

By-Laws



Bridgeport City Supervisors
Association Inc.

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BY—LAWS
OF
BRIDGEPORT CITY SUPERVISORS ASSOCIATION, INC.

CHAPTER I

GENERAL INFORMATION

SECTION 1. NAME

The name of this organization shall be BRIDGEPORT CITY SUPERVISORS ASSOCIATION, INC., hereinafter referred to as "THE ASSOCIATION".

SECTION 2. OBJECTIVES

The Objectives of the Association shall be:

- (a) To improve the wages, hours and other conditions of employment among those Supervisors and professional employees of the City of Bridgeport who are or may be a subject to collective bargaining.
- (b) To bargain collectively with the City of Bridgeport for the benefit of such supervisors and professionals or with any person, persons, agents, committees, boards, or organizations designated by the said City to act in its interest in dealing with municipal Supervisors and professionals.
- (c) To improve the service its members render to the City of Bridgeport.
- (d) To engage in any lawful activity that will benefit the members or improve their condition as Supervisors and professionals of the City of Bridgeport

SECTION 3. CENTRAL OFFICE

The Central Office of the Association shall be located at the address of the Secretary of the Association, or at such other address as the Board of Directors may designate.

SECTION 4. GOVERNMENT

The legislative and governing body of the Association shall be the active members of the Association who are members in good standing.

SECTION 5. BOARD OF DIRECTORS

This Association shall be managed by the Board of Directors of the Association, as provided in these By-Laws.

SECTION 6. OFFICERS

The officers of this Association shall be seven (7) in number and shall be members of the Board as follows: Chairman of the Board shall be the President; First Vice Chairman shall be the First Vice President; Second Vice Chairman shall be the second Vice President; Director A shall be the Secretary; Director B shall be the Treasurer; Directors C and D shall be the Sergeant at Arms.

SECTION 7. STEWARDS*

The Stewards of this Association, shall not be considered Association officers, they shall be eight (8) in number and shall be appointed by the President and approved by the Board. Stewards shall not be department heads, if they supervise other Association members. Exceptions may be made on a case by case basis as approved by the Board.

SECTION 8. POLITICAL INVOLVEMENT*

The Association shall not engage in any political activities including the endorsement of a political candidate. Exception shall be made in cases where the political issue may affect the Association as a whole.

CHAPTER II

MEMBERSHIP

SECTION 1. MEMBERS*

The classes, rights, privileges, qualifications, obligations and the manner of election or appointment of members are as follows:

- (a) The following persons shall be excluded from membership in the Association:
City of Bridgeport elected officials, City of Bridgeport administrative officials, City of Bridgeport board and commission members, certified teachers, part-time employees who work less than twenty (20) hours per week, any unaffiliated position as stated in the City of Bridgeport Code of Ordinance 2.36.010, any appointee of the mayor or mayoral staff, and other person(s) whose membership as such may disqualify the Association as an "employee organization" under the Connecticut Municipal Employees Relations Act, or any amendments thereto.
Any current Association member whose position is on the aforementioned ordinance shall remain an Association member for the duration of their employment in that position. Upon vacancy of position, said position shall revert back to unaffiliated unless said position is removed from the aforementioned City ordinance.
- (b) Only employees of the City of Bridgeport who are Supervisors and professionals may be members of the Association. Any such employee who has completed six (6) months of employment shall be eligible to make application for membership in the Association. Notwithstanding the foregoing, no person shall be a member whose membership as such may disqualify the Association as an employee

organization under the Connecticut Municipal Employees Relations Act.

Members shall have the following rights: (1) to receive a card of membership, be admitted to any general, special or social meeting of the Association, and to accept such other services as are provided by the Association for the benefit of its members; (2) to be elected or appointed to any office, board, committee, or other position in this Association; (3) to adopt by-laws, rules and regulations to govern its members and to provide for its financial support. Members shall have the following duties: (1) to elect the elected officials of the Association; (2) to pay dues to the Association; (3) to pay assessments levied by the Association; (4) member is responsible for providing the Association Secretary with current personal email address and home address; if such address changes, member is to provide updated address(es) to the Association Secretary within fourteen (14) days of the change.

SECTION 2. "IN GOOD STANDING"

Any member of this Association whose dues and assessments have been paid shall be considered a member in good standing of this Association.

SECTION 3. APPLICATION FOR MEMBERSHIP

Any Supervisor or professional employee of the City of Bridgeport who possesses the qualifications for membership as outlined in Section 1 of this Chapter may become a candidate for membership in the Association by filing with any Officer of the Association an application for membership accompanied by the current period's dues. Such application and dues shall then be submitted to the Board of Directors for acceptance. In the event that the candidate is not acceptable for membership, the dues advanced shall be refunded.

SECTION 4. RESIGNATIONS

Any member in good standing may resign at any time upon making written request to the Chairman of the Membership Committee. Such request shall be submitted to the Secretary and Treasurer for their records. Resignation of a member shall be effective one month after such request is received.

CHAPTER III

MEMBERSHIP MEETINGS

SECTION 1. GENERAL MEETINGS

The members of the Association shall convene at least quarterly at a time and place to be determined by the Board of Directors.

SECTION 2. SPECIAL MEETINGS*

A special meeting of the members of the Association shall be called by the President, or on the affirmative vote of a majority of the Board of Directors, or upon the written petition signed by fifty (50%) of the members of the Association to consider only such business as shall be mentioned in the call. The time and place of such special meeting shall be determined by the President of the Association, provided, however, that the time selected shall not be less than seven (7) days after the date postmarked, emailed or provided by any other type of electronic communication, of the Notice of such special meeting called by the President or by vote of the Board of Directors or by the membership petition. In the event that a membership vote is required, voting shall be in person or by absentee ballot, if unavailable to attend in person.

SECTION 3. EMERGENCY MEETINGS

An emergency meeting of the members of the Association shall be called by the President or on the affirmative vote of a majority of the Board of Directors, if the President is unavailable, to consider only such business that requires the immediate attention of the membership, due to a time constraint for response, and may require a membership vote as shall be made known to the membership when the meeting is called. The time and place of such emergency meeting shall be determined by the President of the Association, or the Board of Directors if the President is unavailable, provided, however, that the time selected shall not be less than twenty-four (24)

hours after the date/time of Notice provided by email or any other type of electronic communication of such emergency meeting called by the President or by vote of the Board of Directors. All voting shall be done in person, due to time constraints.

SECTION 4. SOCIAL MEETINGS*

Social meetings of this Association shall be held at the direction of the Board of Directors.

SECTION 5. OFFICIAL CALL*

A. General Meetings:

The Secretary of the Association shall notify each member on the membership roll of the Association with an official notice of the time and place of any general meeting. Such notice shall be postmarked, emailed or provided by any other type of electronic communication not less than seven (7) days before the date of such meeting.

B. Special Meetings:

The Secretary of the Association shall notify each member on the membership roll of the Association with an official notice of the time and place of any special meeting, stating the business to be considered. Such notice shall be postmarked, emailed or provided by any other type of electronic communication not less than seven (7) days before the date of any such meeting.

C. Emergency Meetings:

The Secretary of the Association shall notify each member on the membership roll of the Association with an official notice of the time and place of any

emergency meeting, stating the business to be considered and its urgency. Such notice shall be emailed or provided by any other type of electronic communication not less than twenty-four (24) hours before the date of any such meeting.

SECTION 6. ADMISSION TO MEETINGS*

- A. Admission to general, special, emergency and social meetings of the Association shall be limited to those persons who are members in good standing and with proof of Association membership ID card.
- B. Admission to meetings of the Board of Directors shall be limited to the members of the Board of Directors, unless otherwise agreed by the Board of Directors.
- C. Members of the Association who are in good standing may invite guests to social meetings provided such guests are not eligible for membership in this Association.

SECTION 7. ORDER OF BUSINESS*

The order of business for all meetings, except meetings at which election of the Board of Directors shall be held, special meetings, and at emergency meetings, shall be as follows; unless changed by a majority vote of the members present and voting:

- A. General Meeting:
 - (1) Meeting called to order by the President;
 - (2) Roll call;
 - (3) Reading and adoption of the Minutes of the last meeting;
 - (4) Report of the President;
 - (5) Reports of Officers;

- (6) Report of the Board of Directors
- (7) Reports of committees;
- (8) Unfinished business;
- (9) New Business;
- (10) Adjournment.

B. General Meeting – Elections:

- (1) Meeting called to order by the President;
- (2) Roll call;
- (3) Minutes of the previous meeting read and approved;
- (4) Report of the President;
- (5) Reports of Officers;
- (6) Report of Board of Directors;
- (7) Reports of committees;
- (8) Unfinished business;
- (9) New business;
- (10) Election of Board of Directors;
- (11) Installation of Directors;
- (12) Adjournment.

C. Special Meeting:

- (1) Meeting called to order by the President;
- (2) Roll call;
- (3) Reading of the call for special meeting;
- (4) Transaction of business as provided in the call;

(5) Adjournment.

D. Emergency Meeting:

- (1) Meeting called to order by the President;
- (2) Roll call;
- (3) Reading of the call for special meeting;
- (4) Transaction of business as provided in the call;
- (5) Adjournment.

SECTION 8. MEETING RULES

A. Standing Rules:

(1) Reports:

All reports of Officers and of the Board of Directors and committee chairmen shall be submitted in writing and read at a time designated in the Order of Business. Upon the completion of the reading of a report, it shall immediately be presented to the Secretary for recording.

(2) Recommendation or Resolutions on Appropriation of Funds:

Any recommendation or resolution presented at any meeting proposing an appropriation of funds of this Association, except that of the annual budget, shall be referred without debate to the Board of Directors for consideration and decision.

B. Additional:

The rules contained in "Robert's Rules of Order, Revised" shall govern the deliberations of the Association in all cases in which they are applicable and not in conflict with the Certificate of Incorporation or By-Laws of the Association.

SECTION 9. QUORUM

Five (5%) per cent of the members in good standing of this Association, exclusive of the President, shall constitute a quorum for the transaction of business at any general or special meeting, except as otherwise specifically provided.

CHAPTER IV

BOARD OF DIRECTORS

SECTION 1. NUMBER AND TITLE

The elected Board of Directors (hereinafter referred to as the "Board") of this Association shall be seven (7) in number, namely: Chairman, First Vice Chairman, Second Vice Chairman, Director A, Director B, Director C and Director D (hereinafter referred to as "Directors").

SECTION 2. QUALIFICATIONS*

Only an active member of the Association, who is in good standing, shall be eligible to serve as a member of the Board of Directors. To be eligible to serve as Chairman, the individual must have been employed by the City of Bridgeport and a member of the Association for a minimum of seven (7) years. Eligibility for all other Directors requires the individual to have been employed by the City of Bridgeport and a member of the Association for a minimum of five (5) years.

SECTION 3. NOMINATIONS*

At least three (3) weeks prior to the biannual meeting for the election of Directors, the Nominating Committee of the Association shall present to the members, in writing, a slate of Directors. Such slate shall designate a Chairman, a Vice-Chairman, a 2nd Vice-Chairman and a Director "A", a Director "B" and a Director "C". Pursuant to Chapter I, Section 6 of these By-Laws, the Chairman shall be President, the Vice-Chairman shall be 1st Vice President, and the 2nd Vice-Chairman shall be 2nd Vice-President. Director "A" shall be the Secretary and Director "B" shall be the Treasurer and Directors "C" and "D" shall be Sergeant at Arms. Additional nominations must be submitted in writing at least two (2) weeks before the meeting for the

election of Directors. Only nominees that have accepted the nomination shall be included on the slate.

SECTION 4. ELECTION*

The Directors shall be elected by the members in good standing of the Association present and voting. Voting shall be by in person or by absentee ballot if unavailable to attend in person. A majority of the votes cast shall be necessary for election. In the event that no nominee receives a majority of the votes cast on the first ballot, the name of the nominee receiving the least number of votes shall be dropped and a new ballot taken. The same procedure shall be continued until all of the nominees receive a majority of the votes cast, whereupon the President shall declare such nominee elected.

SECTION 5. INSTALLATION*

All elected Directors present shall be installed immediately following their election. Exiting officers shall pass on Association files and documentation to their successors within two (2) weeks. Any elected Director not present shall be considered installed upon notification of his election by the Secretary.

SECTION 6. TENURE OF OFFICE*

The elected Directors shall serve for a term of two (2) years or until their successors are elected and installed. All Association Stewards will continue to serve at the discretion of the Board of Directors.

SECTION 7. MEETINGS AND NOTICE OF MEETING*

- A. The board shall meet as often as it deems necessary, but in no event less than four (4) times each year. The time and place of the meetings shall be determined by the Chairman.

- B. A written notice, stating the place, day, hour and purpose of each meeting of the Association shall be given by the Secretary at least seven (7) Calendar days before the meeting, to each member of the Board of Directors entitled to vote thereat by leaving such notice with him/her via email at his/her personal email address as it appears upon the books of the Association or provided by any other type of electronic communication. In case of the absence, disability or failure to act of the Secretary, such notice may be given by any other Director designated either by the Secretary or by the person or persons calling the meeting.

SECTION 8. VACANCIES*

In the event any Board position becomes vacant by reason of death, resignation, the provisions of the Certificate of Incorporation, separation from service of the City of Bridgeport, inability or failure to serve, failure to maintain confidentiality of Association information including: open grievances, cases, and Association specific discussion, or otherwise, the position shall be declared vacant by the Chairman. Any such position shall be filled as follows: the First Vice Chairman shall become Chairman to fill the unexpired terms of that office, or if there be no First Vice Chairman, then the Second Vice Chairman shall succeed to the Chairman for the unexpired term of that office. In the event the positions of the First Vice Chairman and Second Vice Chairman, Director A, Director B, Director C, or Director D becomes vacant, such vacancy shall be filled by appointment by the Chairman and in the event the position of Chairman is vacant, a majority vote of the remaining Directors.

In the event any Steward position becomes vacant by reason of death, resignation, the provisions of the Certificate of Incorporation, separation from service of the City of Bridgeport, inability or failure to serve, failure to maintain confidentiality of Association information including: open grievances, cases, and Association specific discussion, or otherwise, the position

shall be declared vacant by the Chairman. Any such position shall be filled by Chairman appointment upon Board approval of the appointment.

SECTION 9. QUORUM

A majority of the members of Board shall constitute a quorum for the transaction of business at any meeting of the Board.

SECTION 10. POWERS AND DUTIES

A. Powers:

- (1) The elected Directors shall be the managing body of the Association vested with full power to conduct all business of the Association, subject only to the Articles of Incorporation and By-Laws and the mandates of the members of this Association.
- (2) They shall have the power to establish rules and regulations of the Association, not inconsistent with these By-Laws, to govern its organization, procedure and conduct.
- (3) They shall have the power to create special committees of the Association.
- (4) They shall have the power to commit the Association through complimentary or denunciatory resolutions.
- (5) They shall have the power to consider and act upon applications for membership and determine whether the applicant can qualify for membership under the Certificate of Incorporation and By-Laws.

B. Duties:

- (1) To cause to be audited by a reputable auditor all accounts of the Association at least once annually.

- (2) The Chairman shall preside at all meetings of the Board; cast the deciding vote in case of a tie; and perform other duties as custom and parliamentary usage require. When a question of order arises, the decision of the Chairman shall be final unless an appeal from such decision shall be made by a member of the Board, in which case final decision shall be by majority vote of the Directors and voting.
- (3) Director A shall serve as the Secretary of the Board and the custodian of its records. The recording secretary shall cause a factual record of such proceedings to be included in his annual report of the official transactions of the Board. The recording secretary shall serve as the reading clerk of the Board but may designate an assistant to perform this duty.
- (4) To provide for the maintenance and supervision of the Central Office and all properties which may be owned by the Association.
- (5) To cause, at their discretion, any officer or member entrusted with any funds of the Association, to be bonded by a reliable surety company, for whatever amount deemed necessary.
- (6) To cause to be presented an itemized budget for carrying on the activities of the Association for each ensuing fiscal year.
- (7) To assume full control of all arrangements for the annual meeting.
- (8) To approve an annual budget.

CHAPTER V.

OFFICERS

SECTION 1. COMPOSITION

The Officers shall be seven (7) in number and consist of the same individuals as the Directors of the Association as follows: President shall be the Chairman of the Board; First Vice President shall be the First Vice Chairman; Second Vice President shall be the Second Vice Chairman; Secretary shall be Director A; Treasurer shall be Director B; Sergeants at Arms shall be Directors C and D.

SECTION 2. TENURE

The Officers shall serve a term simultaneous to the term of the Directors.

SECTION 3. QUALIFICATIONS

Each Officer shall be required to meet the qualifications of the corresponding position he holds as a Director. Should the status of an officer change with regard to the preceding qualifications during his term of office, that office shall be declared vacant by the President and the President shall proceed to fill such vacancy as provided in Section 4 of this Chapter.

SECTION 4. VACANCIES*

In the event of a vacancy by reason of death, resignation, the provisions of the Certificate of Incorporation, separation from service of the City of Bridgeport, inability or failure to serve, failure to maintain confidentiality of Association information including: open grievances, cases, and Association specific discussion, or otherwise, such vacancy shall be filled as follows: the First Vice President shall succeed to the President, or if there be no First Vice President, then the Second Vice President shall succeed to be President; and in the event that there be no First Vice President, Second Vice President, Secretary, Treasurer or Sergeant-at-Arms, such vacancy shall

be filled by emergency election following the procedure in Chapter IV Section 4 within thirty (30) days.

SECTION 5. MEETINGS

The Officers shall meet as often as it deems necessary, but in no event less than four (4) times each year. The time and place for the meetings shall be determined by the President.

SECTION 6. QUORUM

A majority of the Officers shall constitute a quorum for the transaction of business at any meeting of the Officers.

SECTION 7. OFFICER DUTIES*

The duties of the Officers shall be:

A. President

- (1) To serve as an official representative of the Association in its contacts with individuals and with governmental and other organizations and groups for the purpose of advancing the objectives and policies of the Association.
- (2) To serve as Chairman of the Board of Directors.
- (3) To appoint the Chairman and members of each committee of the Association, and only the Nominating Committee's four (4) members in good standing as stated in Chapter VI Section 9(c).
- (4) To serve as an ex-officio member of all committees.
- (5) To preside at all meetings of the Association.
- (6) To call special meetings of the Association as provided in Chapter III, Section 2, of these By-Laws.

- (7) To call emergency meetings of the Association as provided in Chapter III, Section 3, of these By-Laws.
- (8) To fill any vacancy in the membership of the Board of Directors as provided in Chapter IV, Section 8 of these By-Laws.
- (9) To submit, at the annual meeting, a written report of the activities of his office.
- (10) To perform such other duties as are incidental to his office or are prescribed by the Board of Directors or by these By-Laws.

B. First Vice President

- (1) To assist and advise the President whenever requested.
- (2) To serve as President in the absence of the President.
- (3) To fill the unexpired term of the President in the event a vacancy occurs in that office, as provided in Section 4 of this Chapter.
- (4) To perform such other duties as are incidental to his office or are prescribed by the Board or by these By-Laws.

C. Second Vice President

- (1) To assist and advise the President whenever requested.
- (2) To serve as President in the absence of the President and First Vice President.
- (3) To fill the unexpired term of the President in the event that the First Vice President is not available to fill said vacancy.
- (4) To perform such other duties as are incidental to his office or are prescribed by the Board or by these By-Laws.

D. Secretary

- (1) To keep a record of the business transactions of all meetings of the Board.
- (2) To submit a permanent file of all committee reports.
- (3) To submit a written report of the Minutes of each preceding meeting.
- (4) To submit, at the annual meeting, a written report of the activities of the office.
- (5) To conduct the correspondence of the Association as directed by the President, and to keep an accurate duplicate record of all correspondence pertaining to the business of the Association.
- (6) To keep an accurate and current alphabetical list of each and every member of the Association showing full name, address, membership card number and department of employment.
- (7) To provide notifications for all meetings.
- (8) To call meetings of officers and ask for nomination for Chairperson Pro-tem in the absence of the President and Vice President.
- (9) To interact with the nominating committee to notify members of nominated slate of officers, additional nominations to be submitted, and the final slate of both officers and additional nominees..
- (10) To perform such other duties as are incidental to the office or are prescribed by the Board or by these By-Laws.

E. Treasurer

- (1) To collect membership dues received by the Board from applicants for membership and all other moneys due the Association.

- (2) To acknowledge receipt of moneys received for dues from the Board by signing list of names of members from whom dues have been collected.
- (3) To keep an accurate and current card file of each and every member of the Association including full names, address, membership card number and department of employment.
- (4) To prepare and sign a membership card for each and every member of the Association when dues are received.
- (5) To deposit all Association funds in a bank or credit union approved by the Board.
- (6) To pay all bills of the Association that have been approved and signed by the President.
- (7) To keep an accurate file of vouchers for all disbursements, expenditures and receipts.
- (8) To report at each meeting all income received and all expenditures incurred since the previous meeting and to report the current balance in the treasury.
- (9) To submit, at the annual meeting, a written report of the activities of his office.
- (10) To perform such other duties as are incidental to his office or are prescribed by the Board or by these By-Laws.

F. Sergeants-At-Arms

- (1) To maintain order a meetings of the Association.
- (2) To admit members to meetings only on the presentation of membership cards.

- (3) To perform such other duties as are incidental to their office or are presented by these By-Laws.

G. Stewards

- (1) To serve as the initial point of contact for any member queries.
- (2) To serve as the first line of contact for member grievances, notify the President of such grievance, and to determine if grievance is valid to continue process.

CHAPTER VI

COMMITTEES

SECTION 1. NUMBER

The Committee of this Association shall be unlimited in number.

SECTION 2. COMPOSITION

Each committee shall be composed of not less than three (3) members who shall be appointed by the President and shall serve during the term of the President who appointed them. The President shall serve as an ex officio member of each committee.

SECTION 3. CONSULTANTS AND ADVISORS

Each committee shall have authority to appoint consultants or advisors with the approval of the elected officers.

SECTION 4. CHAIRMAN

One (1) member of each committee shall be appointed by the President to serve as Chairman.

SECTION 5. ELIGIBILITY

- A. All members of committees shall be members in good standing of this Association at the time of their appointments and shall maintain such membership during their term of office.
- B. When a person ceases to be a member of this Association, his membership on any committee shall terminate and the President shall declare such membership vacant.

SECTION 6. VACANCIES*

In the event of a vacancy in the membership of any committee by reason of death, resignation, separation from service of the City of Bridgeport, inability or failure to serve, failure to maintain confidentiality of Association information including: open grievances, cases, and Association specific discussion, or otherwise, the President shall appoint a member of the Association to fill such vacancy.

SECTION 7. EXPENSES

The Association shall pay the expenses of each committee provided such expenses are incurred in conformity with rules and regulations provided in these By- Laws and provided further that the committee budget as approved by the elected Directors is sufficient to cover the payment of such expenses.

SECTION 8. DUTIES

COMMON DUTIES OF ALL COMMITTEES

A. Budget

Each committee shall limit the expenses of such committee to the amount allocated for the purpose. Should an emergency arise, the authority for expenditure of additional funds must have the approval of at least two of the officers.

B. Annual Reports

The Chairman of each committee shall submit a written annual report at the proper time in the order of business at the next annual meeting of the Association. Such reports shall immediately be handed to the Secretary for filing.

SECTION 9. STANDING COMMITTEES*

The standing committees of this Association shall be three (3) in number as follows:

- A. Collective Bargaining Committee
- B. Grievance Committee
- C. Nominating Committee

A. Collective Bargaining Committee

It shall be the duty of this committee:

- (1) To bargain collectively with the representatives of the municipal employer on questions of wages, hours and other conditions of employment as the representative of the active members of the Association.
- (2) To act for and to negotiate agreements covering all supervisors and professional employees in an appropriate bargaining unit and this committee shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership.
- (3) To attain, by means of the collective bargaining process, the objectives of the Association as set forth in these By-Laws and in the Certificate of Incorporation.
- (4) To submit a full report of its activities to the elected Directors at each meeting of said body.
- (5) To do such other acts as may further collective bargaining.

B. Grievance Committee

It shall be the duty of this committee:

To investigate a grievance presented by an Association Steward on behalf of an Association member, after having reviewed the possible grievance, notify the President and, if necessary, to hold a hearing for the party involved; and to use responsible means within the power of the committee to reach a just settlement of the grievance. Any member of the committee with the appearance of a conflict of interest regarding a grievance shall recuse themselves from any deliberations and/or discussions regarding said grievance.

C. Nominating Committee

(1) Composition:

The nominating committee shall be composed of seven (7) members as follows: First Vice President, Secretary, Treasurer only and four (4) additional members in good standing appointed by the President, excluding remaining officers.

(2) Duties:

- a. To prepare and present a slate for the election of officers at least (4) weeks prior to the election to meet timelines of (b) and (c).
- b. The Secretary is to notify all Association members, of the nominated slate of officers and inform them additional nominations can be submitted, at least three (3) weeks prior to the election.
- c. The Secretary is to notify all Association members of the nominated slate of officers including additional nominees and information on absentee balloting, at least one (1) week prior to the election.

- d The Secretary as a part of the nominating committee, shall at the end of the election, send out notification to all Association members informing them of the results of the election..

CHAPTER VII

FINANCES

SECTION 1. MEMBERSHIP DUES

The annual dues for members of the Association shall be determined on an annual basis. Any change to the existing dues structure will be subject to a majority vote of the members.

SECTION 2. MEMBERS IN ARREARS

Members in arrears shall be notified of this lapse by the Treasurer of the Association and thirty (30) days from date of notification, shall be dropped from the membership roll, if said such dues are not paid.

SECTION 3. REINSTATEMENTS

Any member who has been dropped from the membership roll for non-payment of dues may be reinstated by making application to the Treasurer and upon payment of one (1) year's back dues, if such back dues are owing, plus the current year's dues.

SECTION 4. FISCAL YEAR

The fiscal year of this Association shall begin July 1 of each calendar year and shall end June 30 of the same calendar year. The elected officers shall have the discretion to change the Associations fiscal year.

SECTION 5. GENERAL FUND*

The general fund shall consist of all moneys received from all sources. This fund shall be used for defraying expenses incurred by this Association. This fund shall not be used for political donations. Exceptions shall be made in cases where the political issue may affect the Association as a whole.

SECTION 6. ASSESSMENTS AND CHANGES IN DUES*

Dues may be changed or assessments levied by the affirmative vote of at least a majority of the members of each class of members to which the change or levy applies, even though any such class of members is not otherwise entitled to vote. Such change or assessment may be voted upon at a general or special meeting, preceding which reasonable notice of such change or assessment has been mailed, emailed or provided by any other type of electronic communication to all members to whom the change or assessment applies.

CHAPTER VIII

AMENDMENTS*

Except as otherwise provided in these By-Laws, these By-Laws may be amended at any general meeting or at any special meeting called for the purpose of amending, by a majority vote of the members in good standing and present and voting at such meeting, provided the proposed amendments and a notice of said meeting shall have been mailed, emailed or provided by any other type of electronic communication to each member in writing at least ten (10) days prior to said meeting.