

WATERBURY CHAPTER BYLAWS

VERMONT STATE EMPLOYEES' ASSOCIATION

1 NAME

This organization's name is the Waterbury Chapter of the Vermont State Employees Association (VSEA).

2 PURPOSE

This organization's purpose is to provide:

- A forum for Chapter members to express their views on issues affecting VSEA and employees in general.
- A way to share information from the VSEA on actions taken on behalf of members.
- A local advocate for Chapter members on issues such as benefits and working conditions.

3 MEMBERSHIP

Any person who is a member of VSEA and whose worksite is in Waterbury will be eligible for Chapter membership.

Membership will not be restricted because of race, color, creed, sex, gender identity, age, national origin, marital status, sexual orientation, handicap, or any factor for which discrimination is prohibited by law.

4 ELECTED ROLES

The elected roles of this Chapter will be: President, Vice President, Clerk, Treasurer, and Council Members.

The President will:

- Be the executive head of the Chapter and will preside at all its meetings
- Only vote at Chapter meetings in case of a tie.
- Appoint members to fill elected Chapter vacancies until the next annual meeting.
- Appoint members to any committees the chapter creates.
- Attend VSEA Council meetings or choose an alternate.

The Vice President will:

- Preside over meetings in the President's absence.
- Act as President if the role is vacant.

The Clerk will:

- Keep a record of all Chapter meetings.

The Treasurer will:

- Receive member lists, dues rebates and other receipts.
- Pay all bills approved by the Chapter.
- Balance the books regularly and make all financial statements VSEA needs. These financial statements will be available to any Chapter member for inspection or copying.

Council Members will

- Attend all VSEA Council meetings or choose an alternate. If no alternate can be found, the Chapter president may appoint an alternate. Anyone choosing an alternate must notify VSEA headquarters no later than two weeks before the scheduled Council meeting to ensure that leave time is authorized.

5 CHAPTER MEETINGS

The Chapter Annual Meeting will be held between sixty and twenty days prior to the VSEA annual meeting. Officers elected at the Annual Meeting will take office at the meeting's end.

The Chapter will meet on the fourth Wednesday of every other month beginning March 27, 2019. The President will reschedule any cancelled regular meeting no later than thirty (30) days from the original meeting date.

The President may call special meetings at their discretion, or within twenty days of receipt of a written request signed by five or more Chapter members. The request will specify the matters to be considered, and business will be limited to those matters.

The President will issue notices and agendas for the regular and special meetings at least ten (10) days before the date of the meeting.

6 CHAPTER ELECTIONS

All Officers and Chapter Council Members will be elected to a two-year term by the Chapter membership at Chapter annual meetings in odd numbered years. The Chapter President will fill all Chapter vacancies by appointment.

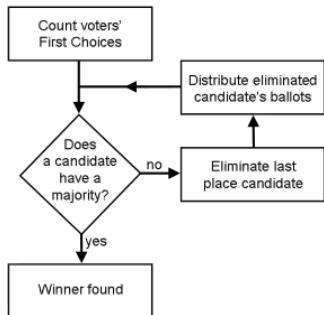
Officers and Chapter Council Members who do not attend two warned meetings in a row without notifying either the president or clerk will have their role considered vacant.

Elections will be conducted by ranked choice voting.

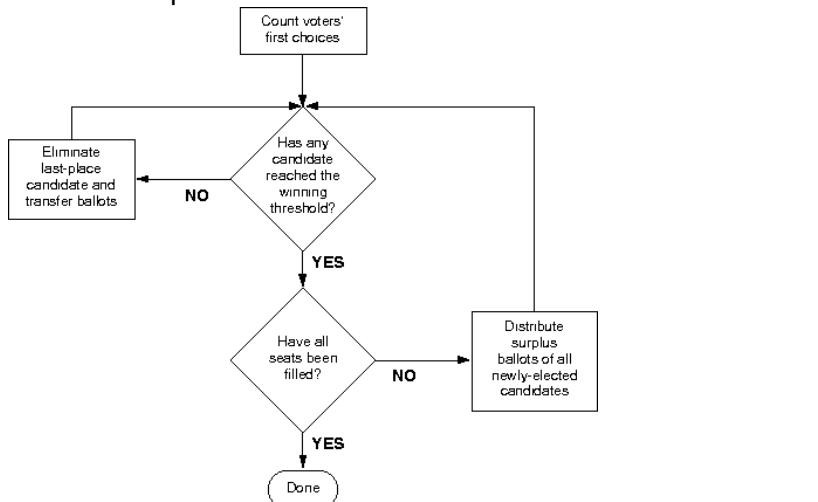
Any Chapter member may be nominated for any open roles from the floor at a Chapter Annual Meeting in odd numbered years. If seconded, they will be considered an eligible candidate. One ballot will be given to each voting member of the Waterbury Chapter for each open officer role. Another ballot will be for open Council seats. Each ballot will allow voters to list their preferred candidates from top to bottom in order of their preference.

Voters will rank the eligible candidates for each officer role from top to bottom in order of their preference. The first eligible candidate to receive more than 50% of qualifying votes cast will be the winner. If no candidate receives more than 50% of the vote, the candidate with the lowest vote total will be eliminated, and their votes will be awarded to each ballot's next preferred candidate. This will continue until a candidate has over 50% of the vote.

IRV counting flowchart



Voters will rank the eligible candidates for Council seats from top to bottom in order of their preference. The winning threshold is the number of available seats divided by the total number of eligible votes. If ballots cast for a candidate exceed the winning threshold, they will win an open seat. Additional ballots cast for a winning candidate above the winning threshold will be awarded to each ballot's next preferred candidate. For as long as open seats remain, the candidate with the lowest vote total will be eliminated. Their votes will be awarded to each ballot's next preferred candidate. This will continue until all seats are filled.



The President will appoint ballot counters, who will count votes in full view of the Chapter membership. The Clerk will record all election results.

7 RULES OF ORDER

All official meetings or other Chapter business will be conducted following Robert's Rules of Order, barring any conflict with these Bylaws.

8 FINANCES

All Chapter funds will be deposited in its account with the Vermont State Employees Credit Union. This account will be kept in the names of the President and Treasurer. Expenditures of more than \$250.00 must have the approval of the Chapter membership prior to spending any actual funds. The President can spend up to \$250.00 without prior approval.

9 AMENDMENTS

These bylaws may be amended at any meeting of the chapter which has been warned for that purpose. A copy of the proposed amendments must be given to the Clerk, who will send them to the President no less than ten (10) days before the meeting. Copies of the proposed changes will be made available to members on request and distributed at the meeting.

Bylaw changes will be approved with a two-thirds majority vote of those members present and voting. Any changes are subject to ratification by the VSEA Board of Trustees.

AMENDED AT THE CHAPTER MEETING MARCH 27, 2019

RATIFIED BY THE VSEA BOARD OF TRUSTEES ON JANUARY 06, 2020