

**BY-LAWS OF THE  
AREA II RETIREES CHAPTER  
MAINE SERVICE EMPLOYEES ASSOCIATION, SEIU/LOCAL 1989**

**Article I. Name**

Section 1. The name of this organization shall be AREA II RETIREES CHAPTER of the Maine Service Employees Association, Service Employees International Union/Local 1989. (hereafter known as MSEA)

**Article II. Membership**

Section 1. Any dues paying retiree of MSEA as defined under the MSEA-SEIU, Local 1989 By-Laws; Section 2.3 RETIREE MEMBERS are eligible for membership in this Chapter.

Section 2. The MSEA membership dues shall be the amount set by MSEA to be paid either by monthly deductions from pension benefits or by annual payment to MSEA.

**Article III. Purpose**

Section 1. The purpose of this organization shall be:

- A. To serve as a local governing body and within the MSEA, serving those functions of a local labor union that are retained by the Chapter pursuant to these By-Laws, or delegated by the MSEA, as consistent with the MSEA Constitution and By-Laws and resolutions adopted by the MSEA Council or the Board of Directors.
- B. To enhance the good will and fellowship of retired public and private sector employees who are members of the MSEA.
- C. To provide a medium through which all members of the Area II Retirees Chapter may express to MSEA their views on matters affecting retirement provisions, or any aspect pertaining to the betterment of retiree's welfare.
- D. To conduct research and to recommend legislation to promote retiree welfare.
- E. To promote measures which strengthen the Maine Public Employees Retirement System and to provide for the betterment of MSEA Retirees.
- F. To be a source of input to MSEA regarding the management of the MSEA and the adoption of MSEA policies.
- G. To be a source of information to Chapter membership regarding the actions and policies of MSEA that pertain to retirees.

**Article IV. Nature**

Section 1. This Chapter shall be non-partisan and shall not become affiliated with any outside group, society, or competitive organization as defined by the MSEA Board of Directors.

## **Article V. Officers**

Section 1. The Officers of the Chapter shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Treasurer.

Section 2. The President shall be a Delegate and the executive head of the Chapter and shall preside at all meetings of the Chapter and Chapter Executive Committee. The President shall have no power to bind the Chapter by contract or otherwise, unless specifically authorized to do so by the Chapter or Executive Committee. The President shall be an ex-officio member of all Committees but with no vote except in case of a tie. It shall be the duty of the President to appoint all Committee Chairpersons. The President shall have discretionary authority to spend up to \$500 per calendar year for Area II Retirees Chapter expenses.

Section 3. The 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, in succession, shall act for the President in his/her absence and succeed to the Presidency upon the occurrence of a vacancy in that office.

Section 4. The duties of the Secretary are to keep a written record of all meetings of the Chapter and the Executive Committee and provide copies to the President and to others as directed. The Secretary will provide a copy of the previous meeting's draft minutes at the next scheduled chapter meeting and the chapter shall vote to accept or correct such minutes. The Secretary shall keep a record of the Chapter membership and prepare correspondence as directed by the President. The Secretary shall notify the membership at least fifteen (15) days prior to regular or special Chapter meetings, and give notice as to the time and place of the meeting. The Secretary shall make a written and oral report to the Chapter at the Annual Chapter Meeting and such other reports as may be directed by the Chapter and/or the Executive Committee.

Section 5. The duties of the Treasurer shall be to keep a true record of receipts and disbursements of Chapter funds and to make all proper disbursements and deposits. The Treasurer shall submit all books and accounts to the Chairperson of the Chapter's Audit Committee at least fifteen (15) days prior to the Annual Chapter Meeting and shall make a written report at all regular Chapter meetings and a written and oral report to the Chapter at the Annual Chapter Meeting and at such other times as may be directed by the Chapter and/or the Executive Committee. In the event that there is no Annual Chapter Meeting the Treasurer shall submit the books and accounts to the Chairperson of the Chapter Audit Committee no later than September 30<sup>th</sup> of each year.

## **Article VI. Delegates and Alternate Delegates**

Section 1. The delegates shall represent the Chapter at all Area Caucuses and the Annual MSEA Meeting.

Section 2. Vacancies in the Delegates shall be filled by the Alternate Delegates.

## **Article VII. Committees**

Section 1. The Standing Committees of this Chapter shall be:

- Executive Committee
- Nominating Committee
- Legislative Research and Resolutions Committee
- Membership Committee
- Audit Committee

Section 2. The Executive Committee shall consist of the Chapter Officers, Delegates, and Alternate Delegates.

The Executive Committee shall act as a steering group for this Chapter, and as liaison group between the Chapter and MSEA. This committee shall also act as a liaison group between this Chapter and the MSEA Retirees Steering Committee, communicating Chapter concerns and suggestions either directly or through the Chapter's Retirees Steering Committee members. The Executive Committee shall have the power to act on all business of the Chapter except Chapter items specifically authorized by a vote of the Chapter. The Executive Committee shall authorize the payment of bills. When necessary, the Executive Committee may conduct business in accordance with Article IX, Meetings, Section 5. A quorum of the Executive Committee shall consist of seven (7) members.

Section 3. The Nominating Committee shall consist of three (3) members or more appointed by the President and confirmed by the Executive Committee. The Nominating Committee shall present, at the Annual Chapter Meeting, a slate of Officers for the Chapter and a list of the required number of nominees to serve as Delegates and Alternates. All nominees shall have expressed their willingness to serve and to abide by the decisions promulgated by the Chapter or the Executive Committee. Nominations from the floor will be accepted at the Annual Chapter Meeting.

Section 4. The Legislative Research and Resolutions Committee shall consist of three (3) or more members appointed by the President and confirmed by the Executive Committee and shall have the authority to conduct research and to recommend legislation to promote Retiree welfare. The Committee shall also develop any Resolutions that the Chapter may submit to the MSEA Annual Meeting.

Section 5. The Membership Committee shall consist of three (3) or more members appointed by the President and confirmed by the Executive Committee, and shall serve to promote Chapter membership.

Section 6. The Audit Committee shall consist of three (3) or more members appointed by the President and confirmed by the Executive Committee, and shall examine and audit the books, accounts and papers of the Chapter, the Secretary, the Treasurer, and all other Officers and Committees receiving or expending any funds of the Chapter. Upon demand, said Officers and Committees shall deliver to the Chairperson of the Audit Committee all books in their possession pertaining to Chapter funds. The Audit Committee shall provide written and oral reports on the status of these records to the Chapter at the Annual Chapter Meeting. In the event that there is no Annual Chapter Meeting the report must be provided no later than the December chapter meeting of each year.

Section 7. Any necessary Ad Hoc Committees of the Chapter shall be appointed, as needed, by the Chapter President. The President shall define the scope, membership, and term of all Ad Hoc Committees.

## **Article VIII. Election of Officers and Delegates**

Section 1. Notice of all elections shall be promulgated at least fifteen (15) days prior to the election. Elections for all Officers, Delegates, and Alternate Delegates shall be by written secret ballot and the ballots shall be retained by the Chapter, until the end of the term of office or for a minimum of one (1) year from the date of the election.

Section 2. All Officers, Delegates, and Alternate Delegates shall be elected at the Annual Chapter Meeting or by such other means and processes as may be voted on by the Chapter, in accordance with both the MSEA-SEIU Local 1989 By-Laws and the laws and rules of the US Department of Labor. They shall take office on the First (1st) of January following the elections. They shall serve a term of one (1) year.

Section 3. The initial positioning of Delegates and Alternate Delegates shall be determined by ballot count. The person with the highest vote total will be the first Delegate. The second highest vote total will determine the second Delegate and so on in descending order until all available Delegate and Alternate Delegate slots are filled.

Section 4. The order of Delegates and Alternate Delegates shall be adjusted based on performance. Any Delegate or Alternate Delegate who misses more than two (2) meetings of the Chapter, the Executive Committee or the Area Caucus, shall be removed from their position in the order of Delegates and Alternate Delegates and shall be placed in the position of the last Alternate Delegate.

The Chapter President may grant one (1) excused absence, per calendar year, to each Delegate or Alternate Delegate. Any other excused absences, may be granted by a two-thirds (2/3) vote of the Executive Committee, provided there is advance notice.

Section 5. A vacancy in the Office of the President shall be filled by the 1<sup>st</sup> Vice President. A vacancy in any other office shall be filled by appointment by the President with confirmation by the Executive Committee.

### **Article IX. Meetings**

Section 1. The Annual Chapter Meeting shall be held between September 1st and December 1st at the call of the President, or by vote of the Chapter.

Section 2. A quorum for a Chapter meeting shall consist of ten (10) members.

Section 3. Special meetings of the Chapter shall be called by the President, Executive Committee or when requested in writing by ten (10) Chapter members stating the specific reason for the meeting.

Section 4. At least fifteen (15) days prior to regular or special Chapter meetings, notification shall be given as to the time and place of the meeting.

Section 5. All Chapter meetings, Special Chapter meetings, Chapter Executive Committee meetings, Standing Chapter Committee meetings and Area Caucuses are to be conducted as in-person and/or online meetings when possible.

Section 6. Officers, Delegates and Alternate Delegates, if attending via online video capabilities, will be required to attend and participate for the entire meeting to qualify for status under Article VIII, Section 4.

Section 7. Voting on all issues, with the exception of voting for contested races for Officers, Delegates and Alternate Delegates, may be done utilizing online video meeting capabilities.

## **Article X. Rules of Order**

The proceedings of this Chapter shall be governed by Robert's Rules of Order (Revised Edition) on all points of order where they are applicable and not in conflict with the Constitution and By-Laws of MSEA. The President, or presiding officer, shall make decisions on all points of order.

## **Article XI. Amendments**

Section 1. Amendments to these By-Laws may be proposed, in writing, by any Chapter member at a Chapter Meeting. The proposed amendments to the By-Laws shall be voted on at the next Chapter meeting after fifteen (15) days notice of said vote. The proposed By-Laws amendments shall be approved by a majority of those Chapter members present and voting.

Section 2. The amendments shall be considered in effect immediately upon approval by the MSEA Board of Directors.

## **Article XII . Fiscal Year**

The Chapter's fiscal year shall be from January 1st through December 31st.

Approved by Chapter: 4-6-15  
Constitution & By-Laws Committee recommends approval: 4/14/15  
Approved by the MSEA Board of Directors: 4/17/15  
Revised by Chapter 12/15/15  
Forwarded to Board for approval 3/7/16  
Approved by the Board of Directors 4/15/16  
Approved by the Chapter: 05/02/2022  
Constitution & By-Laws Committee recommends approval: 08/03/2022  
Approved by the MSEA Board of Directors: 08/19/2022