

SUBMITTED BY: OCSEA Board of Directors

SUBJECT: State Bylaws – Article IV – Chapters, District Councils, and Assemblies; Section 3

RATIONALE: Updates the language to confirm with current practice.

BE IT RESOLVED THAT ARTICLE IV OF THE OCSEA STATE BY-LAWS BE AMENDED AS FOLLOWS:

Article IV – Chapters, District Councils, and Assemblies

Section 1. Establishment of Chapters

(A) A group of members sharing a community of interest may petition the Board of Directors for approval of Chapter formation and the granting of a Charter.

(B) Each Chapter shall adopt and follow the Uniform Subordinate Body Constitution. Chapters shall also be subject to the State Constitution and State By-Laws. Chapter By-Laws may be adopted after submission to the Judicial and Internal Affairs Committee (JIAC) for approval. The name of the Chapter should be identifiable with the community of interest the members share.

(C) No Chapter shall be created where the cost of its existence exceeds the revenue produced by that proposed Chapter.

(D) Petitions for Chapter formation shall be forwarded to JIAC for recommendation to the Board of Directors. The decision of the Board shall be final.

Section 2. Assignment of Members to Chapters

After review and recommendation of JIAC, authority for assigning members to active Chapters shall rest with the President. Decisions of the President may be appealed to the Board, which shall resolve the matter by a majority vote.

Section 3. Chapters

(A) Newly Chartered Chapters. For newly chartered Chapters, a notice of the formation of the Chapter and the requirements for an election of permanent officers shall be mailed to the affected members by the Secretary-Treasurer as soon as possible after the Board of Directors' meeting granting the charter.

(B) Deactivated Chapters. Reassignment of members from deactivated Chapters or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of Directors. All reassigned members shall be notified in writing at the time of the reassignment.

(C) Transfers. Members may, individually or as a group, request transfer to a more appropriate Chapter. If the request is for any reason other than a change in public employer, work location, or change of residence, the request must be made in writing via the Chapter Transfer Form to the Board of Directors through the Judicial and Internal Affairs Committee. Such requests shall be written and shall contain reasons the member(s) feel(s) a Chapter assignment should be changed. Requests shall be heard at the next regular Board of Directors' meeting after receipt. Ease of attendance shall be considered. The Board of Directors' decision on the request shall be final.

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(D) Appeal Procedures. Should a member be dissatisfied with his/ her chapter assignment, he/she may appeal such assignment to the Board of Directors through the Judicial and Internal Affairs Committee. The appeal must be in writing via the Chapter Transfer Form and shall contain the current chapter assignment, an explanation of reasons for requesting another assignment and a more appropriate chapter assignment. Action on such appeals shall be taken at the next regular Board of Directors' meeting following receipt of appeal. The Board of Directors' decision shall be final.

Section 4. Assemblies

(A) All active Chapters containing a member of the agency that forms the Assembly shall hold membership in the Assembly.

(B) Only members who are current employees, life members, or retirees of the agency that form the Assembly may be voting delegates in the Assembly.

(C) Reassignment of members from deactivated assemblies or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of Directors. All reassigned members shall be notified in writing at the time of the reassignment.

Section 5. District Councils

(A) All active Chapters within the district shall hold membership in the District Council.

(B) Only members who are current employees, life members, or active retirees of the chapters that form the District may be voting delegates in the District Council.

(C) Reassignment of members from deactivated District Councils or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of

Directors. All reassigned members shall be notified in writing at the time of the reassignment.

Section 6. Rules common to all Chapters, District Councils, and Assemblies

The provisions of the State Constitution and these State By-Laws shall apply to all Chapters, District Councils, and Assemblies. Additionally, the following rules apply:

(A) A quorum must be present at each meeting in order to conduct official business. Additionally, a quorum must be present for at least one general body or executive board meeting within two (2) consecutive quarters in order to be considered active pursuant to OCSEA Constitution Article VII, Section

7. A quorum for each Chapter, District Council, and Assembly is defined in Article X, Section 1 of the Uniform OCSEA Subordinate Body Constitution.

Committee Assign _____ Committee Recommend _____ Convention Action _____ Requires Majority Vote

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(B) Qualifications for officers, elected delegates to any Chapter, District Council, or Assembly, Executive Board members are as described in Article IV, Section 3 of the Subordinate Body Constitution.

(C) The qualifications for stewards are the same as those qualifications as described in Article IV, Section 3 of the State Constitution except that it's only necessary that they be active union members at the time of appointment or election and during the time that they serve as a steward.

(D) Each Chapter, District Council and Assembly shall be solely responsible for its financial affairs. No liability may be placed on any other Chapter, District Council or Assembly, the Board of Directors or the Union as a whole. Any fund raising activity shall be the exclusive responsibility of the Chapter, District Council or Assembly promoting such activity.

(E) It shall be the responsibility of the officers and executive board members to ensure proper record keeping with regard to any business conducted by the Chapter, District Council or Assembly or any funds received or expended by the Chapter, District Council or Assembly.

(F) All business shall be conducted following proper parliamentary procedure as set forth in Robert's Rules of Order, Newly Revised.

(G) All members in good standing are eligible to hold office in any Chapter, District Council, and Assembly pursuant to B of this section.

(H) Voting members of District Councils and Assemblies shall consist of the District Council and Assembly's Officers, Board of Directors members or State Officers (who are members from the District or work in the agency represented by the Assembly), Executive Board members and Chapter Delegates.

(I) All records maintained by any Chapter, District Council or Assembly shall be open for review by any member of that Chapter, District Council or Assembly upon reasonable advance written request. The request shall specify the records and time period to be reviewed. The request shall be submitted to the keeper of the records (Secretary or Treasurer) who shall make arrangements for the review. The review shall be scheduled within thirty (30) days of the request, unless other arrangements are mutually agreed upon.

(J) Executive Board meetings of each Chapter, District Council or Assembly shall be open to any member of that Chapter, District Council or Assembly. In the case of a District Council or Assembly, the term member shall include all active members who could qualify as a delegate to that District Council or Assembly.

(K) The Executive Board of a Chapter, District Council or Assembly may deliberate in executive session but take no official action or vote during executive session.