretary, and Chief Steward and these officers shall constitute the Council Executive Committee.

8.1 No more than one office on the Executive Committee may be held by any one Council member.

8.2 The Executive Committee and any other position enumerated in Section 7.1 above shall be elected at the June Council membership meeting in the year of the Union Convention (the even numbered years).

Section 9. Duties of Officers

9.1 The President shall preside over all meetings and shall perform all other duties related to the office to include but not be limited to the following:

- _ Be an automatic Union Executive Council Delegate.
- _ Preside at Council meetings.
- _ Chair the Executive Committee.
- _ Appoint stewards subject to the approval of the membership by a majority vote at a regular or special meeting.
- _ Appoint members to Standing Committees subject to the approval of the membership by a majority vote at a regular or special meeting.
- _ Serve as an ex-officio member of all committees.
- _ Authorize all orders to the Treasurer against the council funds or property.
- _ Enforce these by-laws.

9.2 The Executive Vice President shall assist the President and in the President's absence or inability to serve, shall preside at the meetings and perform all duties of the President.

9.3 The Secretary shall keep the minutes of all meetings and carry on routine correspondence. In addition the following duties shall be performed:

- _ Prepare and submit reports required by the Union.
- _ Maintain a complete and current listing of all stewards including addresses and telephone numbers.
- _ Maintain a complete and current listing of all members including addresses, telephone numbers and facility assignments.
- _ Perform all other duties customarily related to the office of secretary.

9.4 The Treasurer shall receive and take charge of all money, property, and funds of the council.

- _ Deposit all council funds in an approved financial institution.
- _ Maintain appropriate records of the receipt and disbursement of funds.
- _ Honor all properly authorized requests for funds.
- _ Submit the fiscal records for audit.
- _ Submit the fiscal records for review of appropriate authorities upon receipt of a duly authorized request.
- _ Implement any special assessment voted by the members.
- _ Perform all other duties customarily related to the office of Treasurer.

9.5 The Chief Steward shall serve on the CSC Executive Committee.

- _ Coordinate and advise stewards on all labor relations related issues including, but not limited to, organizing stewards.
- _ Organize quarterly steward update and training meetings.
- _ Serve on the Council's arbitration review and recommendation panel.
- _ Initiate phone trees and disseminates literature to the membership. When called upon, process grievances initiated by an identified group of CSC employees.

_ Perform all duties customarily related to the functions of the chief steward.

9.6 a. The Vice-President Captains/Counselor Supervisors shall assist the President in representing the members holding those titles.

b. The Vice-President Lieutenants/Training Officers shall assist the President in representing the members holding those titles.

9.7 The Executive Committee shall meet the week before every regular meeting to attend to business. Recommendations will be determined for presentation at regular meetings for member ratification.

Section 10. Financial Review Process

The Council's financial records will be reviewed annually. Such review shall be conducted by an Audit Committee of three members elected by the members at the biennial meeting of the CSC.

Section 11. Recall of Officers

Any officer 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.

Section 12. Vacancies in Office

12.1 In the event that any duly elected CSC representative resigns, is recalled or otherwise vacates a position, said vacancy shall be filled through an election held pursuant to the provisions of Sections 6 & 7 of these bylaws.

12.2. The unexcused absence of an officer or CSC convention delegate or alternate,, Union Executive Council Delegate, or Union Steward from two (2) consecutive meetings appropriate to the office for which elected or appointed, without an explanation which is acceptable to the majority of the members in attendance at a regular or special meeting, shall result in the removal from said office or position which shall be filled as specified.

Section 13. Stewards

Stewards shall process grievances at a facility level and represent the interests of the members Stewards shall be appointed by the President with the approval of the majority of members present at a regularly scheduled meeting.

A report will be submitted monthly to the Chief Steward on any action submitted with its resolution.

Section 14. Standing Committees

Standing Committees of the Council shall be as follows:

15.2 Labor/Management Committee. A labor/management committee shall be appointed to serve as specified in the current collective bargaining agreement.

15.3 Collective Bargaining Committee. A collective bargaining committee shall be appointed. 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.

15.4 Negotiating Committee. A negotiating committee shall be appointed from the members of the Collective Bargaining Committee. This committee is charged with representing the members and their interests in contract negotiations.

15.5 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.

15.6 Audit Committee. An audit committee consisting of three (3) members, excluding the President and Treasurer, shall be elected biennially at the June meeting to conduct an audit of the Council financial records. Based on the Union Constitution, the duties of the audit committee shall be to examine all accounts of their Council after the close of the fiscal year on June 30, and render a report within 120 days. An inventory of assets and liabilities of the Council shall be included in the auditors' reports. A copy of the audit reports shall be sent to the Secretary/Treasurer of the Union. The status of said records shall be reported to the members at the next regular meeting and to the Union.

Section 16. Amendments of by-laws

These bylaws can be amended at any regular meeting of the Council by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting, and the membership of the Council was notified of the proposed change prior to the meeting.