

**BYLAWS OF THE SCHOOL BUS COUNCIL/CHAPTER
CSEA SEIU Local 2001**

Whereas the formation of a School Bus Council/Chapter will be of great benefit to CSEA school bus drivers, monitors, aides, and mechanics in promoting their mutual welfare, protection, and advancement and in promoting respect and dignity for their profession; and

Whereas the School Bus Council/Chapter will work in conjunction with other School Bus Drivers, Monitors, Aides, and Mechanics to promote their interests within the State of Connecticut by considering and discussing any matters pertinent to this organization and taking whatever action the Council/Chapter deems advisable,

The following by-laws are established for the School Bus Council/Chapter pursuant to the Constitution and Bylaws of CSEA, SEIU, Local 2001:

Section 1. Name

The name shall be the School Bus Council/Chapter of the CSEA SEIU Local 2001.

Section 2. Council/Chapter

This Council/Chapter shall be composed of its members and governed by delegates and alternates elected from its membership. All school bus drivers, monitors, aides, or mechanics who are CSEA SEIU Local 2001 members shall be eligible for membership.

Section 3. Membership

Any person who is employed as a school bus driver, monitor, aide, or mechanic in a local education district in Connecticut, including those employed by a private contractor, may choose or retain membership in CSEA SEIU Local 2001 by becoming a member of the School Bus Council/Chapter.

Section 4. Officers and Stewards

A. The officers of the Council/Chapter shall be President, Vice President, Secretary, and Treasurer.

B. Officers shall be installed at the first regular Delegate Council meeting following their election.

C. There shall be one steward per thirty (30) members or major fraction thereof, who assembled comprise the Stewards' Assembly. The Stewards shall be apportioned by CSEA in the same manner as CSEA convention delegates are apportioned. Stewards shall by their election be automatic delegates to the CSEA Convention and to the Stewards' Assembly

D. Individual yards may elect additional Stewards as they see fit. These additional stewards shall by their election be automatic alternate delegates to the CSEA Convention and to the Stewards' Assembly.

Section 5. Delegate Council

A. The Delegate Council shall be comprised of the Officers plus one (1) representative per one hundred (100) members or major fraction thereof ***in each yard, however, each yard shall be entitled to at least one (1) delegate.***

B. The Delegate Council shall control the funds of the Council/Chapter, and handle the day to day business of the council.

Section 6. Dues

Dues shall be as provided by Sections 4.1.1, 4.3 and 4.6 in the CSEA SEIU Local 2001's Constitution.

Section 7. Special Assessments

Special assessments may be made at any regular meeting of the Council, provided the assessment has been proposed at a preceding meeting and written notice sent to each delegate and alternate of the Council prior to the meeting at which action is to be taken.

Section 8. Meetings

A. Regular meetings of the Delegate Council shall be held no less than four (4) times per year.

B. Special meetings of the Delegate Council may be called at any time by the order of the President, or in his/her absence or incapacity, at the call of the Vice President. At least seven (7) days notice shall be given as to the exact date of any special meeting that will be held.

C. When a special meeting of the Delegate Council is called, every delegate and alternate to the Delegate Council shall be notified by the Secretary.

D. A quorum of the Delegate Council shall consist of at least 33% of Delegate Council Members. The presiding officer shall determine that such quorum is present before the beginning of a meeting in order to do business.

E. The suggested order of business at any regular meeting of the Delegate Council follows.

1. Roll call of officers.
2. Reading of the minutes of the last regular meeting and of any special meeting held since the last regular meeting.
3. Report of the Treasurer.
4. Reading of correspondence and bills.
5. School Bus Council/Chapter CSEA Executive Council delegates shall give a report of CSEA SEIU Local 2001 Executive Council activities.
6. Report of committees.
7. Unfinished business.
8. Installation of officers (at the first regular meeting following their election).
9. New business.
10. Good and Welfare of the Council.

F. The Stewards' Assembly shall meet no less than one (1) time per year.

D. A quorum of the Stewards' Assembly shall consist of at least 20% of elected stewards. The presiding officer shall determine that such quorum is present before the beginning of a meeting in order to do business.

G. The Stewards' Assembly shall ratify decisions made by the Delegate Council regarding statewide projects and modifications to the bylaws.

Section 9. Eligibility for elective office.

Any School Bus Council/Chapter members in good standing shall be eligible for elective office, provided he/she has been a member of CSEA SEIU Local 2001 for at least one (1) year.

Section 10. Elections

A. Officers and other Delegate Council members shall be elected at large. Stewards shall be elected as apportioned.

B. Elections shall be held no later than May 31 of each even-numbered year. All Officers, Stewards, and Delegate Council members shall be elected directly by the membership. Nominations shall be made in writing, signed by the candidate and at least two (2) other members, and received by CSEA no later than April 15 of each election year. There shall be one ballot for all seats. Candidates receiving the most votes will be deemed elected by the members.

Section 11. Duties of Officers and Stewards

A. **PRESIDENT:** It shall be the duty of the President to preside at all meetings; to preserve the order, to decide all questions of order and to act as Chairperson of the Delegate Council and the Stewards' Assembly. The President shall enforce the Constitution and By-Laws of this Council/Chapter and shall appoint all committees not otherwise provided for in these By-Laws and deemed necessary for the efficient operation of the Council, subject to the approval of the Delegate Council. The President shall also serve as Treasurer in the absence of the Treasurer due to the Treasurer's illness or unavailability or a vacancy in the Treasurer's office. The President by his or her election shall be an automatic delegate to the CSEA Executive Council.

B. VICE-PRESIDENT: It shall be the duty of the Vice-President to assist the President in the performance of said duties and to assume all such duties in the absence of the President. The Vice President by his or her election shall be an automatic alternate to the CSEA Executive Council. If not also elected as a Steward the Vice President by his or her election shall be an automatic alternate delegate to the CSEA convention.

C. SECRETARY: It shall be the duty of the Secretary to keep a record of the proceedings of the regular and special meetings of the Delegate Council. The Secretary shall conduct routine correspondence on behalf of the Council and make reports to, and correspond with, the Union when called upon to do so. If not also elected as a Steward the Secretary by his or her election shall be an automatic alternate delegate to the CSEA convention.

D. TREASURER: It shall be the duty of the Treasurer to keep a record account between the Council/Chapter and its members. The Treasurer shall receive all dues, special assessments and other lawful charges and receipt for same. The Treasurer shall deposit all money in an approved financial institution and keep a record of all money received and expended. The Treasurer shall pay all bills as ordered by the Council/Chapter. The Treasurer shall submit the books for audit once a year to the auditors elected by the Council Delegates, and to authorized agents of the CSEA SEIU Local 2001 when called upon to do so. The Treasurer may recommend and the Delegate Council may approve that the Council/Chapter treasury may be held in a custodial account by CSEA. If not also elected as a Steward the Treasurer by his or her election shall be an automatic alternate delegate to the CSEA convention

E. STEWARDS: Stewards shall be responsible for promoting the approved program of the School Bus Council, upholding the contract, and investigating and processing grievances. The Stewards by their election shall be automatic delegates to the CSEA convention.

Section 12. Unexcused absence of Delegate Council Officers

The absence of an officer without prior notice to the President shall be considered an unexcused absence. Unexcused absence of an officer from three (3) meetings during the term of office shall thereby vacate said office.

Section 13. Recall of Officers

A petition for recall of any officer must be signed by fifty percent, plus one, of the members of the School Bus Council/Chapter. The petition must include the reason for removal of the officer. Action on the petition of recall shall take place at the next regularly scheduled Stewards' Assembly meeting or a special Stewards' Assembly meeting called for that purpose with at least two (2) weeks written notice to the Stewards. A vote of two-thirds of the Stewards present is required for positive action.

Section 14. Filling vacancies

Vacancies of Stewards shall be filled by special election. Such elections will be scheduled whenever the President receives a written nomination, delivered to CSEA, signed by the candidate and at least two (2) other members.

Section 15. Trustee to the Bernard McCusker Memorial Scholarship Fund

There shall be one (1) elected trustee to serve as the School Bus Council/Chapter trustee to the fund. This election shall occur at the same time as regular Officer and Steward elections.

Section 16. Committees and their duties

Committees may be appointed by the President and approved by Delegate Council, and shall perform such duties as are assigned to them. Any School Bus Council/Chapter member may be a member of any such committees. No new committee shall be formed without the approval of the Delegate Council.

Section 17. Chapter

The School Bus Council/Chapter shall be both a Council and a Chapter of CSEA SEIU Local 2001.

Section 18. Expense reimbursement

Delegates and alternates who attend Council meetings will be reimbursed for such travel expenses. Any Council member

will be reimbursed for expenses incurred in performance of authorized Council business, such as work on Council committees. The rate of reimbursement for authorized expenses and the procedures claiming and paying such reimbursements will be established by the Delegate Council.

Section 19. Distribution of Constitution and Bylaws Documents

Copies of the CSEA Constitution and Bylaws, School Bus Council/Chapter Bylaws and shall be kept on file at the CSEA SEIU Local 2001 Headquarters and also distributed to members of the Delegate Council.

Section 20. Amendments

Proposed amendments to these Bylaws shall be submitted, in writing, to the Delegate Council of the Council/Chapter. The Delegate Council shall consider the same and report with recommendations at the next regular meeting of the Stewards' Assembly. Disposition of proposed amendments shall be by two-thirds (2/3) vote of the stewards present at such Stewards' Assembly meeting. The proposed amendments shall then be submitted in writing to the CSEA Executive Council for its action.

Section 21. Correlation with the Constitution and Bylaws of CSEA

These by-laws shall at all times be subordinate to the by-laws and constitutions of CSEA, SEIU Local 2001, and SEIU. For this purpose a copy of these by-laws, and any subsequent changes shall be filed with CSEA, Local 2001 SEIU for their approval. If any by-law is found to be in conflict with CSEA, local 2001, or SEIU by-laws and constitution, the latter organizations shall take precedent.

Any provision in these Bylaws which are found to be contrary to the Constitution and Bylaws of CSEA shall not invalidate any other section of these Bylaws.

Section 22. Parliamentary Authority

In any and all situations not covered by the Constitution of the Association or Bylaws of the Council/ Chapter, Roberts Rules of Order, as revised, shall prevail.

Approved by Council Delegates on:

Approved by CSEA SEIU Local 2001 on: April 24, 2012