

# **Engineering, Scientific & Technical Council Bylaws**

## **Section 1. Name and Purpose**

The name of this organization shall be the "Engineering, Scientific and Technical (E, S&T) Council", commonly known as the 'P-4 Council', (the "Council") of the Connecticut State Employees Association SEIU Local 2001 (the "Local"). The purpose of this Council shall be to consider and discuss any matters pertinent to this organization and take whatever action the Council deems advisable.

## **Section 2. Chapters**

A. Chapters are continued. A minimum of 25 members will be required for the formation of a new chapter. New chapters must maintain a minimum of 25 members. Each chapter shall have bylaws which are subject to **review** by the council. Within ninety (90) days of the adoption of these Bylaws, each existing chapter shall submit updated bylaws to the Local Executive Council for review and approval.

B. Chapter officers and delegates to the Council will be elected biennially at the chapter meeting held in the month of May or June in the year of the Local convention. The Council shall be notified in writing of the election results prior to June 23rd following the election. Failure to comply with the proper notification of election results may cause forfeiture of Chapter Delegates and Alternate Delegates eligibility to vote in the Council's July elections.

C. Each chapter shall submit an annual financial statement to the Council by July 31st. Supporting records shall be retained for at

D. The Council shall recommend to the Local Executive Council sanctions against chapters failing to comply with these bylaws. The recommended sanctions may include immediate suspension of dues rebates and if said chapter is still not in compliance after 30 days, loss of convention delegates for that year.

When the chapter is again in compliance with these Bylaws, the suspension of rebates will be lifted. Failure to comply with these Bylaws within ninety (90) days of the specified time limits may result in dissolution of a chapter.

## **Section 3. Council Membership**

The Council shall be comprised of Delegates and Alternate Delegates elected from its chapters having members who are employed in the Engineering, Scientific and Technical fields and hold membership in the Local. Representation shall be one (1) delegate for each twenty (20) chapter members and major fraction thereof. Each chapter shall be entitled to a minimum of one (1) Council delegate.

#### **Section 4. Meetings**

Regular meetings of the Council shall be held on the first Thursday of each month, if practicable. Special meetings may be held at the call of the President, a majority of the Council Executive Committee, or at the request of one-third (1/3) of the chapters comprising the Council.

#### **Section 5. Parliamentary Authority**

Parliamentary procedure shall be the most recent authorized edition of "Robert's Rules of Order Newly Revised". Where a conflict arises between "Roberts Rules of Order Newly Revised" and these Bylaws, these Bylaws shall prevail. The Secretary shall maintain a copy of the latest edition of "Robert's Rules of Order Newly Revised" at the Local headquarters. The Local Constitution shall be the highest authority.

#### **Section 6. Quorum**

Representation from fifteen (15) percent of the delegates and two (2) officers, one (1) officer to preside over the meeting and one (1) officer to act as secretary, will constitute a quorum. In the event a quorum is not present within thirty (30) minutes after the time the meeting is scheduled to be called to order, the meeting will be canceled.

#### **Section 7. Voting**

Each delegate to the Council shall have only one (1) vote and no delegate shall vote by proxy. Any Council Delegate unable to be present may be represented by an Alternate Delegate of record who shall have full voting powers.

#### **Section 8. Officers, Council Executive Committee, Local Executive Council Delegates and Alternates, Auditors and McCusker Scholarship Fund Trustee**

A. **The Council Executive Committee shall be** the President, Vice President, Treasurer and Secretary. **The Officers of the Council shall comprise** the aforementioned committee, CSEA Executive Council Delegates and CSEA Executive Council Alternate Delegates.

The President of the Council shall be an automatic Delegate to the Local Executive Council.

B. No more than one (1) office may be held by any one (1) Council member unless it is a Local Executive Council Delegate or Alternate Delegate. Officers shall not serve as auditors.

C. The President, Vice President, Treasurer and Secretary shall be elected biennially at the July Council meeting held in the same year as the Local convention. The Officers shall be sworn in and seated as the last order of business of the election meeting.

D. Local Executive Council Delegates and Alternate Delegates shall be elected and seated in accordance with the Local Constitution.

E. The Council Officers and Auditors shall be elected by secret ballot by a majority vote of the Council members present. Only Council Delegates and Alternate Delegates that have been properly seated shall participate in nominations and voting. All nominations will be completed before any balloting takes place and voting for all offices will be done by a single ballot method. However, when there is only one nominee for any office, election to that office may be by acclamation upon a motion from the floor. When more than two candidates are nominated for one office and a majority is not obtained, the candidate receiving the lowest number of votes shall be dropped and voting shall proceed by a single ballot method until a majority vote is obtained for all remaining offices.

F. The Council Officers shall serve for two years commencing at the end of the first regularly scheduled meeting in July of the year of the Local convention.

G. Three (3) auditors shall be elected biennially at the July Council meeting held in the same year as the Local convention. The auditor's term of office shall be two years. If requested, auditors leaving office shall be available to provide assistance to newly elected auditors during the first quarter of the newly elected auditor's term. No auditor shall serve more than three (3) consecutive terms.

### **Section 9. Duties of Council Officers, Local Executive Council Delegates and Alternates, and Auditors**

#### **A. The President shall:**

1. Preside at meetings and maintain order.
2. Perform all other duties related to the office.
3. Be a member ex-officio of all committees.
4. Appoint all stewards, committees and chairpersons with consideration of the Council Executive Committee and with the approval of the Council.
5. Except for a serious offense, the President shall use progressive discipline and outline in writing specific problems and areas that need to change in a steward's performance. This will be based on the P4 Steward's Code of Conduct and the P4 Steward's Evaluation process. If the steward's performance remains unsatisfactory after counseling, or for a serious offense, the President, with consideration of the Council Executive Committee, may seek to remove the steward by preparing a written report stating the reason(s) for the removal of the steward. The report presentation will be noted on the Council meeting agenda and a copy of the report will be provided along with the Council meeting notice. The President shall present the report before the Council and the steward may present a rebuttal. The Council must concur with the findings of the President's report and approve the steward's removal.

6. Have the authority to remove chairpersons and committee members with consideration of the Council Executive Committee and with the approval of the Council.
7. Appoint an individual to fill a vacant elected position on an interim basis, with consideration of the Council Executive Committee, until the vacancy can be filled in accordance with Section 17 of the Council Bylaws.
8. Have the authority to act as Treasurer in the Treasurer's absence.
9. May appoint a Sergeant-at-Arms as necessary.

**B. The Vice President shall:**

1. Assist the President.
2. Preside at the meetings and perform all duties of the President in the President's absence or inability to serve.
3. Advise the Council on Parliamentary procedure during all Council meetings when the Vice President is not presiding as President.
4. Certify the accuracy of all "motions and resolutions" entered into the "Motion and Resolution Log" by the Secretary or the Secretary's designee.
5. Determine that each Chapter of the Council is holding regular meetings and elections in accordance with the Chapter Bylaws. The Vice President shall report any procedural discrepancies to the Council.
6. Ensure each Chapter submits its annual financial statement in accordance with Section 2 of the Council Bylaws and report any non-compliance to the Council.
7. Ensure each Chapter submits changes to its Chapter Bylaws in accordance with Section 2 of the Council Bylaws and the Local Constitution and report any noncompliance to the Council.
8. Promote and increase Chapter involvement in the Council including but not limited to contacting and determining the reason why any Council Delegates and Alternate Delegates are chronically absent from Council meetings and report any activities performed under this section to the Council.

**C. The Treasurer shall:**

1. Receive and take charge of all money, property and security of the council. Make disbursements, by check, when such disbursements can be legitimately charged against a budgeted account of the Council approved budget in which there is a balance on hand.
2. Store all treasury records at the Local headquarters.
3. Require written authorization by two members of the Council Executive Committee one of which shall be the Treasurer, to issue checks over \$250.
4. Publish the annual budget in the Local News and on the Local website on the Council page.
5. Provide a detailed monthly printed budget summary report to the Secretary before the meeting verifying that the expenditures are within the approved line- item budget. The report shall contain the following information: summary report by line item of monthly expenses, year to date line item expenses and yearly budgeted line item totals.
6. Submit records and data for review quarterly by the Audit Committee or more frequently as required by the Council Executive Committee. When such review or audit is required, records and data shall be submitted within forty five 45 days.
7. Work in conjunction with the Local Secretary-Treasurer to facilitate payment of dues to the chapters of the Council.
8. Retain all hardcopy treasury records and data for five (5) years and electronic records and data for ten (10) years.
9. Preside at meetings in the absence of the President and Vice President.
10. Report balances for tuition reimbursement, workshop & conference fund and health & safety funds at regularly scheduled Council meetings or as requested by the Council Executive Committee.

**D. The Secretary shall:**

1. Keep the minutes, attendance of all meetings, Council Bylaws and any other necessary records and carry on routine correspondence.
2. Transmit copies of the minutes of the meetings to the Council Delegates and Alternate delegates of each chapter of the Council.
3. Keep a separate log of all motions and resolutions and make the log available to the Council Delegates at the regularly scheduled monthly meeting and as required by the Council Executive Committee.

4. Send notice of the regular Council meeting to the Council members at least seven (7) days prior to a meeting. Notice for a special Council Meeting shall be sent to Council members at least seventy two (72) hours prior to the meeting. Council regular, special meeting and other required notices may be sent via first class mail or email depending on Council members' preference.
5. Retain a current listing of all Council members and Stewards including all offices and titles held according to Section 8 of the Council By-Laws, agency location/division, mailing address, email address, communication preference and telephone number(s).
6. Advise the Council on parliamentary procedure when the Vice President is not able.

**E. The Local Executive Council Delegates and Alternate Delegates shall:**

1. As designated by the President, a Local Executive Council Delegate or an Alternate Delegate shall give an oral report on the monthly meeting proceedings of the Local Executive Council.
2. Make available the most recent approved Local Executive Council minutes to all Council Delegates at the monthly meeting.
3. Perform the duties stated in the Local Constitution.

**F. The Auditors shall:**

1. Meet at least quarterly to review previous Council financial transactions, records and data. Auditors shall submit the quarterly Auditors' Report to the Council within thirty (30~ days of the end of the quarter or at the next Council meeting following the Auditors' review.
2. Provide a written Financial Report for the fiscal year, which shall include an inventory of the assets and liabilities of the Council in accordance with the Local Constitution Auditors shall submit the Financial Report **in accordance with Article 15 – Auditors of the Local Constitution** [for the fiscal year within sixty (60) days after the Auditors' review].
3. A copy of the Financial Report for the Fiscal Year and the Quarterly Auditors' Reports shall also be sent to the Council Executive Committee.
4. Review each chapter's annual financial statement at the end of every Fiscal Year.
5. Select one chapter at random for full audit of all financial transactions, records and data for that fiscal year and audit other chapters if necessary.

## **Section 10. Budget**

- A. An annual budget for the next fiscal year shall be proposed at the regularly scheduled April Council Meeting. This proposed budget shall be voted on at the next regularly scheduled Council Meeting before the end of the current Fiscal year. The fiscal year shall run from July 1st through June 30th.
  
- B. In the event that a budget is not approved, the budget approved in the previous year shall be carried over until a new budget is approved.
  
- C. Any proposed change in allocations to line items in an approved Budget can be made only by a majority vote of the Council at any scheduled Council Meeting.
  
- D. When the Treasurer or any other Council Officer(s) determines an emergency expenditure is necessary, such expenditure shall be thoroughly and accurately described to the Council's Executive Committee. After such disclosure, a vote shall be taken. A majority in favor of the expenditure is required for the expenditure to be made. Such emergency expenditure shall not exceed ten (10) percent of the annual budget. All emergency expenditures shall be presented by the President to the membership at the next regularly scheduled Council Meeting.

## **Section 11. Committees**

Appointment of committees shall be in accordance with Section 9, "Duties of the President". All committee members shall be Council members. Sub-committees shall be subordinate to committees. All committees shall have a Chairperson and may have a Vice Chairperson as required.

## **Section 12. Council Delegates**

- A. Newly elected Council Delegates and Alternate Delegates should be seated at the July Council meeting.
  
- B. Delegates and Alternate Delegates not seated per Section 12 above may be seated at any following Council Meeting.
  
- C. Council Delegates and Alternate Delegates must be bona fide Chapter members at least sixty (60) days prior to the biennial elections to be eligible for election as a Council Delegate or Alternate Delegate.
  
- D. Council Delegates and Alternate Delegates shall keep their respective Chapters informed about the proceedings of the Council.

- B. Council Delegates and Alternate Delegates shall represent their respective Chapters' interests at Council meetings including Chapter member's concerns, workplace conditions and any other matters pertinent to the Council.

### **Section 13. Council Business**

The Council Officers may transact business as it deems necessary when the Council is not in session except as otherwise prohibited by provisions of these bylaws. Any business transacted when the Council is not in session shall be reported at the next Council meeting.

### **Section 14. Unexcused absence of Council Executive Committee.**

The absence of a **Council's Executive committee member** without prior notice to any of the other officers shall be considered an unexcused absence. Unexcused absence of any officer for three (3) consecutive meetings during the term of office shall thereby vacate said office.

### **Section 15. Recall of Officers and Auditors**

A petition for recall of any Officer or Auditor must be signed by fifty percent, plus one, of the Delegates to the Council. The petition must include the reason for removal of the officer or auditor. Action on the petition of recall shall take place at a special meeting called for that purpose with at least two (2) weeks written notice to the Council Delegates and Alternate Delegates. A vote by secret ballot of two-thirds (2/3) majority of the delegates present is required for approval.

### **Section 16. Contract Ratification**

The Council, but not the Council Executive Committee, can waive the Local Constitution, Section 12.1, which states: "Copies of any proposed employee contract between the State of Connecticut and Connecticut State Employees Association shall be distributed to the State Employees affected by the contract one calendar week prior to the date voting on the proposed contract begins, or as otherwise provided in council chapter bylaws."



### **Section 17. Vacancies in Office**

Vacancies in office shall be filled for the remainder of the unexpired term by placing names in nomination at the next regularly scheduled council meeting. At the following council meeting the President shall entertain nominations from the floor and call for a vote. The provisions of Section 8. B shall govern the interim election.

### **Section 18. Amendments**

Proposed amendments to these Bylaws shall be submitted in writing to the Secretary or, in the Secretary's absence, any Officer of the Council at any regularly scheduled meeting of the Council. Proposed amendments shall be read at two (2) consecutive Council meetings. Adoption of these proposed amendments shall be decided by two-thirds (2/3) majority of the members present at the same Council meeting of the second reading. All amendments shall be reviewed and approved by the Local Executive Council.

### **Section 19. Savings Provision**

- A. If any provision of these Bylaws shall be modified or declared invalid or inoperative by any competent authority of the executive, judicial or administrative branch of the State or Federal government, the Council 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 intent and purpose 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 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.
- B. These Bylaws shall be subject to the review and approval of the Local Executive Council.
- C. **These bylaws shall at all times be subordinate to the bylaws and constitutions of CSEA SEIU Local 2001 and SEIU. For this purpose a copy of these bylaws and any subsequent changes shall be filed with the CSEA SEIU Local 2001 Executive Council for their approval. If any P4 Council bylaws are found to be in conflict with either CSEA SEIU Local 2001 Constitution or the SEIU International Constitution and Bylaws, the latter organizations Constitution and Bylaws shall take precedence."**

First Reading of Amendments: December 6, 2007

Second Reading of Amendments and Discussion: January 17, 2008

Conclusion of Discussion and Adoption of amended Bylaws by the P-4 Council: January 17, 2008

Approval by the CSBA SBIU Local 2001 Executive Council: MonthfDay/Year

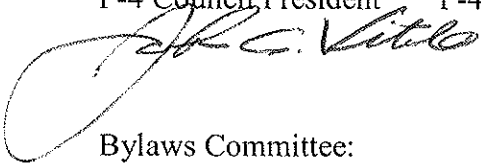
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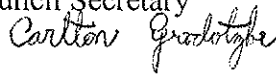
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Thomas Botti