

**BYLAWS OF  
THE MUNICIPAL AND SCHOOL BOARD DIVISION  
OF CSEA SEIU LOCAL 2001**

Draft: Revised in accordance with 1/12/2010 Meeting.

**1. Name**

The name shall be the **Municipal and School Board Division of CSEA SEIU Local 2001**, hereinafter called the Division.

**2. Object and Methods**

**2.A. Objects of the Division shall be:**

2.A.1 To unite employees of the State of Connecticut's political subdivisions, which may include publicly financed private sector employees as provided for under the CSEA SEIU Local 2001 Constitution, for their mutual welfare, protection and advancement.

2.A.2 To work for the establishment and maintenance of fair wages and hours, good working conditions and civil service classifications.

2.A.3 To foster and to promote better understanding among chapter delegates of the Division about issues of mutual concern.

2.A.4 To assist in promoting and maintaining better public service.

2.A.5 To promote the union philosophy in all workplaces.

2.A.6 To provide assistance to members individually or collectively in union related matters.

2.A.7 To establish councils and chapters to aid and to assist in carrying out the aforementioned purposes.

**2.B. The methods of obtaining the objects of this Division shall be:**

2.B.1 By implementing the collective bargaining process.

2.B.2 By creating and fostering sentiment favorable to proposed reforms.

2.B.3 By working with government officials when it is in the interest of the Division membership.

2.B.4 By promoting legislation, including by charter revisions and through referenda.

2.B.5 By utilizing other ethical, lawful means.

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2.B.6 By receiving and considering input from its membership.

**3. Membership**

3.A. Active membership

3.A.1 All persons employed by the State of Connecticut's political subdivisions and represented by CSEA SEIU Local 2001 (CSEA) for purposes of collective bargaining are eligible for active membership in the Division.

3.A.2 Active members may include dues paying members performing the same or similar jobs to those performed by employees of the State of Connecticut's political subdivisions.

3.A.3 Joining CSEA as an active member shall be by affiliation with a chapter.

3.B. Affiliate membership

3.B.1 Any eligible employee, not otherwise represented by CSEA in the Division, may choose affiliate membership in order to receive news and information about CSEA and the Division.

3.B.2 Affiliate members may choose membership in an existing chapter or form chapters along bargaining unit lines subject to approval of the CSEA Executive Council.

3.B.3 Affiliate members shall not have voting privileges nor shall they hold office in the Division.

**4. Structure**

4.A. Chapter

All active members of the Division shall be members of a chapter.

4.B. Council

4.B.1 For mutual assistance, formal Councils may be established by chapters represented by CSEA.

4.B.2 A Council shall be composed of delegates and alternate delegates (alternates) from its constituent chapters.

4.B.3 A Council shall establish bylaws with the approval of the CSEA Executive Council.

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4.B.4 A Council shall hold regular meetings, at least one annually.

4.B.5 A Council shall elect its officers at its Biennial Meeting. A Biennial Meeting shall take place in even-numbered years and prior to the CSEA Convention.

4.B.6 Each Council shall determine its own member/delegate ratio. Each chapter shall be entitled to at least one delegate to the Council.

4.C. Division

4.C.1 The Municipal and School Board Division shall be composed of the CSEA Executive Council delegates and alternates as elected from each of the Division's constituent Councils

4.C.2 The Division shall meet at the call of the co-chairpersons or at such times as a majority of the members of the Division deem necessary.

4.C.3 A quorum for the Division shall consist of representation of a simple majority of its members as defined in 4.C.1.

4.C.4 Notice to each member of the Division shall be distributed at least seventy-two (72) hours prior to regularly scheduled meetings.

4.C.5 Special meetings of the Division shall be held only upon actual and verifiable notice distributed to each member of the Division at least twenty-four (24) hours before the meeting.

4.C.6 In the event of a temporary or permanent vacancy in the office of co-chairperson, the Division, by majority vote of those present and voting, may elect one of its members from the respective Council to fill the vacancy until the Council fills the vacancy, in accordance with its bylaws.

4.C.7 The Division shall make available the minutes of each meeting in accordance with Section 6.D.2.

**5. Meetings**

5.A. The Division shall hold regular meetings, but not less than quarterly.

5.B. Officers of the Union may be members of the Division.

5.C. A special meeting may be called by a majority of the members of the Division in accordance with Sections 4.C.4, 4.C.5, and 4.C.6.

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**6. Officers**

6.A. There shall be two officers of the Division who shall act as co-chairpersons.

6.A.1 The co-chairpersons shall be the duly elected Presidents of the constituent Councils. Co-chairpersons must be qualified to hold office and carry out the duties and functions of that office. A co-chairperson shall be a member in good standing of CSEA for at least one year.

6.A.2 A vacancy in office shall be filled in accordance with Section 4.C.6.

6.B. The officers of the Division shall be elected and installed from among the delegates of their respective Councils in accordance with Section 4.B.5. The term of office shall be two (2) years, co-terminus with each Council's Biennial Meeting.

6.C. The co-chairpersons of the Division shall have the following duties:

6.C.1 The co-chairpersons shall preside at all meetings of the Division.

6.C.2 The co-chairpersons shall report recommendations and activities of the Division to the CSEA Executive Council.

6.D. The Secretary of the Division shall be appointed ad-hoc prior to each meeting of the Division and shall have the following duties:

6.D.1 The Secretary shall keep a record of the proceedings of the regular and special meetings of the Division.

6.D.2 The Secretary shall distribute the minutes of each meeting to Division members as defined in 4.C.1. Minutes shall be posted on CSEA's web site.

**7. Bylaw Amendments**

7.A. Amendments to the Division's Bylaws may be proposed by any member of the Division and shall be submitted, in writing, to members of the Division at least sixty (60) days in advance of a meeting.

7.B. These proposed amendments shall be voted upon at the next regular meeting or special meeting called for that purpose.

7.C. Notice of the amendments thus presented to the meeting, if favorably acted upon by the meeting, shall be distributed to all chapter presidents and/or secretaries.

7.D. A two-thirds (2/3) vote of the members present and voting at the meeting shall be

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sufficient for adoption of amendments.

7.E. Any approved amendment(s) shall then be submitted in writing to the CSEA Executive Council for its action. Such amendment(s) shall become effective immediately upon CSEA Executive Council approval.

**8. Parliamentary Authority**

The rules contained in Roberts Rules of Order Revised shall be the governing rules of the Division on any subject matter not provided for in the Bylaws in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Division.

**9. Correlation with the Constitution and Bylaws of CSEA SEIU Local 2001**

9.A. Any provisions in these Bylaws which are found to be contrary to the *Constitution and Bylaws of CSEA SEIU Local 2001* shall not invalidate any other section of the Bylaws.

9.B. These Bylaws shall not supersede the *Constitution and Bylaws of CSEA SEIU Local 2001* except as provided for in the merger agreement between CSEA Local 760 and CSEA SEIU Local 2001.

**10. Savings Provision**

If any provision of these Bylaws shall be modified or declared invalid or inoperative by any competent authority of the executive, judicial or administrative branches of the state or federal government, the Division 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 the intent and purposes 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 the 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.

**11. Distribution of Notices, Agendas, Minutes and Other Documents**

Whenever possible, distribution of notices, agendas, minutes, and other documents may be done electronically, unless prohibited by law, regulation, or a specific provision of these Council Bylaws, the *Constitution and Bylaws of CSEA SEIU Local 2001*, or the *Constitution and Bylaws of SEIU*.

Approved by the Municipal and School Board Delegates on:

Approved by the CSEA SEIU Local 2001 Executive Council on: