

BY-LAWS of the
CITY OF HARTFORD PROFESSIONAL EMPLOYEES ASSOCIATION
Hartford, Connecticut

ARTICLE I. NAME

The name of this Union shall be the City of Hartford Professional Employees Association, SEIU, Local 2001. 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 of the CHPEA 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

ARTICLE II. OBJECTIVES

The purpose of this Association shall be:

- A. To improve wages, hours and other conditions of employment, and to These ends serve as a representative body for its members in any grievance or employment relations matter.

- B. To assist in promoting and improving better public service.

- C. To serve as the bargaining agent for its members and other persons within the bargaining unit.

ARTICLE III. MEMBERSHIP

- A. Eligibility: all persons employed by the City of Hartford who are in the City of Hartford professional Employees Association bargaining unit as determined by the Board of Labor Relations of the State of Connecticut shall be eligible for membership.

- B. A member in good standing shall be a dues paying member who is currently paid up-to-date on all C.H.P.E.A. dues and applicable special assessments, but members that do not belong to the C.H.P.E.A. bargaining unit cannot hold any appointed or elected office in C.H.P.E.A.

- C. Proxy voting shall not be permitted in any election of officers, delegate or any other official union business. All business matters of the Union will be by vote of the members in good standing present at the meeting.

ARTICLE IV. DUES AND SERVICE CHARGES

- A. This Association shall be authorized to collect dues from its members and equivalent service charges from non-members who are part of the Bargaining unit.

- B. The amount of dues and/or service charges to be collected shall be set by the CSEA SEIU Local 2001 Executive Council in accordance with Section 4.1.1 of the CSEA SEIU Local 2001 Constitution.
- F. Any special assessments or monetary collections shall be presented to the members for action at a regular meeting duly warned for this purpose not less than ten (10) calendar days in advance.
- G. Members of the Association upon retirement, will be eligible to join CSEA SEIU Local 2001 Retiree Council 400. Retired members are not eligible for elected offices in CHPEA, although their participation on all committees will be welcomed.

ARTICLE V. MEETINGS

- A. Regular meetings of the Association shall be held on the Third Tuesday of the month; except for meetings otherwise changed or scheduled by vote of the membership at a previous meeting or by vote of the Executive Committee.

The Corresponding Secretary shall notify the membership in writing of all meetings at least five (5) working days in advance by distributing the schedule and agenda to the Association Representatives for posting on the Association Bulletin Boards.

- B. Special or unscheduled meetings may be called by the President, the Executive Committee, or at least ten (10) members in good standing by written petition to the President. Upon receipt of the petition or the request of the Executive Committee, the President must call a special meeting to take place within (7) working days, stating the date, time, place and specific purpose(s) of the meeting. The Corresponding Secretary shall notify the membership of the special meeting in writing to the Association Representatives at least five (5) working days in advance and by posting notices on the Association Bulletin Boards.
- C. Effective 1988, the NOVEMBER regular meeting shall be designated as the annual meeting. New officers, Association Representatives and Committee members shall be elected at this meeting. Their term of office shall begin on January 1 following the election of the November meeting. The election for President shall be postponed if a contract with the City of Hartford is still pending and/or under negotiation.

The President shall remain in office until a contract is agreed upon, ratified by the members and signed with the City of Hartford. The postponed election for President shall then be held at the next regular meeting following ratification of the contract by the members. The elected President will serve the remainder of the term of office. New officers and Committee members

shall be elected for a term in office of two (2) years.

- D. Quorum: Ten (10) members present at any regular or special meeting shall constitute a quorum. The presiding officer shall determine that a quorum is present for any vote in order to do business that will affect the Association. The minimum essential officers for the conduct of business in the Association is a presiding officer plus a secretary.
- E. The order of business at a regular meeting shall be as follows:
 - 1. Opening of the meeting.
 - 2. Reading of minutes of the previous meeting(s) and the report of the Executive Committee meetings.
 - 3. Treasurer's Report.
 - 4. Introduction of new members
 - 5. The reading of any new communications and bills.
 - 6. Committee Reports.
 - 7. Unfinished Business
 - 8. New Business
 - 9. Appointment of committees
 - 10. Good and Welfare of the Association.
 - 11. Closing
- F. The proceedings at meetings shall be governed by Roberts Rules of Parliamentary Procedures (Revised)

ARTICLE VI. OFFICERS

- A. Any member in good standing shall be eligible for office and/or Committee membership, except for membership in the Negotiating Committee as restricted in Article VII, C, 1.
- B. The officers of the Association shall be a President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and other such other Officers as the Association deems necessary to efficiently conduct Association business.
- C. The term of all officers shall be two (2) years except as provided in Article V, Section C.
- D. Responsibilities of Officers:
 - 1. President: It shall be the duty of the President to preside at all meetings of the Association and the Executive Committee to preserve order, to decide all questions of order and be a co-signer of checks. He/She shall enforce the By-Laws of the Association and shall appoint committees as necessary, except as provided in the By-Laws, for the efficient operation

of the Association. The President shall be an ex-officio member of all committees except the Nomination and Elections Committee. The President shall present an Association Status Report at the Annual meeting. The President shall appoint representatives to organizations, which are entitled to Association representation.

2. Vice President It shall be the duty of the Vice-President to assist the President in the performance of duties and to assume all such duties in the absence of the President. He/She shall also be authorized to cosign the checks in the absence of the President. The Vice-President, by virtue of the position, shall be a member of the Grievance Committee.
3. Recording Secretary: It shall be the duty of the Recording Secretary to keep records of the proceedings of all Association and Executive Committee meetings. As historian of the Association, the Recording Secretary maintains a complete record of all minutes, correspondence and documentation. These record books are passed to the next Recording Secretary at the Annual Meeting or in event of the Secretary's resignation to the Association President.
4. Corresponding Secretary: It shall be the duty of the Corresponding Secretary to distribute meeting notices to the membership and to provide other secretarial services for the Association as needed. The secretary will read the new correspondence and bills at general meetings.
5. Treasurer- It shall be the duty of the Treasurer to keep appropriate financial records of transactions of the Association. He/She shall collect all dues, service charges, special assessments, fees, penalties and other lawful charges of the Association. He/She shall deposit all monies in a bank or banks approved by the Executive Committee. He/She shall pay all bills that have received prior approval as expenditures of the Association by checks signed by himself and the President or the Vice-President (in the absence of the President).

In the absence of the Treasurer, the Chairperson of the Finance committee can act in his/her behalf as need requires to co-sign checks with the President or the Vice-President.

- a. The Treasurer shall make financial reports at each regularly scheduled meeting.

- b. The records of the Treasurer shall be audited at least once yearly by independent, competent auditors who have been appointed by the Executive Committee. Their full report will be submitted to the Treasurer and to the Association President. This full report may be presented at any time and will be submitted by the Treasurer at the Annual meeting. It will be available to the membership for review of its contents.
- E. Record Keeping: All records of each officer shall be passed to the next Officer at the Annual meeting or immediately given to the Association President in the event of resignation. In the event that an office is used by the Association for Union business — except that the office is shared — it will be used solely for that purpose and all records will be maintained in that office, unless needed to accomplish on-going association business. The keys to that office will be held only by members of the Executive Committee. All keys shall be returned to the President or Vice-President and all records returned to the office by the members prior to the day of the election of the positions and shall be passed to the newly elected Officers and Chairpersons.
- F. Unexcused Absence of Officers. Unexcused absence of an Officer from any two consecutive and scheduled meetings, thereby, vacates that office. It is the responsibility of Officers and committee members to report to the President or Committee Chairperson, respectively, regarding any absence.
- G. The removal of officers or expulsion of a member will be conducted in accordance with Section 3.4 of the CSEA SEIU Local 2001 Constitution.
- I. Filling of Vacancies
Vacancies in office shall be filled for the remainder of the unexpired term at the next regular meeting of the Association.

ARTICLE VII. COMMITTEES

A. Executive Committee

1. The Executive Committee shall be composed of the five (5) elected Officers and the Chairpersons of the standing committees or their designees. The immediate past President shall be an ex-officio member of the Executive Committee.
2. The Executive Committee shall have authority to act on behalf of the membership on routine matters and in emergency situations.

3. The Executive Committee shall meet once a month, during the first week of each month. A quorum must be present throughout the meeting to conduct business of the Association.
4. A quorum to hold an Executive Committee meeting shall consist of three (3) elected officers and two (2) committee representatives. In the event that the Recording Secretary is absent, and five (5) Executive Committee members are present, a participant will be designated as the Recording Secretary for that meeting.
5. The Executive Committee may incur expenses for official activities and towards the good and welfare of the Association provided that their expenditures are read at the next regularly scheduled membership meeting.
6. The Officers of the Association will be elected at the Annual Meetings.

B. Grievance Committee:

1. The Grievance Committee shall consist of the Vice-President and six (6) members in good standing elected by the general membership of the Association. It is recommended that no more than one (1) person elected as a Grievance Committee member will be from the same department. The committee shall elect its own Chairperson who shall keep official records of all grievance matters.
2. The Grievance Committee members will be elected at the November membership meeting.
3. This Committee shall investigate and research personnel rules and regulations, policies, pending city of Hartford ordinances, and such other matters which affect the members of this Association.
4. The Grievance Committee and/or the Associations Business Agent shall investigate all grievances. Either the Committee or the Agent shall meet with the Grievant upon the completion of the Second Step of the Grievance, and prior to any decision to move to the Third Step. The Agent or the Committee will present their findings and recommendations to the Executive Committee at their next meeting or to the Executive Committee members individually if time constraints prevent waiting for the next scheduled meeting. The Executive Committee will vote on any grievance decision where there is a question of how to proceed,

C. Negotiating Committee:

1. The Negotiating Committee shall be composed of the Association President and five (5) other members of the Association who are in

good standing, and who regularly attend membership meetings. Committee members should have been members of the Association for at least six (6) months prior to serving on the Committee.

2. For the purpose of negotiating a contract with the City of Hartford, the Association President shall solicit volunteers among the members in good standing at the December Association meeting to work on tasks such as; developing and distributing a membership needs assessment, prioritizing membership contract concerns and interests; writing proposed contract changes. From this volunteer pool, based on member interest and work, the Association President shall appoint the five Negotiating Team members, trying also, wherever possible, to have them as representative of the total membership.
3. Vacancies on the contract Negotiation Committee shall be filled by appointment by the Association President.

D. Finance Committee:

1. The Finance Committee shall consist of the Treasurer and two (2) members who shall be elected by the membership of the Association. The Committee shall choose a chairperson from among its members.
2. It shall be the duty of the Committee to oversee and advise the Executive Committee regarding the general finances of the Association. They shall further investigate and make recommendations to the Executive Committee regarding sound investments of the Association's reserves.
3. The Finance Committee will periodically review the Treasurer's records. The Committee will on a quarterly basis, give the membership, a financial (by line item) report which will include all expenditures and revenues to date. The review will also include a report on budget compliance.
4. Vacancies shall be filled by the President until an election can be held at the next regular meeting.
5. This Committee will set a proposed budget annually as a result of the submissions of each committee's projected costs, input from the general membership, the Treasurer's previous expense records, and the Committee's own studies and efforts. Submissions are due by the November general meeting.
6. The Committee's proposed budget shall be reviewed by the Executive Committee at the December Executive Committee meeting. Said budget proposals will be submitted to the entire membership at the

December general meeting for discussion and will be voted upon at the January general meeting.

E. Nominating and Election Committee:

1. The Nominating and Election Committee shall consist of three members, who shall be elected at the regular meeting in September, which precedes an upcoming election and be responsible for the duties described below.
2. The Committee shall choose a Chairperson from among its Members.
3. The Committee shall produce and accept nominations for Office at the appropriate time during the regular October meeting of the Association. A nominee on the slate need not be present. Nominations may also be made from the floor at the Annual meeting.
4. The Committee shall establish and maintain a procedure for the election of Officers at the Annual Meeting (November).
5. The Committee shall serve as tellers during any secret ballot Election.
6. The Committee shall report the results of the election as quickly as possible to the Executive Officers for the subsequent dispersal of the information to the Association membership.

F. Membership Committee

1. The Membership Committee shall be composed of two (2) Members elected at the regular November membership meeting. It will be the responsibility of this Committee to notify and assist new members in the enrollment process, to maintain up-to-date records of the number of dues paying members and of the number of members not yet paying dues, as well as, to monitor the seniority list.
2. The Chairperson will provide monthly reports to the Executive Board and provide this information to the membership at the general membership meeting.

G. By-Laws Committee

1. A By-Laws Committee of at least five (5) members shall be appointed by the President of the Association when deemed necessary to review the By-Laws to determine if there is a need to amend the By-Laws of the Association.
2. The Committee shall choose a Chairperson from among its members.

3. Should the need arise, proposals for amendments or changes in the By-Laws may be requested by the membership at a regular meeting.
4. The proposal(s) for change(s) must be read at two (2) consecutive regular meetings. Immediately following the second reading and discussion, the By-Laws changes shall be voted upon by the membership.
5. Each proposal for change must be voted upon separately. A majority affirmative vote by the members present at the Association meeting is required for adoption.

H. Association Representative

1. There shall be one representative for each building having five• or more bargaining unit employees. There will also be an Association Representative At Large to represent those members who have less than five members within their structure (for example: Civic Center, Fire Department, etc.). It is recommended that if more than thirty (30) members are in one building, a second representative should be elected with each assigned to represent a designated number.
2. These Association Representatives shall serve a term of two (2) years and be elected annually at the regular membership meeting in November.
3. It shall be the duty and responsibility of the representative to inform and advise the Grievance Committee regarding conditions of employment matters for contract negotiations within the units (s) under his/her jurisdiction.
4. It shall be the duty of the Association Representative to assist the Grievance Committee in gathering information and facts regarding grievances, which must be presented in writing by the member initiating the grievance. The representative shall also help members within his/her unit to initiate and expedite the processing of a grievance.
5. The Association Representative shall also be responsible for performing assignments made to him/her by the President or the Grievance Committee.

I. Ad Hoc Committees

The President may appoint such ad hoc committees as needed. Other standing and special committees shall perform such duties as are

assigned to them.

ARTICLE VIII. ABSENCES

A. Committees

1. Unexcused absences of a Committee member from any two (2) consecutive and scheduled Committee meetings thereby vacates that office. It is the responsibility of the member to report to the Chairperson or to another member prior to the meeting regarding anticipated absences.
2. An absence is seen as excusable when circumstances exist Which good reason dictates would prevent attendance.
3. After a second unexcused absence, the Committee member will be contacted to discuss the situation and the matter will be presented to the Executive Committee at their next scheduled meeting for review and recommendations.
4. if by simple majority vote of the Executive Committee it is Determined that the office is vacated, proper notice will be issued for the re-election of that position at the next general membership meeting. In the event that the vacated position is that of the Chairperson, the selection of another Chairperson will be made at the next scheduled Committee meeting.

B. Association Representatives

1. The absence of an Association Representative or a designee from three (3) consecutive general membership meetings may negate that position.
2. After three (3) consecutive absences, an Executive Committee member will contact the representative to discuss the situation and will review the matter at the next scheduled Executive meeting to make recommendations.
3. If by simple majority vote it is determined that the position is vacated, proper notice will be issued for the re-election of that position at the next general membership meeting.

ARTICLE IX. FISCAL YEAR

For purposes of record, the fiscal year is established as the calendar year commencing the first day of January and ending on the last day of December.

ARTICLE X. REMEDIES FOR GRIEVANTS

A. Any person employed by the City of Hartford, represented by the City of Hartford Professional Employees Association (C.H.P.E.A.), hereinafter The

Grievant, shall have the following rights and shall employ the following remedies under the provisions of these By-Laws, if he/she believes that the Grievance Committee has acted improperly in handling his/her grievance under the Collective Bargaining Agreement.

1. The Grievant, upon receiving notification from the Grievance Committee whether verbal or written, that the Committee has determined either to (1) reject her/his grievance, (2) settle the grievance, or (3) decline to further process the grievance to the next step of the grievance procedure, shall take the action as described below to protect his rights.
 2. Within twenty-four hours of notification of the Grievance Committee's action complained of, the Grievant shall notify a member of the Grievance Committee in writing that the Grievant appeals the Committee's decision to the General Membership.
- B. The Association shall immediately take any required action to protect the grievant's right under the Collective Bargaining Agreement by proceeding to the next step of the Grievance Procedure.
- C. The Grievant's appeal will be scheduled for hearing at the next regularly scheduled meeting of the General membership. If no regularly Scheduled meeting of the General Membership will occur before the next step of the Grievance procedure expires as provided in section B. above, the Grievance Committee shall continue to protect the Grievant's rights by proceeding to the next further step of the Grievance procedure, provided that the obligation of the Grievance Committee to protect the Grievant's rights by proceeding to the next step of the Grievance procedure shall NOT include the obligation to proceed to arbitration.
- D. At such hearing before the General Membership, the Grievant and the Grievance Committee will each be permitted to a reasonable amount of time to present their respective positions. Thereafter the matter shall be voted on by the members in good standing attending the General Membership Meeting and the decision by majority vote shall constitute a final determination as to whether or not to endorse or reject the Grievance Committee's decision complained of.
- E. If the membership supports the Grievance Committee's decision, the Grievance Committee shall not be required to take any further affirmative action to advance the Grievance and said Grievance will be processed in accordance with the Grievance Committee's initial decision.
- F. If the vote of the General Membership supports the position of the Grievant,

the Grievance Committee shall support the Grievant throughout the Grievance procedure. If deemed necessary, the General Membership may appoint an advocate for the Grievant from among members in good standing to act as a liaison with the Grievance Committee.

- G. Any member of the Bargaining Unit who believes that her/his Grievance has been improperly handled by the Grievance Committee, or other authorized bargaining agent, shall without exception, employ the remedies and procedures contained herein. No complainant shall be entitled to enforce or present her/his claim against C.H.P.E.A. in any Court or other administrative body without first exhausting these internal procedures.

ARTICLE XI UNIVERSAL LANGUAGE

Throughout these By-Laws the use of masculine nouns or pronouns shall in no way prevent anyone from holding the office or performing the act or duty being described.

Approved by CSEA SEIU Local 2001 Executive Council November 24, 2008