

CONNECTICUT STATE EMPLOYEES ASSOCIATION BY-LAWS OF CHAPTER NO. 418 CCCC

Section 1. **Name:** Connecticut Area – 4C’s Retirees

Location: Normally Wethersfield Ave - Hartford, CT

Meeting Schedule: Normally the second Tuesday of the month, September – June, but may be modified

Section 2. **ELIGIBILITY FOR MEMBERSHIP**

- A. Any person who is retired under the provisions of a state-sponsored retirement system, or the spouse/domestic partner or the surviving spouse/ domestic partner of said person or any person who is retired from a retirement system of a political subdivision of the State of Connecticut, or the spouse/domestic partner or the surviving spouse/ domestic partner of said person who is receiving a pension payment from a retirement system of said political subdivision, or a person who has terminated state service with vested rights or a person who has terminated service from a political subdivision with vested rights in the retirement system of that subdivision, or a CSEA member who has retired, may choose or retain membership in the CSEA by becoming a member of a chapter established by the division for retirees. A spouse/domestic partner or the surviving spouse/domestic partner would have the same rights as those of an affiliate member, and only those rights.
- B. Application for membership shall be made on application blanks furnished by the Association.

Section 3. **DUES**

The yearly dues of the chapter shall be as provided by 4.1.1 and 4.6 in the Constitution of the Association.

Section 4. **MEETINGS**

- A. Regular meetings of Chapter No. 418 shall be held normally the second Tuesday of each month from September to June, provided that the members may adjust the schedule at a regular or special meeting. Any such adjustment shall be widely disseminated to members and reported to Council 400. Such meetings shall be called by the Chapter President or his/her duly constituted representative.
- B. The Biennial Meeting shall be held in May of even numbered years.
- C. Special meetings may be called at any time by order of the President or, in his/her absence or incapacity, at the call of the Executive Committee of the Chapter.
- D. Five (5) or more members may, at any time, request a special meeting of the Chapter by filing a request thereof with the President, specifying the purpose of such meeting and the date, which shall be not less than seven (7) days after the request is made.
- E. A quorum shall consist of at least three (3) duly constituted officers plus seven (7) members of the Chapter. The presiding officer shall determine that such quorum is present before the beginning of the meeting in order to do business.

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- F. The suggested order of business at any regular meeting of the Chapter follows:
1. Call to order
 2. Approval of the minutes from the last regular meeting and any special meeting held since the last regular meeting.
 3. Report of the Treasurer.
 4. Report on correspondence and bills.
 5. Report of committees.
 6. Unfinished business.
 7. New business.
 8. Election of officers (at the Biennial Meeting).
 9. Good and Welfare of the Chapter.
- G. In all situations not covered by the Constitution of the Association or the By-Laws of Council 400 and this Chapter, **Robert's Rules of Order, Revised**, shall prevail.

Section 5. OFFICERS

The officers of this Chapter shall be President, First Vice President, Second Vice President, Secretary, and Treasurer. Officers shall be elected from the Chapter membership biennially and may stand for reelection.

Section 6. ELIGIBILITY FOR OFFICE

Any Chapter member in good standing shall be eligible for office providing he/she has been a member of CSEA and must remain in good standing to continue in office.

Section 7. ELECTION OF OFFICERS

Officers shall be elected and installed at the Biennial Meeting of the Chapter.

Section 8. DUTIES OF OFFICERS

- A. **PRESIDENT:** It shall be the duty of the President to preside at all meetings, to preserve order, to decide all questions of order, and to act as Chairperson of the Executive Committee of the Chapter. The President shall enforce the by-laws of this Chapter and shall appoint all committees not otherwise provided for in these by-laws and deemed necessary for the efficient operation of the Chapter, subject to the approval of the members.
- B. **VICE PRESIDENT:** It shall be the duty of the Vice Presidents to assist the President in the performance of said duties and the First Vice President shall assume such duties of the President upon the absence of the President.
- 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 Chapter and to serve in a like capacity on the Executive Committee of the Chapter. He/she shall conduct routine correspondence on behalf of the Chapter and make reports to, and correspond with, the Council. It shall be his/her duty to see that all members receive due notice of all special meetings.
- D. **TREASURER:** It shall be the duty of the Treasurer to keep a record account of all monies received by the Chapter. He/she shall deposit all monies in an approved financial institution and keep a record of all monies received and expended. He/she shall pay all bills ordered by the Chapter and shall announce

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receipts and balances at each regular meeting. The Treasurer shall submit the account books for audit once each year or, when it is deemed necessary by the Chapter, to a committee elected for this purpose, and to authorize agents of the Council when called upon to do so.

Section 9. UNEXCUSED ABSENCE OF OFFICERS

Unexcused absence of an officer from three (3) consecutive meetings shall thereby vacate his/her office.

Section 10. CHARGES AGAINST A MEMBER

Charges against any officer shall be preferred only by another member of the Chapter, in writing, to the Secretary of the Chapter and in accordance with the provisions of Section 3.4 of the CSEA Constitution.

Section 11. FILLING VACANCIES

Vacancies in office shall be filled for the remainder of the unexpired term at the next regular meeting, or at a special meeting called for the purpose, provided that notice that an election will be held, specifying the office to be filled, is included in the agenda or call for the meeting which shall be widely disseminated to members. Election shall be by majority vote of those members present at said meeting, after nominations are closed.

Section 12. COMMITTEES AND THEIR DUTIES

- A. **Executive Committee:** The Executive Committee shall consist of the duly constituted officers and shall be the governing body of this Chapter when the Chapter itself is not in session and shall meet at the call of the President or Secretary or at such times as may seem expedient to the members of the Chapter. The Executive Committee shall be empowered to authorize the expenditure of up to \$300 without prior approval of the membership.
- B. **Grievance Committee:** This committee shall be composed of the Executive Committee of the Chapter. It shall be the duty of this Committee to attempt to adjust any matter relating to the interests of any aggrieved member, or group of members of the Chapter. Any grievance which this Committee can not adjust should be referred to Council 400. Application to the Grievance Committee by the aggrieved member, for any reason proper to come before this Committee, shall require that the Committee investigate the facts and report to the Chapter.
- C. **Nominating Committee:** This Committee shall be elected by the Chapter at the Biennial Meeting for the ensuing two years. An officer of the Chapter cannot be a member of the nominating committee which shall consist of at least three (3) Members, provided that vacancies in the committee shall be filled at a regular meeting of the chapter at least four months prior to the biennial meeting. This committee shall nominate a full slate of officers, the auditors, the Nominating Committee and the Chapter delegates and alternates to Council 400. The Committee shall prepare such list for consideration to the Chapter members at least one (1) month prior to the election process at the Biennial Meeting.
- D. **Auditors:** The duties of the three (3) auditors shall be to examine all accounts of the Chapter annually and render a report thereon by the September meeting.
- E. **Other Committees:** Other standing and special committees shall perform such duties as are assigned to them, and shall be appointed by the President.

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Section 13. COUNCIL

- A. This Chapter shall be a member of the **RETIRED STATE EMPLOYEES COUNCIL 400** of the **CONNECTICUT STATE EMPLOYEES ASSOCIATION**.
- B. Delegates and alternates of this Chapter to Council 400 shall be elected for a two (2) year term at the Biennial Meeting.
- C. The number of such delegates and alternates elected shall be as provided in section 3 of Council 400 By-Laws.
- D. Council delegates and alternates from this Chapter shall take office in the Council at the Biennial Meeting of the Council.
- E. Biennially, by June 1 of the even numbered year, the Chapter shall submit to the Council the names and addresses of the elected officers and delegates and alternates to the Council.
- F. Annually, the Chapter shall submit a copy of the Chapter audit report to the Council Treasurer. This is a prerequisite to rebating of dues from the Council.

Section 14. DELEGATES TO THE CONVENTION

Delegates and alternates to the Biennial Convention of the Connecticut State Employees Association shall be recommended for election as provided in Section 17, B.2 of the By-Laws of Council 400.

Section 15. AMENDMENTS

- A. Proposed amendments to these by-laws shall be submitted, in writing, to the Executive Committee of the Chapter. The Executive Committee shall consider the same and report with recommendations at the next regular meeting of the Chapter.
- B. Disposition of proposed amendments shall be by a two-thirds vote of the members present at such Chapter meeting.
- C. The proposed amendments shall then be submitted, in writing, to the By-Laws Committee of Council 400 for approval and recommendations to the Executive Committee of the Chapter.
- D. The proposed amendments shall then be submitted, in writing, to the CSEA Executive Council for its action.

Section 16. CORRELATION WITH THE CONSTITUTION AND BY-LAWS OF THE ASSOCIATION

Any provision in these By-Laws which are found to be contrary to the Constitution and By-Laws of the Association shall not invalidate any other section of the By-Laws.

Actual date of organization of this Chapter: **May 15, 2006**

Amended: April 2011

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Signed by approved officer: _____ Date: _____

Council 400 approved By-Laws _____ Date: _____