

Memorandum

DATE: February 5, 1996
TO: Oscar Gomez
FROM: Ken Jacobs
RE: Chapter 224 Bylaws
CC: Carl Grodotzke

Please find attached a copy of Chapter 224's revised bylaws. In reviewing the proposed bylaws I have come across a section which I believe to be inappropriate. Section 15 establishes a grievance committee. This committee would be empowered to involve itself in the grievance procedure.

The State of Connecticut recognizes the E.S. & T. Council as the exclusive collective bargaining representative for P-4 members. It does not recognize, nor does the contract reference, its constituent units, i.e., chapters. I believe that Section 15 is not consistent with the P-4 bylaws and/or the CSEA constitution. I suggest that the P-4 bylaws committee carefully consider this proposed change.

Please let me know if you have additional questions or concerns regarding this matter.

March 16, 1995

Connecticut State Employees Association
760 Capitol Avenue
Hartford, Connecticut 06106

Attention: Constitution and By-Laws Committee

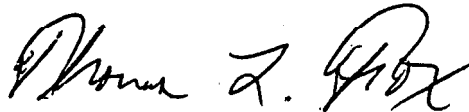
To whom it may concern:

In accordance with the By-Laws of Chapter No. 224, Appraisal Unit (Dated May 21, 1970 and Revised December 6, 1976), we hereby submit these ammended By-Laws.

These ammended By-Laws were passed by a unanimous vote of the Chapter 224 membership at a recent meeting held March 16, 1995.

Very truly yours,

Chapter 224 Appraisal

A handwritten signature in dark ink, appearing to read "Thomas L. Fox". The signature is written in a cursive style with a large initial 'T' and 'F'.

Thomas L. Fox, Secretary

cc: Mr. Rosario Ferraro, Steward

CONNECTICUT STATE EMPLOYEES ASSOCIATION

Engineering, Scientific, and Technical (P-4) Unit

By-Laws of Chapter 224

Section 1. The name of this chapter shall be:

Rights of Way - 2800 Berlin Tpke., Newington, CT

Section 2. Eligibility for Membership

All persons employed in the Office of Rights of Way and affiliated occupations with the exception of management, clerical and administrative personnel.

Section 3. Application for Membership

- a. Application for membership shall be made on application cards furnished by the Connecticut State Employees Association and submitted directly to the Association for processing.

Section 4. Meetings

- a. Regular meetings of this chapter shall be held
once each month.

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- f. Five (5) or more members may, at any time, request a special meeting of the chapter by filing a request thereof with the President and/or the Executive Committee of the Chapter, specifying the purpose of such meeting and the date, which shall not be less than three (3) days after the request is made.
- g. When a special meeting is called, every member in good standing shall be notified by the Secretary.

Section 5. Officers of the Chapter

- a. The chapter shall consist of at least the following officers:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
- b. A Vice-President may also be elected to represent every division within this chapter
- c. An Inspector or Sergeant at Arms may be elected without voice or vote in Executive Committee of the Chapter.
- d. The position of Past Presidents may be elected for consultant purposes without voice or vote in Executive Committee of the Chapter.
- e. Chapters officers shall be elected from the chapter membership annually.

Section 6. Eligibility for Office

- a. One year after the first annual meeting, no member shall be eligible for office unless he/she shall have been a member in good standing of the Connecticut State Employees Association for at least one (1) year preceding said election.
- b. Officers of the chapter must remain in good standing to continue in office.
- c. Former chapter Presidents who are active members of Council 400 of the Connecticut State Employees Association shall be eligible for election to position of Past President.

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Section 7. Election of Officers

- a. Officers shall be elected and installed at the annual meeting of the chapter.

Section 8. Duties of the Chapter Officers

a. PRESIDENT

It shall be the duty of the President to preside at all meetings, to preserve order, to decide all questions of order. The President shall act as Chair of the Executive Committee of the Chapter. He/She shall enforce the By-Laws of this chapter, the By-Laws of the Engineering, Scientific, and Technical (P-4) Council, and the Constitution of the Connecticut State Employees Association and shall perform all other duties related to the office. The President shall appoint all committees that he/she deems necessary for the efficient operation of the chapter, subject to the approval of the members. The President shall serve as an ex-officio member of all committees.

b. VICE-PRESIDENT

It shall be the duty of the Vice-President to assist the President in the performance of his/her duties and to assume all such duties in the event of the absence or incapacity of the President,

c. SECRETARY

It shall be the duty of the Secretary to keep the minutes of business conducted at the regular and special meetings of the chapter and to serve in like capacity on the Executive Committee of the Chapter. He/She shall conduct routine correspondence on behalf of the chapter and make reports to and correspond with the Association. It shall be his/her responsibility to ensure that all members receive due notice of regular, special, and the annual meetings. The secretary shall keep and preserve said minutes of all meetings and other necessary records.

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d. TREASURER

It shall be the duty of the Treasurer to keep to receive and take charge of all money and property of the chapter. He/She shall deposit all money in an approved bank and keep a record of all money received and expended. The Treasurer shall pay all debits ordered by the chapter. He/She shall submit an annual financial statement to the Executive Committee of the Engineering, Scientific, and Technical Council by July 31. He/She shall submit all books, records, and accounts for inspection and/or audit to a Committee of Trustees appointed by the chapter and/or the Executive Committee of the Engineering, Scientific, and Technical (P-4) Council or authorized agents of the Association, upon request.

e. PAST PRESIDENT

Past Presidents serve in an advisory capacity without position, voice, or vote on the Executive Committee of the Chapter.

f. INSPECTOR

It shall be the duty of an Inspector to ensure that all persons in attendance at regular or special meetings of the chapter are members in good standing and to keep an attendance roster and to report that a quorum of members in good standing is present before the start of chapter meetings.

Section 9. Unexcused Absence of Officers

- a. The unexcused absence of an officer from two (2) or more consecutive meetings shall thereby vacate his/her office. Any meeting missed without 24 hours notice to one of the other officers constitutes an unexcused absence.

Section 10. Filling Vacancies

- a. Vacancies in office shall be filled for the remainder of the unexpired term at the next regular meeting or at a special meeting called to fill said vacancy.

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Section 11. Committees and Duties

a. Executive Committee of the Chapter

1. The Executive Committee shall consist of the duly elected President, Vice-President, Secretary, and Treasurer of the chapter and shall be the governing body of this chapter when the chapter itself is not in session and shall meet at the call of the President or Secretary, or at such times as may seem expedient to the majority of the members of the chapter.

b. Other Committees

1. Other standing and special committees shall perform such duties as are assigned to them.

c. Committee Chairs

1. Each committee shall be chaired by the President or his/her designee.

Section 12. The E, S, and T (P-4) Council

- a. Delegates of this chapter to the Engineering, Scientific, Technical (P-4) Council shall be elected at the annual meeting.
- b. This chapter shall be entitled to one (1) delegate per twenty (20) chapter members as provided in Section 2 of the Engineering, Scientific, and Technical Council By-Laws.
- c. Council Delegates from this chapter shall be elected at the annual meeting in May or June and the Secretary shall notify the Council of the results by July 1 each year.

Section 13. Delegates to the Annual Convention of the Connecticut State Employee Association

- a. Delegates to the annual convention of the Connecticut State Employees Association shall be elected in accordance with Section 7.5 of the Connecticut State Employee Association Constitution.

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- b. At all meetings of this chapter, 5 members in good standing, shall constitute a quorum. The presiding officer or his/her designee shall determine that such quorum is present before the start of the meeting in order that the official business of the chapter may be properly conducted.

The minimum for a quorum shall equal in number the total number of duly constituted officers plus one (1).

- c. The order of business at regularly scheduled chapter meetings shall be:

1. Reading minutes of the last regularly scheduled meeting and any special meeting held between regular meetings.
2. Report of the Treasurer
3. Report of the President
4. Reading of Correspondence and Communications
5. Reports of Delegates to the P-4 Council
6. CSEA Staff report
7. Committee Reports
8. Old Business
9. New Business
10. Election of Chapter Officer
(Annual Meeting Only)
11. Good and Welfare
12. Adjourn

- d. In any and all situations not covered by the Constitution of the Association, By-Laws of the Engineering, Scientific, and Technical (P-4) Unit, and/or the By-Laws of this chapter, Roberts Rules of Order, as Revised, shall prevail.

- e. Special meetings may be called at any time by order of the President, or in his/her absence or incapacity, at the call of the Executive Committee of the Chapter.

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Section 14. Amendments

- a. Proposed amendments to these by-laws shall be submitted, in writing, to the Executive Committee of the Chapter. The Executive Committee shall consider the same and report with recommendations at the next regular meeting of the chapter.
- b. Disposition of proposed amendments shall be by a two-thirds (2/3) vote of the members present at such chapter meeting.
- c. The proposed amendments shall then be submitted to the Constitution and By-Laws Committee of the Association for approval and recommendations to the Executive Board for acceptance.

Section 15. Grievance Committee: This Committee shall be composed of the Executive Committee of the Chapter.

1. It shall be the duty of the steward to resolve any matter relating to individual or group grievances. If any individual or group is not satisfied with the attempts of the steward to resolve the matter, it shall be the duty of this committee to attempt to resolve any matter relating to the interests of any aggrieved employee, or group of employees, in the Chapter and to make suggestions which might improve conditions of employment of the members of the Chapter. This Committee shall negotiate with department heads.
2. Any grievance which this Committee cannot adjust should be referred to the President of the EST Council.
3. Application to this Grievance Committee of any member or member who is aggrieved for any reason proper to come before this Committee, shall require that the Committee investigate the facts and report its findings to the Chapter.
4. Other Committees: Other standing and special committees shall perform such duties as are assigned to them.
5. No agreements with management will be binding upon the Executive Committee unless approved by a majority of the Executive Committee.

[Handwritten signatures]

These by-laws were submitted for a vote and approved of by
the members of CSEA Chapter 224 at an official meeting held
the 16 day of March, 19 95.

Verified by:

President *J. A. Wittke*
Secretary *Thomas Z. Fox*

Revised February 1991
RDR/kej

By-Laws Approval

We the undersigned, being duly authorized, do hereby grant our approval for the revised by-laws submitted by Chapter 224 on March 16, 1995.

_____ Date _____ Date _____

_____ Date _____ Date _____

CSEA CHAPTER 224

C/O Thomas L. Fox, Secretary

39 Eldredge Mills Road

Willington, CT 06279