



**BYLAWS  
of the  
ANCHORAGE MUNICIPAL EMPLOYEES  
ASSOCIATION, INC.**

**ARTICLE I. NAME AND PURPOSE**

- A. This organization shall be known as the Anchorage Municipal Employees Association, Inc., hereinafter referred to as the "Association".
- B. The purpose of the Association shall be to represent employees in their hours, wages, working conditions, promotion, and fringe benefits.

**ARTICLE II. MEMBERSHIP**

- A. Membership in the Association shall be open to any person who, at the time of making application, is working under a collective bargaining agreement to which AMEA is a party. Members of the Association are hereinafter referred to as "members."
- B. A "member in good standing" shall be defined as any member who has paid their initiation fee and whose dues, fines, and assessments are paid on or before the fifteenth (15th) day of each month. A member may also be defined as a member in good standing if they have made arrangements to have their initiation fee or any outstanding dues, fines, and assessments paid through a direct payroll deduction plan or under terms acceptable to the Association.
- C. Members shall be responsible for ensuring that the Association has their correct name, address, and phone number.

**ARTICLE III. OFFICERS**

- A. The Officers of this Association shall consist of a nine-member Board of Directors. There shall be a President, Vice-President, Secretary, Treasurer, and five (5) Directors on the Board. The Board of Directors shall hereinafter be referred to as the "Board."

B. All Officers shall be elected to serve two-year terms. Officers may serve as many terms as elected. Elections for the posts of President, Secretary, and two Directors shall be conducted in odd numbered years. Elections for Vice-President, Treasurer, and three Directors shall be conducted in even numbered years.

1. Upon termination of employment under an AMEA collective bargaining agreement, death, removal, or resignation of the President, he/she shall be succeeded by the Vice-President, who shall serve the unexpired term of President.

2. Upon termination of employment, death, removal, or resignation of the Vice-President, Secretary, Treasurer, or a Director, a replacement shall be appointed by the Board to serve the unexpired term.

3. Acceptance of appointment to another position on the Board will be deemed to be a resignation from the position held prior to the acceptance of the new office.

C. Only members who are in good standing may be eligible for office.

D. A surety bond will be required covering all Officers responsible for the receipt and disbursement of Association funds in the amount equal to one hundred fifty percent (150%) of the largest monthly disbursement or receipt of funds during the accounting year. The Association shall pay the surety bond. In the event an Officer is unable to be bonded, that Officer shall be immediately disqualified for office.

#### **ARTICLE IV. DUTIES OF OFFICERS**

A. The Board of Directors: It shall be the duty of the Board to exercise general supervision and control of the funds and property of the Association. It shall have the authority to act in the name of the Association. The Board shall meet at least once a month. The Board shall meet at the call of the President or on a call by a majority of the Board.

1. Five (5) Officers of the Board shall constitute a quorum. No business shall be conducted without a quorum.

2. Any expenditure of five hundred dollars (\$500.00) or more requires prior approval of a majority of the members of the Board. All contractual obligations shall be fulfilled in a timely manner.

3. The Board shall receive a stipend as authorized by the members.

B. The President: It shall be the duty of the President to preside at all meetings of the Association and at the meetings of the Board. The President shall be the executive head of the Association and, with the concurrence of the Board, shall appoint members to all standing committees and such other committees as the Board believes necessary. Together with the Treasurer, the President or Vice-President shall sign all requisitions and checks. The President shall discharge all the duties imposed upon that office by the Constitution and Bylaws of the Association and by any federal, state, or local law in a prompt and expedient manner.

C. The Vice-President: It shall be the duty of the Vice-President to assist the President in carrying out the duties of that office. The Vice-President will serve in the absence of the President and, in accordance with Article III, Section B-1, will succeed the President.

D. The Secretary: It shall be the duty of the Secretary, or his/her designee, to maintain custody of all documents, books and papers other than financial documents belonging to the Association, keep minutes of the meetings of the Association and of the Board, and conduct the correspondence of the Association. All records and minutes of meetings shall be available to any member of the Association, within a reasonable time upon a written request to the Board.

E. The Treasurer: It shall be the duty of the Treasurer to receive all monies due the Association and shall, when requested by the Board at the expense of the Association, submit the books to an audit. There shall be such an audit conducted during the first three (3) months of each term of the Treasurer. The Treasurer shall cause to be prepared a financial statement through the 31st of December of each year, which shall be available to the membership at the February meeting. The Treasurer shall maintain a list of members in good standing on a monthly basis. It shall be the responsibility of the Treasurer to determine the number of members in good standing at any meeting requiring a quorum.

## **ARTICLE V. SHOP STEWARDS**

A. The Shop Steward shall be appointed by the President subject to approval of the Board. It shall be the role of the Shop Steward to act as a mediator between the Association and Management. Shop Stewards shall be designated as a Level One Shop Steward or a Level Two Shop Steward at the discretion of the President.

B. Each Shop Steward shall:

1. be familiar with the terms of the AMEA Contract under which he or she is working and these Bylaws;
2. help members with job-related disputes and grievances;
3. attend monthly shop steward training sessions;
4. attend AMEA membership meetings;
5. maintain a current list of members in their area;
6. post AMEA notices in areas frequented by members;
7. distribute Association information;
8. work with the Labor Relations Specialist and Business Agent in the investigation of complaints and grievances;
9. remain alert to detect problems and contract violations;
10. work with managers to resolve problems informally; and,
11. if designated by the President, represent members during disciplinary interviews.

C. Shop stewards will be retained based upon performance of their duties. Member complaints against shop stewards shall be handled as follows:

1. Step 1. Immediately (not more than thirty [30] days) bring the complaint to the Labor Relations Specialist or President, who will immediately investigate and take or recommend action to resolve the problem.

2. Step 2. If the complaint is not satisfactorily resolved at Step 1, the member may present the complaint to the Board at the next regularly scheduled meeting. The member shall present the complaint in person accompanied by a written statement. The Board will immediately investigate and deliberate, then take action to resolve the problem.

## **ARTICLE VI. STANDING COMMITTEES**

A. Sunshine Committee. The Sunshine Committee shall be comprised of at least three (3) members, at least one (1) of which shall be from the Board. Any member in good standing shall be eligible to be a member of the Sunshine Committee. The mission of the committee is to help or comfort any AMEA member or their family through bereavement, hospitalization, long or short-term illness and incidents. All information about the AMEA members who are assisted is strictly confidential. In November of each year, the Sunshine Committee shall accept nominations from members for the "Annual AMEA Member in Need Award". Any member in good standing is eligible to receive the award. The committee shall present the nominees to the Board at the December Board meeting and the Board shall determine, by a majority vote, the recipient of the award, which may be up to \$250.00. The Board may, at its discretion, award monies to the Committee to assist it in carrying out its duties.

B. Bylaws Committee. The Bylaws Committee shall be comprised of five (5) members, at least one (1) of which shall be from the Board. Any member in good standing shall be eligible to be a member of the Bylaws Committee. The Bylaws Committee shall be responsible for drafting updates to the Bylaws of the Association.

C. Ethics Committee. The Ethics Committee shall be comprised of five (5) members, no more than one (1) of which shall be from the Board. Any member in good standing shall be eligible to be a member of the Ethics Committee. The committee shall be responsible for the disciplining of Officers as set forth in Article XII. The committee is authorized to investigate allegations concerning Officer misconduct brought before it in accordance with Article XII. The committee may spend up to \$1,500.00 per charge for legal fees and other reasonable expenses it deems necessary to conduct its investigation.

## **ARTICLE VII. NOMINATIONS OF OFFICERS**

A. Any member in good standing shall be eligible to be a candidate for office in the Association.

B. The Nominating Committee shall be appointed by the Board not less than eight (8) weeks prior to the election. A nominating committee shall consist of five (5) members, no more than two (2) of which shall be Board members not running for election.

C. Nominations shall be made at a general or special membership meeting during the month of September, and elections shall be held in November of the same year. A member in good standing shall make nominations by a motion and seconded by a member in good standing, other than the nominee. A member in good standing may not nominate him/herself. Candidates may accept nominations at the time made, either in person or in writing, within five (5) working days, and may accept nomination for only one (1) office. After a candidate has accepted nomination, he/she may not, under any circumstances, revoke his/her acceptance after the ballots are printed, except where, as a result of the revocation, the remaining candidate is unopposed. If any nominee should become ineligible before the election, his/her name shall, nevertheless, appear on the ballot. In the event the ineligible candidate receives the requisite number of votes to be elected, the position shall then be filled as stated in Article III, Officers.

## **ARTICLE VII. ELECTION OF OFFICERS**

A. Election Committee. The Election Committee shall be appointed by the Board and shall consist of five (5) members, no more than two (2) of which shall be from the Board. The Election Committee shall be responsible for conducting and certifying the election.

B. The election shall be held by mail, unless otherwise directed by a majority vote of the Board. It shall be the duty of the Board to provide safeguards for the honest and fair conduct of such elections. This duty shall include granting the right to each candidate in such election, at least one (1) observer (excluding the candidate) at such polling place as defined by the Elections Committee. The observer shall be at the candidate's own expense, and must be a member in good standing.

C. The Election Committee shall have the authority to establish all rules and regulations for the conduct of the election, including the authority to use absentee balloting without membership approval. Application for absentee ballots shall be made to the office of the President not less than five (5) days prior to the date set for the election and shall contain the grounds therefore. Absentee ballots shall be valid only if they are received by noon of the day on which the polls close. Absentee voting shall be conducted with all proper safeguards for secrecy of the ballot.

D. Candidates shall have the right to be present at the counting of the ballots, which will begin at the closing of the polls as defined by the Election Committee. The Election Committee shall certify the election within two (2) weeks. Voting by writing in the name of a person who was not duly nominated shall not be permitted. Any ballot shall be declared void if it contains any mark other than the voting mark.

E. Installation of Officers shall take place at the January Board meeting.

## **ARTICLE IX. Nominations and Election Protests**

A. Any member who desires to challenge a ruling on eligibility to run for office shall appeal, in writing, within forty-eight (48) hours after receipt of the ruling to the President, or his/her designee, who shall decide such an appeal within seven (7) days after receipt of the appeal. The decision of the President, or his/her designee, may be appealed to the Board.

B. In the event there shall be any protest or charges made concerning an election by any member prior to the holding of the election, such protest or charge shall be made in writing by such member within forty-eight (48) hours of his/her knowledge of the event complained of and shall specify the exact nature and specifications of the protest. Such protest or charge shall be made to the President or his/her designee. The decision of the President may be appealed to the Board.

C. In the event there shall be any protest or charge by any member concerning the conduct of the election, after the election has been held, such protest or charge shall be made in writing by such member within seventy-two (72) hours, setting forth the exact nature and specifications of the protest and his/her claim as to how it has affected the outcome of the election. Such protest or charge shall be made to the President, or his/her designee. The decision of the President may be appealed to the Board for final decision.

D. If votes are challenged, such challenge shall be made in writing at the time of the election, with specific reasons given for such challenge. Such challenge shall be made to the President or his/her designee. The decision of the President may be appealed to the Board for final decision.

E. The offices of President, Vice-President, Treasurer, and Secretary will be voted on separately. The candidate receiving over fifty percent (50%) of the votes cast will be elected. If no candidate receives over fifty percent (50%) of the votes cast, a runoff election will be held immediately between the two (2) candidates receiving the most votes.

F. The Directors will be elected at large and the candidates receiving the most votes will serve the vacant positions.

G. All members voting in person shall register to vote and be certified eligible to vote before being issued a ballot.

## **ARTICLE X. RECALL**

Officers may be recalled by a majority vote of the members. A special election shall be held within fifteen (15) days upon presentation to the Board of a petition signed by at least twenty-five percent (25%) of the membership.

## **ARTICLE XI. MEETINGS**

A. All general meetings will have an agenda. The agenda will be distributed with the notification of the meeting. The agenda shall have the following format:

1. Opening.
2. Roll Call of Officers.
3. Approval of Agenda.
4. Upcoming Events.
5. Approval of the Minutes of the Previous Meeting.
6. Financial Report (receipts and expenditures).
7. Persons to be Heard.
8. Reports.
9. Unfinished Business.
10. New Business.
11. Adjournment.

All meetings shall be conducted in accordance with Roberts Rules of Order.

B. General meetings shall be held in February, May, August, and November. The May meeting shall be the annual meeting of the Association. The President shall cause to be displayed, at the expense of the Association, notice of annual and general meetings, which will be prominently posted in areas frequented by the members of the Association, at least thirty (30) days prior to the meeting date.

C. Special meetings may be called by a vote of a majority of the Board and shall not be subject to notice provisions of a general meeting. However, the Board shall make a reasonable effort to notify the membership. Action at the meeting shall be limited to the emergency for which the meeting is called.

1. All voting will be by secret ballot.

a. No final action will be taken on any motion, unless the motion is contained in the agenda.

b. All negotiated contract agreements or changes to the contract, deemed by AMEA legal counsel to be a material change in the contract, shall be approved by the majority of the votes cast at a meeting called for that purpose. Voting by mail may also be allowed, provided two-thirds (2/3) of the Board concurs and provided an informational membership meeting is held prior to the ballot due date. In either case, approval by a majority of the votes is required. Voting shall be by secret ballot, and at least a quorum of membership shall participate for a vote to take effect. All changes to the AMEA contract, deemed by AMEA legal counsel to be within the original intent of the contract and which are for clarification purposes only, will not require the approval of the members. Such changes will require the approval of two-thirds (2/3) of the Board.

c. All voting on matters other than Election of Officers and Bylaws changes shall be conducted as follows, unless stated in the Bylaws:

1. A meeting shall be called for the purpose of informing the membership on issues to be voted on. No less than three (3) days after this scheduled informational meeting, a ballot box will be opened at a specified location and will remain open for a period of twelve (12) consecutive hours.

2. All members voting shall register and be certified as eligible to vote before being issued a ballot.

D. Every member in good standing shall have the right to attend and participate in any meeting of the Association.

E. Three percent (3%) of the membership shall constitute a quorum; only members present may constitute a quorum. No business shall be conducted without a quorum.

F. There shall be no intoxicating beverages of any kind at any business meeting.

## **ARTICLE XII. DISCIPLINE OF MEMBERS AND OFFICERS**

A. Members shall be subject to disciplinary action for disrupting the orderly process of the Association, committing any action of fraud, embezzlement, or larceny against the Association, and for misappropriation of funds. Crossing of a sanctioned picket line shall be subject to a disciplinary fine of one hundred dollars (\$100.00) per occurrence. The membership shall approve, by a majority vote at a special election, what constitutes a sanctioned picket line.

1. A member in good standing may petition the Board (through any Board member) for a hearing on any action by any other member, alleged by the member to be in violation of a collective bargaining agreement between the AMEA and an employer or these Bylaws. Charges against members of the Association must be made in writing. Written notice by the Board stating the charges and the hearing date shall be sent to members so charged, no less than two (2) weeks prior to the hearing. Charges must be made within sixty (60) days of the offense.

2. The Board, by a vote of the majority in attendance at any meeting, may decide whether or not the allegation(s) merit a hearing, except that a decision to take a case to hearing shall require a minimum of four (4) affirmative votes. Upon hearing an allegation of impropriety, the Board may elect to take disciplinary action including, but not limited to, fines, assessments, removal from office, or expulsion from membership in the Association, by a vote of two-thirds (2/3) of the members of the Board. Disciplinary actions by the Board may be overturned by a majority vote of the membership. The charging member must be present at the hearing and present the evidence in support of the charges. The accused member may appear in person with witnesses to answer the charges preferred against him/her. The accused member and the charging member may select a member in good standing to aid them in the presentation of the defense or in the presentation of the charges. The Board may request witnesses by a majority vote.

B. Officers shall be subject to disciplinary action:

1. For malfeasance of office for three (3) non-excused absences from regular Board meetings and for failure to perform the duties of office.

2. A member in good standing may petition the Ethics Committee (through any Ethics Committee member) for a hearing of any action by any Officer alleged by the member to be in violation of a collective bargaining agreement between the AMEA and an employer or these Bylaws. Charges against Officers must be made in writing to the Ethics Committee by a member in

good standing. Charges must be made within sixty (60) days of the offense.

3. The Ethics Committee, by a vote of not less than three (3) of its members at any meeting, may decide whether or not the allegation(s) merit a hearing. Written notice by the Ethics Committee, stating the charges and the hearing date, shall be sent to the Officer so charged, no less than two (2) weeks prior to the hearing. The charging member must be present at the hearing and present the evidence in support of the charges. The accused Officer may appear in person with witnesses to answer the charges preferred against him/her. The accused Officer and the charging member may select a member in good standing to aid them in the presentation of defense or in the presentation of the charges. The Ethics Committee may request witnesses by a majority vote. Upon hearing an allegation of impropriety, the Ethics Committee may elect to take disciplinary action including, but not limited to, fines, assessments, removal from office, or expulsion from membership in the Association by a vote of three-fifths (3/5) of the members of the Ethics Committee. Disciplinary actions by the Ethics Committee may be overturned by a vote of the membership present at a meeting called for that purpose. Approval of two-thirds (2/3) majority of the votes cast is required.

C. Hearing Procedures. The Board shall adopt uniform hearing procedures so that members or officers subject to disciplinary actions are afforded a full and fair hearing. Hearing procedures may be revised at any time at the Board's sole discretion, but must be provided to any charged party reasonably in advance of their hearing.

### **ARTICLE XIII. DUES, FINES, AND ASSESSMENTS**

A. Dues and initiation fees shall be those set forth on the dues checkoff assignment form. Any proposed changes in rates of initiation fees, dues, or assessments shall require a two-thirds (2/3) affirmative vote of the members present at a meeting of the membership called for that purpose. Such proposed changes shall require notice to be prominently displayed in areas frequented by the members at least thirty (30) days prior to the meeting. Voting shall be by secret ballot. Voting by mail may also be allowed, provided two-thirds (2/3) of the Board concurs, and provided an informational membership meeting is held with the notice provisions identified above. In either case, approval by two-thirds (2/3) majority of the votes cast is required. Voting shall be by secret ballot and at least a quorum of membership shall participate for a vote to take effect.

B. Any member who fails to pay his/her initiation fee, dues, fines, or assessments in accordance with Article II, Membership, subparagraph B, shall be suspended and will automatically be declared a member not in good standing and is subject to dismissal from AMEA membership and from employment under an AMEA collective bargaining agreement.

C. A member who is rehired by an employer with a collective bargaining agreement with AMEA after a break in AMEA membership shall pay a reinstatement fee equal to the initiation fee and/or any delinquent dues, fines, or assessments.

### **ARTICLE XIV. AMENDMENTS**

A. The Articles of Incorporation and these Bylaws may be amended by a vote of two-thirds (2/3) of the members present at a meeting of the membership of the Association called for that purpose. However, no amendment of the Articles of Incorporation or Bylaws will be made at a General meeting, unless prominently posted in areas frequented by the members of the Association at least thirty (30) days prior to the meeting date, and stating that it is proposed that the Articles of Incorporation or Bylaws be amended at the meeting and what specific changes are proposed. Nothing in this section shall be construed as prohibiting the membership in attendance at the meeting from changing the proposed amendments by majority vote of those in attendance at the meeting prior to adopting them.

Voting by mail may also be allowed for Bylaws amendments, provided two-thirds (2/3) of the Board concurs, and provided an informational membership meeting is held with the notice provisions identified above. In either case, approval by two-thirds (2/3) majority of the votes cast is required. Voting shall be by secret ballot and at least a quorum of membership shall participate for a vote to take effect.

If voting is proposed by mail, no changes will be considered at the informational meeting.

#### **ARTICLE XV. POLITICAL ENDORSEMENT AND CONTRIBUTIONS**

The Association shall not endorse any candidate in any political campaign, nor take any monetary contribution from a candidate, without approval of two-thirds (2/3) of the members present at a special meeting called for this purpose. Voting shall be by secret ballot and at least a quorum of membership shall participate for a vote to take effect.

#### **ARTICLE XVI. REPRESENTATION AND/OR AFFILIATION**

Any proposed contract for representation or affiliation with any other organization must be approved by a majority of the members present at a meeting called for that purpose.

#### **ARTICLE XVII. SEPARABILITY AND SAVINGS**

Should it be determined that any provision of the Articles of Incorporation or Bylaws are not in conformity to any portion of any law by a court of competent jurisdiction, then such Article shall be suspended and the remaining Articles of the Bylaws shall not be affected.

Adopted as Approved by Membership  
May 8, 2007