

# SEIU LOCAL 2001

ENGINEERING SCIENTIFIC, AND  
TECHNICAL COUNCIL (P-4)  
CHAPTER 9 BYLAWS

REVISION DATE: July 14, 2009  
ENGINEERING SCIENTIFIC, AND TECHNICAL COUNCIL (P-4)  
CHAPTER 9 BYLAWS

**Table of Contents**

<u>1- NAME, PURPOSE AND AFFILIATION</u>	2
<u>2- MEMBERSHIP</u>	2
<u>3- MEETINGS</u>	2
<u>4- CHAPTER 9 OFFICERS</u>	3-5
<u>5- COMMITTEES</u>	5
<u>6- Council (P-4) DELEGATES</u>	5
<u>7-CONVENTION DELEGATES</u>	6
<u>8- AMENDMENTS</u>	6
<u>9- ORDER OF BUSINESS</u>	6
<u>10- CONDUCT OF MEETING</u>	7
<u>11-BYLAW READING, APPROVAL, AND SUBMITTAL INFORMATION</u>	7

## **1-NAME, PURPOSE AND AFFILIATION**

1.1 The name of this group shall be “Transportation, Engineering Personnel Of the Greater Hartford Area”, Chapter 9 of the Connecticut State Employees Association (C.S.E.A.) SEIU Local 2001.

1.2 The purpose of this group shall be to unite employees with a common interest; to consider and discuss any matters pertinent to this group and /or other groups, and to take whatever action the chapter deems appropriate.

1.3 This Chapter shall be a subdivision of the Engineering, Scientific and Technical Council (P-4).

## **2- MEMBERSHIP**

2.1 The membership of Chapter 9 shall consist primarily of individuals employed in the Greater Hartford area by the Connecticut Department of Transportation (ConnDOT) in engineering and related fields and others in accordance with the provisions of the Constitution of C.S.E.A. SEIU Local 2001.

## **3-MEETINGS**

3.1 Regular monthly meetings of Chapter 9 shall be held monthly, normally on the Tuesday following the council meeting during lunchtime (12:00 to 12:30) at ConnDOT Headquarters at a location to be determined by the Chapter President. Regular meeting notification will be by means of posting on the union business bulletin boards a minimum of five (5) business days prior to the meeting date.

3.2 A quorum necessary to conduct **Regular and Special Chapter 9 meetings** shall consist of at least one officer and five Chapter 9 members in good standing.

3.3 The annual meeting of Chapter 9 shall be held as part of the regular June monthly Chapter 9 meeting.

3.4 Special Chapter 9 meetings may be held at the call of any three Chapter 9 officers acting jointly. Special Chapter 9 meeting notification will be by means of posting on the union business bulletin boards a minimum of one business day prior to the meeting date and an email of the day of the meeting.

## **4 - CHAPTER 9 OFFICERS**

4.1 The officers of Chapter 9 shall consist of a President, Vice President, Treasurer and Secretary.

4.2 The Chapter 9 officers shall serve without compensation a two-year term except:

4.2.1 Any Chapter 9 officer may be removed for just cause in accordance with the C.S.E.A SEIU Local 2001 Constitution.

4.2.2 Should a vacancy occur in any Chapter 9 office, such vacancy shall be filled for the unexpired term by Chapter 9 at its next regular meeting by special election.

4.3 To be eligible for a Chapter 9 office, a person must have been a member of Chapter 9 for at least one year prior to the annual Chapter 9 meeting at which the term of office begins.

4.4 The Chapter 9 officers will be elected biennially in the year of the C.S.E.A. SEIU Local 2001 Convention at the annual Chapter 9 meeting. The order of the election of Chapter 9 officers shall be President, Vice President, Treasurer, Secretary, and Delegates/Alternates. Nominations for office shall only be accepted from members of Chapter 9. Election to an office will require a majority vote of the members present. When more than two candidates are nominated for one office and a majority vote is not obtained, the candidate receiving the lowest number of votes shall be eliminated and voting shall proceed until such time as a majority vote is obtained. All contested elections will be conducted by paper ballot. At the conclusion of the elections, the elected officers shall be immediately sworn in and assume their duties. The election procedure will be conducted according to Robert's Rules of Order (latest edition).

4.4.1 The Chapter 9 Officers shall be delegates to both the Council (P-4) and the C.S.E.A. Convention.

4.5 The duties and responsibilities of the Chapter 9 officers shall be:

4.5.1 The President shall preside at all meetings, preserve order, and decide all questions of order. The President shall prepare an annual budget. The

President shall enforce the bylaws of Chapter 9, the bylaws of the Council (P-4) and the constitution of the C.S.E.A SEIU 2001 and all other duties related to the office. The President shall appoint all committees that the President deems necessary for the efficient operation of Chapter 9, subject to the approval of the members. The President shall, in the absence or incapacity of the Treasurer, disburse funds for approved Chapter 9 expenditures. The President shall serve as an ex-officio member of all committees.

4.5.2 The Vice President shall assist the President in the performance of the duties of the President and in the absence or incapacity of the President shall assume all of the duties of the President.

4.5.3 The Treasurer shall receive and take charge of all funds of Chapter 9. The Treasurer shall deposit all funds in an approved financial institution and keep an accurate record of all receipts and disbursements and render a monthly Chapter 9 report thereon. The Treasurer shall disburse funds for approved Chapter 9 expenditures. The Treasurer shall submit an annual financial statement to the executive committee of the Council (P-4) by July 31 of each year and retain support records for at least five years following the filing of the report. The Treasurer shall submit, upon request or at a minimum annually, all books, records, and accounts for inspection and/or audit to a finance committee appointed by Chapter 9 and /or the executive committee of the Council (P-4) or authorized agents of C.S.E.A. SEIU Local 2001. The Treasurer shall assist the President in developing an annual budget. The Treasurer shall keep a copy of the current Chapter 9 membership roster on file and have it available at all meetings.

4.5.4. The Secretary shall record the minutes of the business conducted at the regular and special meetings of Chapter 9. The Secretary shall post all unapproved minutes on the union business bulletin boards a minimum of five (5) business days prior to the meeting date. The Secretary shall prepare correspondence on behalf of Chapter 9. The Secretary shall notify Council (P-4), in writing, of Chapter 9 election results prior to July 1 during election year.

## **5 - COMMITTEES**

5.1 The President, with the approval of the Chapter 9 membership, shall appoint all committees except the executive committee. All committees shall consist of a minimum of three (3) members of Chapter 9. The following standing committees

shall be appointed and approved biennially at the first regular Chapter 9 monthly meeting following the biennial Chapter 9 election meeting:

Audit Committee-Committee will conduct inspections as needed of all books, records, and all accounts. They shall assist the President in developing an annual budget.

5.2 The executive committee shall consist of the Chapter 9 officers. It shall be the governing body of Chapter 9 when Chapter 9 is not in session and shall have the authority to approve emergency expenditures not to exceed \$50.00. They shall meet at the call of any Chapter 9 officer providing proper notification is given to the remaining members of the executive committee. There shall be a minimum of one business day notification prior to any executive committee meeting. A quorum shall consist of three Chapter 9 officers.

#### **6 - COUNCIL (P-4) DELEGATES**

6.1 Council (P-4) delegates and alternates to which Chapter 9 is entitled shall be elected biennially in the year of the C.S.E.A. SEIU Local 2001 Convention at the annual Chapter 9 meeting. Priority consideration shall be given to the executive committee members, Chapter 9 stewards, past Chapter 9 presidents, current delegates and current alternates.

#### **7- CONVENTION DELEGATES**

7.1 Council (P-4) delegates and alternates elected in accordance with Section 6.1 shall serve as convention delegates and alternates.

#### **8 - AMENDMENTS**

8.1 Proposed amendments to these bylaws shall be submitted in writing at any Chapter 9 meeting. Proposed amendments shall be read at two consecutive Chapter 9 monthly meetings. Disposition of any proposed amendments shall be decided by a two-thirds vote of the members of Chapter 9 present at the same meeting of the second reading.



Chapter 9 approved: August 11, 2009  
(Date)

Submitted to P-4 Council \_\_\_\_\_ Chapter 9 President

Submitted to C.S.E.A \_\_\_\_\_ P-4 Council  
Representative

Approved by CSEA Executive Council: October 27, 2009