

Association of California State Supervisors



Chapter Bylaws

Approved 09/20/14

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ASSOCIATION OF CALIFORNIA STATE SUPERVISORS CHAPTER _____ BYLAWS

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PREAMBLE

These Bylaws are made and adopted to govern the chapter (Chapter) described and identified below of the Association of California State Supervisors, Inc. (ACSS), a California non-profit mutual benefit corporation. The members of the Chapter are members of ACSS and of the California State Employees Association (CSEA), a California non-profit mutual benefit corporation, and shall have all the rights, privileges, duties and responsibilities of membership in both such corporations.

1. THE CHAPTER

1.1 Name

The name of this Chapter shall be known as Chapter ____ of the Association of California State Supervisors, Inc.

1.2 Purpose

The principal purposes of the Chapter are to carry out the purposes of ACSS at a local level, promote cooperation among the members, to provide a forum for meetings of members and participation in the affairs of ACSS, to recruit and organize members. Without limiting the generality of the foregoing, the specific purposes of the Chapter include the following:

- A. To encourage the development and maintenance of high standards of professionalism in state employment;
- B. To promote the welfare of its members in connection with their employment with the State of California;
- C. To foster acquaintanceship, cooperation, efficiency and harmony among its members, and to serve as a forum for communications among them about matters within the scope of the Chapters purposes;
- D. To advocate and defend good government and the advancement of the public interest;
- E. To support and assist its members in the development of their professional and managerial skills and in the advancement of their careers in state service;
- F. To develop in its members the knowledge and skill necessary to take leadership positions in ACSS, in CSEA and in government;

- G. To represent the interests of its members within ACSS and CSEA and to take any other action within the purposes of ACSS.

1.3 Territory

The Chapter shall be responsible for serving the membership of ACSS and carrying out the foregoing purposes in a geographical territory described as follows:

Counties of: _____

1.4 Limitations

Neither the Chapter nor any of its members, Officers, committees, agents or representatives of any other kind shall: (a) take any action prohibited by law or by any applicable part of ACSS Bylaws or the Bylaws of CSEA; or (b) make any public statement in the name of or on behalf of ACSS or CSEA on any legislative or political issue without prior approval by a committee or the Board of Directors of ACSS and/or CSEA.

2. OFFICERS AND DELEGATES

2.1 Officers

2.1.1 Officers

The Officers of the Chapter shall be the President, Vice President, the Secretary/Treasurer. They are collectively referred to herein as the "Officers".

2.1.2 Eligibility

Only active members in good standing shall be eligible to be nominated for or elected President, Vice President, or Secretary/ Treasurer.

2.1.3 Subordinate Officers

The Chapter officers or ACSS may establish and appoint subordinate offices as needed for the orderly management of the affairs of the Chapter, having such duties and such term of office, as the Chapter or ACSS may determine. The holders of any such offices shall not be considered Officers of the Chapter for any purpose. Eligibility for such offices shall be as determined by the Chapter Officers or ACSS. All such subordinate officers shall report to, and be supervised by the Officers of the chapter.

2.1.4 Compensation

No Officer shall be entitled to any compensation for services rendered in such capacity. The Chapter shall, however, pay or reimburse the expenses reasonably incurred by the Officers, in connection with

attending meetings of ACSS, the ACSS Delegate Assembly and the CSEA General Council, or otherwise carrying out their duties on behalf of the Chapter.

2.1.5 Duties

The responsibilities of the Officers shall be as follows:

A. President

The President shall be the chief executive officer of the Chapter, and shall manage the business and affairs of the Chapter and supervise the activities of all other Officers and agents of the Chapter, all subject to the policies and control of ACSS. The President shall also preside over all meetings of the members, maintain relationships with ACSS, CSEA and other chapters; and exercise such other powers and discharge such other responsibilities as may from time to time be prescribed by ACSS.

B. Vice President

The Vice President shall assume and discharge the responsibilities of the President while the President is unable to do so. In the event of any vacancy in the office of President, the Vice President shall perform the duties of President until such vacancy has been filled. The Vice President shall have such other powers and responsibilities as may from time to time be prescribed by ACSS.

C. Secretary/Treasurer

The Secretary/Treasurer shall keep or cause to be kept, and shall maintain in a safe place: (1) the minutes of all meetings and action of the Chapter and the membership; (2) The Chapter's membership records (3) all the correspondence, documents, and other records of the Chapter.

All Chapter records shall be open to inspection by an Officer of the Chapter or by ACSS at any time, and by the active members in good standing at such times and on such conditions as the Chapter or ACSS may direct. The Secretary/Treasurer shall also keep the original or a copy of these Chapter Bylaws, as amended to date, which shall be open to inspection by the voting members at all reasonable times and places.

2.1.6 Dissolution

Upon the dissolution of the Chapter, or upon the surrender or termination of its charter, all Officers shall turn over all Chapter cash, accounts, books, records, and other property to ACSS Headquarters Office and take such actions and execute and deliver such instruments and

documents as may be needed to convey to ACSS good title to and, quiet possession of, all Chapter property.

2.1.7 Vacancies

A. Causes of Vacancies

A vacancy in an office shall exist on the occurrence of any of the following events:

- (1) The death or resignation of an Officer;
- (2) The declaration by ACSS of a vacancy in the office of an Officer who has been declared of unsound mind by an order of court or convicted of a felony since being elected as an Officer;
- (3) The removal of an Officer by vote of the members, as set forth below;
- (4) Failure of the members, at any meeting at which Officers are to be elected, to elect the number of Officers required to be elected at that meeting.

B. Resignation

An Officer may resign by giving written notice to the President, the Secretary/Treasurer or ACSS. Such resignation will be effective when received unless it specifies a later effective date, in which case it shall take effect as of such later date.

C. Removal

By vote of two-thirds of the members voting on the matter by written ballot, the members may remove any Officer, with or without cause.

D. Filling of Vacancies

Except for vacancies created by removal of an Officer by the members, vacancies may be filled by majority vote of the Chapter Officers with the concurrence of the ACSS Board of Directors. A vacancy created by the removal of an Officer by the members may be filled by the members. Vacancies may also be filled by ACSS.

2.2 Delegates

The number and qualifications of Delegates and Alternates, their duties and terms of office, and the occurrence of vacancies in their offices shall be as set forth in the Bylaws of ACSS.

2.3 Elections

2.3.1 Election Procedures

All Chapters election procedures are to be governed and conducted in accordance with procedures set forth in the ACSS Policy file and Bylaws.

2.3.2 Election Date and Notice of Meeting

Officers, Delegates and Alternates shall be elected by the members of the Chapter, voting by written, secret ballot. The exact date for such election is set forth in ACSS Policy File and Bylaws.

2.3.3 Election

The election shall be held at a meeting of the Chapter. At such meeting, any active member in good standing who has not already voted by mail, or whose ballot was not received before the election, shall be entitled to vote. Ballots received after the election shall not be counted for any purpose.

A. Officers

In the election of Officers, each member, whether voting by mail or at the meeting, shall be entitled to cast one vote for each office to be filled. Any tie vote shall be resolved by an immediate run-off vote, at the same meeting. Written ballots cast by members not attending the meeting for either of the remaining candidates for the office shall be counted for purposes of the run-off, but no new ballot shall be mailed. Voting rights and procedures in such run-off shall otherwise be the same as in the initial vote. The candidate who receives the greater number of votes in such run-off election shall be declared elected. If the vote remains tied after such run-off the Chapter Executive Committee shall select one of the two candidates to fill such office.

B. Delegates and Alternates

In the election of Delegates and Alternates, each member, whether voting by mail or at the meeting, shall be entitled to cast one vote for each Delegate and Alternate to be elected. The election shall be at large; and the candidates receiving the highest number of votes, up to the number of Delegates to be elected, shall be deemed elected. Among the remaining candidates not elected as Delegates, those receiving the highest number of votes, up to the number of Alternates to be elected, shall be deemed elected as Alternates. Any tie vote shall be resolved, if possible, by declaring both candidates elected; but if that procedure would result in the election of a greater number of Delegates and/or Alternates than allowed by this article, a run-off vote shall be held to decide which of the candidates involved in such tie shall be elected to fill the

available positions. Such run-off shall be held immediately, at the same meeting. Written ballots cast by members not attending the meeting for either of the candidates involved in the run-off shall be counted for purposes of the run-off, but no new ballot shall be mailed. Voting rights and procedures in such run-off shall otherwise be the same as in the initial vote. The candidate who receives the greater number of votes in such run-off election shall be declared elected. If the vote remains tied after such run-off, the Chapter Executive Committee shall select one of the two candidates to fill such office.

3. COMMITTEES

3.1 Executive Committee

3.1.1 Membership

The Chapter Executive Committee is hereby established, consisting of the President, the Vice President, the Secretary/Treasurer and the members of the ACSS Board of Directors representing the Chapter.

3.1.2 Authority

Subject to any applicable provisions or limitations of the Chapter Bylaws, and to any limitations enacted by ACSS, the Chapter Executive Committee shall exercise the authority to manage the activities and the affairs of the Chapter.

4. MEMBERS

4.1 Term of Membership

Membership in the Chapter shall commence when a member is admitted in ACSS or transfers into the Chapter from another ACSS Chapter. It shall continue until the member resigns, dies, is expelled or becomes ineligible for membership.

4.2 Admission

4.2.1 Transfers

A member eligible for membership in more than one ACSS Chapter due to geographical location of home and work, may choose to belong to either, and may transfer from one to another, but may not belong to more than one chapter at any one time. A member who wishes to transfer to this Chapter from another chapter shall notify ACSS Headquarters in writing but need not submit a New Dues withholding authorization or pay additional dues. Upon the occurrence of any event which makes a member ineligible for membership in the Chapter to which such person formerly belonged, but eligible for membership in this Chapter, such membership shall be transferred automatically to this Chapter without making any application or paying any additional dues.

4.3 Dues

Dues for each class of membership shall be as set forth in the Bylaws of ACSS. The Chapter may not impose any additional dues or fees. Any membership dues that come into the possession of the Chapter shall promptly be remitted to ACSS.

4.4 Member Discipline

Members may be suspended, expelled or otherwise disciplined as set forth in the Bylaws of ACSS and/or the CSEA Bylaws, if applicable. The Officers and Members of the Chapter shall promptly report to ACSS any violation of ACSS Bylaws or Policy and/or CSEA Bylaws or Procedures, if applicable, that comes to their attention.

5. MEMBERSHIP MEETINGS

5.1 Regular Meetings

Regular meeting of the members of the Chapter shall be held no later than the last working day of each calendar quarter of the year. The Chapter shall specify the date, within such limits, and the time and place of such meetings. The Chapter shall submit the dates of each year's meeting of the Chapter to ACSS by December 31 of the preceding year.

5.2 Special Meetings and Events

Special meetings and events of the members may be held at any time on the call of the President. No such call or demand for a special meeting shall be valid unless it describes in reasonable detail the purpose of such meeting. Special meetings and events shall also be called and held on demand of ACSS. The Chapter shall set a time and place for such meeting, and shall promptly notify ACSS and allow time for sending notice as set forth below.

5.3 Notice of Meetings

5.3.1 Time for Giving Notice

Notice of all membership meetings shall be given in writing to each member in good standing not less than 10, nor more than 90 days before the meeting. Notice may be given by letter or postcard, in the Chapter newsletter, by flyers, in an ACSS publication which is distributed to all members of the Chapter, or by email sent to all email addresses on file for Chapter members.

5.3.2 Contents of Notice

All meeting notices shall contain the date, time and place of the meeting. Notice of a special meeting or event shall also state the general nature of the business to be transacted (and no other business may be transacted at such meeting). Notice of general meetings shall identify the matters which the Chapter intends, at the time for sending such notice, to present to the members at such meeting.

5.4 Action by Written Ballot

5.4.1 At Meetings

At the discretion of the Chapter President or designee or by vote of the members present, any vote put to the members may be acted upon by written ballot at such meeting.

6. FINANCE

6.1 Accounting and Reports

6.1.1 Fiscal Year

The fiscal year of the Chapter shall be the calendar year. All the books of account of the Chapter shall be closed as of the last day of December each year.

6.1.2 Financial Statements

Copies of the quarterly financial statements shall be made available to the members at the next membership meeting. All such financial statements shall consist of a statement of revenue and expense, a balance sheet and a cash-flow statement, all prepared according to generally accepted accounting principles, and all accompanied by notes as required by generally accepted accounting practice.

6.2 Budget

6.2.1 Adoption

The Chapter's fiscal affairs shall be managed pursuant to annual budget. No later than November 30 each year, the Chapter shall have adopted a proposed budget for the following year. The proposed budget shall be submitted to the members for ratification no later than December 15. The proposed budget shall be forwarded to ACSS for approval by December 31. ACSS may make such changes as it deems necessary or advisable, and return the budget with such changes to the Chapter. The budget, as so amended and approved, shall thereupon become the budget of the Chapter for the forthcoming year. If the budget has not been adopted and approved before January 1, ACSS may establish the Chapter budget for the year.

6.2.2 Sources of Funding

Funding for all Chapter activities required by these Chapter Bylaws or the Bylaws of ACSS is to be provided by ACSS, pursuant to a Chapter budget approved or established by ACSS.

6.2.3 Amendment

With the consent of the members and of ACSS, the Chapter may amend the budget for any purpose. An amendment shall become effective, it at all, when it has been approved by ACSS. The Chapter may amend the budget without the consent of the membership to allocate expenditures

from one item to another, provided such reallocation does not increase

total expenditures, does not involve more than 10% (on a cumulative basis with all other amendments during the same fiscal year) of the annual budget total for any of the line items involved in the amendment, and does not contravene any ACSS policy or membership resolution. Such Amendment must be approved by ACSS.

6.2.4 Exceeding Budget

With the approval of ACSS, the Chapter may incur and pay obligations in excess of those included in the budget if funding for such additional expenditures is provided by either (a) dues or other revenues in excess of those anticipated by the budget; or (b) savings on other budgeted items. Amounts included as “reserves” in the budget may be used only with the approval of ACSS and then only to cover obligations that were incurred involuntarily and must be paid to avoid legal liability for the Chapter.

6.3 Control of Funds

6.3.1 Budget Limits

No expenditure of the Chapters funds or other assets may be made or contracted for except, pursuant to and in accordance with, a budget duly adopted or established as set forth above, and specifically authorized in this Article 7.

6.3.2 Deposit and Expenditure of Funds

All of the Chapter’s money shall be administered and controlled by ACSS and shall be deposited immediately in one or more bank accounts in the name of the Chapter. No Officer or other person may hold any Chapter money under his or her own name or any other name. Any funds in excess of those needed for current purposes as set forth in the budget shall be deposited with or returned to the Secretary/Treasurer of ACSS, as directed by ACSS. No money belonging to the Chapter shall be disbursed except by a check or other written instrument signed by the President, or by any two Officers so authorized.

6.3.3 Payment of Claims and Obligations

The President or the Chapter shall certify in writing to ACSS that such obligation or claim arises from the satisfactory provision of goods and/or services to the Chapter or for its benefit; that such goods and/or services were ordered as authorized by the budget; and that such obligation is properly due and payable or such claim is timely and proper. Such certificate shall be accompanied by any and all contracts, purchase orders, invoices, reports, correspondence and other documents received by the Chapter in connection with such claim. No claim by a member, whether for reimbursement of expenses or for payment for goods or services, shall be paid unless certified as true and correct by the member and also certified and documented as set forth above by the President under whose direction such expense was incurred.

6.4 Borrowing and Leasing

The Chapter shall not borrow money or rent or lease any property, except from ACSS, and then only to the extent provided in the current budget of the Chapter. It shall not rent or lease any property to others.

6.5 Chapter Property

The Chapter shall not purchase or possess any real or personal property other than its books and records, stationery, forms, brochures and pamphlets, office supplies, furniture and office equipment, and meeting paraphernalia. Any and all other property that comes into its possession shall promptly be turned over to ACSS at its Headquarters Office. No money or property of the Chapter shall be paid or distributed to any member, Officer, or Delegate except as reimbursement for properly authorized and documented expenses reasonably and properly incurred in connection with the business of the Chapter. In the event the Chapter is dissolved or surrenders its charter, or its charter is terminated, all Chapter money and property of every kind shall promptly be turned over to ACSS at its Headquarters Office.

7. Interpretation

7.1 Definitions

Unless the context clearly requires another meaning, any term defined herein and later used with capitalized initials shall be given the meaning in such definition.

7.2 Rule-making Authority

No grant of authority herein contained permitting the Chapter to make and amend rules in certain instances shall be deemed to restrict the authority of the Chapter to make and amend rules in other instances.

7.3 Relationship to ACSS

The Chapter is a branch or subdivision of ACSS, not a separate entity. It is subject in all respects to the control of the ACSS Board of Directors. These Chapter Bylaws are established by the authority of ACSS, to govern the operations of the Chapter. Nothing herein contained shall be construed as a limit on the authority of ACSS or as a requirement for ACSS to take or refrain from taking any action.

7.4 Cross-References

Each reference herein to any article shall be deemed to include a reference to each and every applicable section, subsection and other subordinate part thereof; and each reference to a section or subsection shall be deemed to include a reference to each and every applicable subsection and other subordinate part thereof.

DATED

PRESIDENT, Chapter _____