

SUBMITTED BY: JFS Chapter 2599

SUBJECT: Article IV – Chapters, District Councils, and Assemblies, Section 6(I)

RATIONALE: No member should need to submit a written request or schedule a meeting just to receive or review approved meeting minutes and/or treasures reports. Members who attend the business meeting get this information, it is readily available. Because a person cannot or chooses not to attend the business meeting is no reason they should not receive this information. The fact that a member may request this information shows interest; the beginning involvement. This interest should not be hindered by this section as it is currently written.

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.

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

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

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

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

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

41 **Section 4. Assemblies**

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

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

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

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

50 **Section 5. District Councils**

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

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

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

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

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

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

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

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

67 (B) Qualifications for officers, elected delegates to any Chapter, District Council, or
68 Assembly, Executive Board members are the same as those for State Board members as
69 described in Article IV, Section 3 of the State Constitution.

70 (C) The qualifications for stewards are the same as those qualifications as described in
71 Article IV, Section 3 of the State Constitution except that it's only necessary that they be active
72 union members at the time of appointment or election and during the time that they serve as a
73 steward. The two (2) years prior active membership requirement is not applicable to Chapter
74 stewards.

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

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

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

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

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

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

91 (I) All records maintained by any Chapter, District Council or Assembly shall be
92 open for review by any member of that Chapter, District Council or Assembly upon reasonable
93 advance written request. The request shall specify the records and time period to be reviewed.
94 The request shall be submitted to the keeper of the records (Secretary or Treasurer) who shall
95 make arrangements for the review. The review shall be scheduled within thirty (30) days of the
96 request, unless other arrangements are mutually agreed upon. **Any member requesting to**
97 **receive Chapter, District Council or Assembly approved meeting minutes with attached**
98 **treasurer's report, shall be provided an electronic copy within fifteen (15) days of request.**

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

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