

Return of Organization Exempt From Income Tax

2006

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Open to Public Inspection

The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2006 calendar year, or tax year beginning and ending

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return
 Amended return
 Application pending

C Name of organization: **MAINE STATE EMPLOYEES ASSOCIATION**
 Number and street (or P.O. box if mail is not delivered to street address): **65 STATE STREET**
 City or town, state or country, and ZIP + 4: **AUGUSTA, ME 04330**

D Employer identification number: **01-0204000**

E Telephone number: **(207) 622-3151**

F Accounting method: Cash Accrual
 Other (specify):

G Website: **WWW.MSEASEIU.ORG**

J Organization type (check only one): 501(c) (5) (insert no.) 4947(a)(1) or 527

K Check here if the organization is not a 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Gross receipts: Add lines 6b, 8b, 9b, and 10b to line 12: **4,923,441.**

H and **I** are not applicable to section 527 organizations.
H(a) Is this a group return for affiliates? Yes No
H(b) If "Yes," enter number of affiliates: **N/A**
H(c) Are all affiliates included? **N/A** Yes No (If "No," attach a list.)
H(d) Is this a separate return filed by an organization covered by a group ruling? Yes No
I Group Exemption Number: **N/A**
M Check if the organization is not required to attach Sch. B (Form 990, 990-EZ, or 990-PF).

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received:					
	a	Contributions to donor advised funds	1a				
	b	Direct public support (not included on line 1a)	1b				
	c	Indirect public support (not included on line 1a)	1c				
	d	Government contributions (grants) (not included on line 1a)	1d				
	e	Total (add lines 1a through 1d) (cash \$ _____ noncash \$ _____)	1e			0.	
	2	Program service revenue including government fees and contracts (from Part VII, line 93)	2			358,379.	
	3	Membership dues and assessments	3			4,533,304.	
	4	Interest on savings and temporary cash investments	4			9,727.	
	5	Dividends and interest from securities	5				
	6a	Gross rents	6a				
	b	Less: rental expenses	6b				
c	Net rental income or (loss). Subtract line 6b from line 6a	6c					
7	Other investment income (describe _____)	7					
8a	Gross amount from sales of assets other than inventory	(A) Securities	8a		(B) Other		
			8b				
			8c				
			8d				
9	Special events and activities (attach schedule). If any amount is from gaming, check here <input type="checkbox"/>						
a	Gross revenue (not including \$ _____ of contributions reported on line 1b)	9a					
b	Less: direct expenses other than fundraising expenses	9b					
c	Net income or (loss) from special events. Subtract line 9b from line 9a	9c					
10a	Gross sales of inventory, less returns and allowances	10a		22,031.			
		b	Less: cost of goods sold	10b		14,657.	
		c	Gross profit or (loss) from sales of inventory (attach schedule). Subtract line 10b from line 10a	10c		7,374.	
11	Other revenue (from Part VII, line 103)	11					
12	Total revenue Add lines 1e, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11	12			4,908,784.		
Expenses	13	Program services (from line 44, column (B))	13				
	14	Management and general (from line 44, column (C))	14				
	15	Fundraising (from line 44, column (D))	15				
	16	Payments to affiliates (attach schedule)	16			1,510,883.	
	17	Total expenses Add lines 16 and 44, column (A)	17			5,054,855.	
Net Assets	18	Excess or (deficit) for the year. Subtract line 17 from line 12	18			-146,071.	
	19	Net assets or fund balances at beginning of year (from line 73, column (A))	19			778,410.	
	20	Other changes in net assets or fund balances (attach explanation)	20			0.	
	21	Net assets or fund balances at end of year. Combine lines 18, 19, and 20	21			632,339.	

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Part II Statement of Functional Expenses

All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.	(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22a Grants paid from donor advised funds (attach schedule) (cash \$ <u>0.</u> noncash \$ <u>0.</u>) If this amount includes foreign grants, check here <input type="checkbox"/>			STATEMENT 6	
22b Other grants and allocations (attach schedule) (cash \$ <u>36,750.</u> noncash \$ <u>0.</u>) If this amount includes foreign grants, check here <input type="checkbox"/>	36,750.			
23 Specific assistance to individuals (attach schedule)				
24 Benefits paid to or for members (attach schedule)				
25a Compensation of current officers, directors, key employees, etc. listed in Part V-A	114,525.			
b Compensation of former officers, directors, key employees, etc. listed in Part V-B	0.			
c Compensation and other distributions, not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
26 Salaries and wages of employees not included on lines 25a, b, and c	1,466,367.			
27 Pension plan contributions not included on lines 25a, b, and c	84,051.			
28 Employee benefits not included on lines 25a - 27	336,213.			
29 Payroll taxes	117,342.			
30 Professional fundraising fees				
31 Accounting fees	46,824.			
32 Legal fees	157,920.			
33 Supplies	62,443.			
34 Telephone	48,844.			
35 Postage and shipping	111,161.			
36 Occupancy	113,067.			
37 Equipment rental and maintenance				
38 Printing and publications	79,711.			
39 Travel	418,261.			
40 Conferences, conventions, and meetings	37,617.			
41 Interest	1,753.			
42 Depreciation, depletion, etc (attach schedule)	31,457.			
43 Other expenses not covered above (itemize):				
a				
b				
c				
d				
e				
f				
g SEE STATEMENT 5	279,666.			
44 Total functional expenses Add lines 22a through 43g. (Organizations completing columns (B)-(D), carry these totals to lines 13-15)	3,543,972.			

Joint Costs. Check if you are following SOP 98-2

Are any joint costs from a combined educational campaign and fundraising solicitation reported in (B) Program services? Yes No
 If "Yes," enter (i) the aggregate amount of these joint costs \$ N/A ; (ii) the amount allocated to Program services \$ N/A ;
 (iii) the amount allocated to Management and general \$ N/A ; and (iv) the amount allocated to Fundraising \$ N/A

Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ► <u>SEE STATEMENT 7</u>	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	
a <u>REPRESENTATION OF EMPLOYEES WITHIN THE STATE OF MAINE ON MATTERS AFFECTING EMPLOYMENT, TENURE, COMPENSATION AND RETIREMENT PROVISIONS. (COLLECTIVE BARGAINING).</u>	
(Grants and allocations \$) If this amount includes foreign grants, check here ► <input type="checkbox"/>	
b	
(Grants and allocations \$) If this amount includes foreign grants, check here ► <input type="checkbox"/>	
c	
(Grants and allocations \$) If this amount includes foreign grants, check here ► <input type="checkbox"/>	
d	
(Grants and allocations \$) If this amount includes foreign grants, check here ► <input type="checkbox"/>	
e Other program services (attach schedule)	
(Grants and allocations \$) If this amount includes foreign grants, check here ► <input type="checkbox"/>	
f Total of Program Service Expenses (should equal line 44, column (B), Program services) ►	

Part IV Balance Sheets (See the instructions)

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

		(A) Beginning of year		(B) End of year
Assets	45 Cash - non-interest-bearing	110,388.	45	47,818.
	46 Savings and temporary cash investments	551,228.	46	354,518.
	47 a Accounts receivable	47a 436,110.		
	b Less: allowance for doubtful accounts	47b 31,110.	228,328.	47c 405,000.
	48 a Pledges receivable	48a		
	b Less: allowance for doubtful accounts	48b		48c
	49 Grants receivable			49
	50 a Receivables from current and former officers, directors, trustees, and key employees			50a
	b Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)			50b
	51 a Other notes and loans receivable	51a		
	b Less: allowance for doubtful accounts	51b		51c
	52 Inventories for sale or use			52
	53 Prepaid expenses and deferred charges		13,365.	53 14,043.
	54 a Investments - publicly-traded securities <input type="checkbox"/> Cost <input type="checkbox"/> FMV			54a
b Investments - other securities STMT 9 <input checked="" type="checkbox"/> Cost <input type="checkbox"/> FMV		222,212.	54b 159,901.	
55 a Investments - land, buildings, and equipment, basis	55a			
b Less accumulated depreciation	55b		55c	
56 Investments - other			56	
57 a Land, buildings, and equipment basis	57a 404,707.			
b Less accumulated depreciation STMT 8	57b 316,105.	81,368.	57c 88,602.	
58 Other assets, including program-related investments (describe <input type="checkbox"/>)			58	
59 Total assets (must equal line 74) Add lines 45 through 58		1,206,889.	59 1,069,882.	
Liabilities	60 Accounts payable and accrued expenses			362,212. 60 392,480.
	61 Grants payable			61
	62 Deferred revenue			62
	63 Loans from officers, directors, trustees, and key employees			63
	64 a Tax-exempt bond liabilities			64a
	b Mortgages and other notes payable			64b
	65 Other liabilities (describe <input type="checkbox"/> DUE TO MSEA CHAPTERS)		66,267.	65 45,063.
66 Total liabilities. Add lines 60 through 65		428,479.	66 437,543.	
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74.			
	67 Unrestricted		772,751.	67 626,945.
	68 Temporarily restricted		5,659.	68 5,394.
	69 Permanently restricted			69
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74			
	70 Capital stock, trust principal, or current funds			70
	71 Paid-in or capital surplus, or land, building, and equipment fund			71
	72 Retained earnings, endowment, accumulated income, or other funds			72
	73 Total net assets or fund balances. Add lines 67 through 69 or lines 70 through 72. (Column (A) must equal line 19 and column (B) must equal line 21)		778,410.	73 632,339.
	74 Total liabilities and net assets/fund balances. Add lines 66 and 73		1,206,889.	74 1,069,882.

Part IV-A Reconciliation of Revenue per Audited Financial Statements With Revenue per Return (See the instructions.)

a	Total revenue, gains, and other support per audited financial statements		a	5,008,739.
b	Amounts included on line a but not on Part I, line 12:			
1	Net unrealized gains on investments	b1		
2	Donated services and use of facilities	b2		
3	Recoveries of prior year grants	b3		
4	Other (specify) EXPENSE REIMBURSEMENTS	b4	85,298.	
	Add lines b1 through b4		b	85,298.
c	Subtract line b from line a		c	4,923,441.
d	Amounts included on Part I, line 12, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify) COST OF TICKET SALES	d2	-14,657.	
	Add lines d1 and d2		d	-14,657.
e	Total revenue (Part I, line 12) Add lines c and d		e	4,908,784.

Part IV-B Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

a	Total expenses and losses per audited financial statements		a	5,154,810.
b	Amounts included on line a but not on Part I, line 17:			
1	Donated services and use of facilities	b1		
2	Prior year adjustments reported on Part I, line 20	b2		
3	Losses reported on Part I, line 20	b3		
4	Other (specify): COST OF TICKET SALES	b4	14,657.	
	Add lines b1 through b4		b	14,657.
c	Subtract line b from line a		c	5,140,153.
d	Amounts included on Part I, line 17, but not on line a:			
1	Investment expenses not included on Part I, line 6b	d1		
2	Other (specify): EXPENSE REIMBURSEMENTS	d2	-85,298.	
	Add lines d1 and d2		d	-85,298.
e	Total expenses (Part I, line 17) Add lines c and d		e	5,054,855.

Part V-A Current Officers, Directors, Trustees, and Key Employees (List each person who was an officer, director, trustee, or key employee at any time during the year even if they were not compensated) (See the instructions)

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation plans	(E) Expense account and other allowances
SEE STATEMENT 10		89,750.	24,775.	0.

Part VI Other Information (continued)		Yes	No
82 a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?		X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions in Part III.)		
	82b N/A		
83 a	Did the organization comply with the public inspection requirements for returns and exemption applications?	X	
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	X	
84 a	Did the organization solicit any contributions or gifts that were not tax deductible?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
	N/A		
85	501(c)(4), (5), or (6) organizations. a Were substantially all dues nondeductible by members?	X	
b	Did the organization make only in-house lobbying expenditures of \$2,000 or less? If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.		X
c	Dues, assessments, and similar amounts from members		
	85c N/A		
d	Section 162(e) lobbying and political expenditures		
	85d N/A		
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices		
	85e N/A		
f	Taxable amount of lobbying and political expenditures (line 85d less 85e)		
	85f N/A		
g	Does the organization elect to pay the section 6033(e) tax on the amount on line 85f?		
	N/A		
h	If section 6033(e)(1)(A) dues notices were sent, does the organization agree to add the amount on line 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?		
	N/A		
86	501(c)(7) organizations. Enter: a Initiation fees and capital contributions included on line 12		
	86a N/A		
b	Gross receipts, included on line 12, for public use of club facilities		
	86b N/A		
87	501(c)(12) organizations. Enter: a Gross income from members or shareholders		
	87a N/A		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)		
	87b N/A		
88 a	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership, or an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Part IX		X
b	At any time during the year, did the organization, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Part XI	X	
89 a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: section 4911 N/A; section 4912 N/A; section 4955 N/A		
b	501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," attach a statement explaining each transaction		
	N/A		
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
	0.		
d	Enter: Amount of tax on line 89c, above, reimbursed by the organization		
	0.		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?		X
f	All organizations. Did the organization acquire a direct or indirect interest in any applicable insurance contract?		X
g	For supporting organizations and sponsoring organizations maintaining donor advised funds. Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		X
90 a	List the states with which a copy of this return is filed		
	NONE		
b	Number of employees employed in the pay period that includes March 12, 2006		27
91 a	The books are in care of		
	ELIZABETH COUSINS Telephone no.		(207) 622-3151
	Located at		65 STATE STREET, AUGUSTA, ME ZIP + 4 04330
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country		
	N/A		
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		

Part VI Other Information (continued) Yes No

c At any time during the calendar year, did the organization maintain an office outside of the United States? 91c
 If "Yes," enter the name of the foreign country ▶ N/A

92 Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041- Check here ▶
 and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 92 N/A

Part VII Analysis of Income-Producing Activities (See the instructions.)

Note: Enter gross amounts unless otherwise indicated.

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclu- sion code	(D) Amount	
93 Program service revenue					
a ADMINISTRATIVE FEES	541200	19,025.			127,977.
b AFFILIATION INCOME					100,787.
c SUBSIDIES					78,533.
d MEETINGS					32,057.
e					
f Medicare/Medicaid payments					
g Fees and contracts from government agencies					
94 Membership dues and assessments					4,533,304.
95 Interest on savings and temporary cash investments			14	9,727.	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate					
a debt-financed property					
b not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory	711110	7,374.			
103 Other revenue					
a					
b					
c					
d					
e					
104 Subtotal (add columns (B), (D), and (E))		26,399.		9,727.	4,872,658.
105 Total (add line 104, columns (B), (D), and (E))					4,908,784.

Note: Line 105 plus line 1e, Part I, should equal the amount on line 12, Part I.

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes (See the instructions.)

Line No.	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
▼	SEE STATEMENT 12

Part IX Information Regarding Taxable Subsidiaries and Disregarded Entities (See the instructions.)

(A) Name, address, and EIN of corporation, partnership, or disregarded entity	(B) Percentage of ownership interest	(C) Nature of activities	(D) Total income	(E) End-of-year assets
N/A	%			
	%			
	%			
	%			

Part X Information Regarding Transfers Associated with Personal Benefit Contracts (See the instructions.)

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? Yes No

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? Yes No

Note: If "Yes" to (b), file Form 8870 and Form 4720 (see instructions)

Part XI Information Regarding Transfers To and From Controlled Entities. Complete only if the organization is a controlling organization as defined in section 512(b)(13).

106 Did the reporting organization make any transfers to a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.

	Yes	No
		X

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a	----- ----- -----			
b	----- ----- -----			
c	----- ----- -----			
Totals				

107 Did the reporting organization receive any transfers from a controlled entity as defined in section 512(b)(13) of the Code? If "Yes," complete the schedule below for each controlled entity.

	Yes	No
	X	

	(A) Name, address, of each controlled entity	(B) Employer Identification Number	(C) Description of transfer	(D) Amount of transfer
a	MSEA BUILDING FUND 65 STATE STREET AUGUSTA, ME 04330	01-0416938	SEE STATEMENT 13	93,000.
b	----- ----- -----			
c	----- ----- -----			
Totals				93,000.

108 Did the organization have a binding written contract in effect on August 17, 2006, covering the interest, rents, royalties, and annuities described in question 107 above?

	Yes	No
		X

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Please Sign Here

Signature of officer: Dana Graham Date: 11-13-07

Type or print name and title: _____

Paid Preparer's Use Only

Preparer's signature: Sam King Date: 11/9/07 Check if self-employed:

Firm's name (or yours if self-employed), address, and ZIP + 4: RUNYON KERSTEEN OUELLETTE
20 LONG CREEK DRIVE
SOUTH PORTLAND, ME 04106

Preparer's SSN or PTIN (See Gen Inst X): _____
EIN: _____
Phone no.: 207-773-2986

2006 DEPRECIATION AND AMORTIZATION REPORT
 FORM 990 PAGE 2

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Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
1	FURNITURE AND FIXTURES VARIOUS * TOTAL 990 PAGE 2 DEPR			.000	16	404,707. 404,707.		0.	404,707. 404,707.	284,648. 284,648.	0.	31,457. 31,457.

* ITC, Section 179, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

(D) - Asset disposed

- If you are filing for an **Additional (not automatic) 3-Month Extension**, complete only Part II and check this box **X**
- Note.** Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868.
- If you are filing for an **Automatic 3-Month Extension**, complete only Part I (on page 1).

Part II Additional (not automatic) 3-Month Extension of Time. You must file original and one copy.		
Type or print File by the extended due date for filing the return See instructions	Name of Exempt Organization MAINE STATE EMPLOYEES ASSOCIATION	Employer identification number 01-0204000
	Number, street, and room or suite no. If a P.O. box, see instructions. 65 STATE STREET	For IRS use only
	City, town or post office, state, and ZIP code For a foreign address, see instructions. AUGUSTA, ME 04330	

Check type of return to be filed (File a separate application for each return):

Form 990
 Form 990-EZ
 Form 990-T (sec. 401(a) or 408(a) trust)
 Form 1041-A
 Form 5227
 Form 8870
 Form 990-BL
 Form 990-PF
 Form 990-T (trust other than above)
 Form 4720
 Form 6069

STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868.

- The books are in the care of **ELIZABETH COUSINS**
 Telephone No. **(207) 622-3151** FAX No. _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

4 I request an additional 3-month extension of time until **NOVEMBER 15, 2007**.

5 For calendar year **2006**, or other tax year beginning _____, and ending _____

6 If this tax year is for less than 12 months, check reason. Initial return Final return Change in accounting period

7 State in detail why you need the extension
INFORMATION NEEDED TO FILE A COMPLETE AND ACCURATE RETURN IS NOT YET AVAILABLE.

8a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	8a	\$	
b If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868.	8b	\$	
c Balance Due. Subtract line 8b from line 8a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	8c	\$	N/A

Signature and Verification

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form

Signature **Sam Eng** Title **CPA** Date **8/9/07**

Notice to Applicant. (To Be Completed by the IRS)

- We have approved this application. Please attach this form to the organization's return.
- We have not approved this application. However, we have granted a 10-day grace period from the later of the date shown below or the due date of the organization's return (including any prior extensions). This grace period is considered to be a valid extension of time for elections otherwise required to be made on a timely return. Please attach this form to the organization's return.
- We have not approved this application. After considering the reasons stated in item 7, we cannot grant your request for an extension of time to file. We are not granting a 10-day grace period.
- We cannot consider this application because it was filed after the extended due date of the return for which an extension was requested.
- Other _____

Director _____ By _____ Date _____

Alternate Mailing Address. Enter the address if you want the copy of this application for an additional 3-month extension returned to an address different than the one entered above.

Type or print 623832 02-07-07	Name RUNYON KERSTEEN OUELLETTE
	Number and street (include suite, room, or apt. no.) or a P.O. box number 20 LONG CREEK DRIVE
	City or town, province or state, and country (including postal or ZIP code) SOUTH PORTLAND, ME 04106

Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box
- If you are filing for an **Additional (not automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form).

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed)

Section 501(c)(3) corporations required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete Part I only

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns

Electronic Filing (e-file). Generally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file one of the returns noted below (6 months for section 501(c)(3) corporations required to file Form 990-T) However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit www.irs.gov/efile and click on e-file for Charities & Nonprofits

Type or print File by the due date for filing your return See instructions	Name of Exempt Organization MAINE STATE EMPLOYEES ASSOCIATION	Employer identification number 01-0204000
	Number, street, and room or suite no. If a P.O. box, see instructions. 65 STATE STREET	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions AUGUSTA, ME 04330	

Check type of return to be filed (file a separate application for each return):

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Form 990 | <input type="checkbox"/> Form 990-T (corporation) | <input type="checkbox"/> Form 4720 |
| <input type="checkbox"/> Form 990-BL | <input type="checkbox"/> Form 990-T (sec 401(a) or 408(a) trust) | <input checked="" type="checkbox"/> Form 5227 |
| <input type="checkbox"/> Form 990-EZ | <input type="checkbox"/> Form 990-T (trust other than above) | <input type="checkbox"/> Form 6069 |
| <input type="checkbox"/> Form 990-PF | <input type="checkbox"/> Form 1041-A | <input type="checkbox"/> Form 8870 |

- The books are in the care of ▶ **ELIZABETH COUSINS**
Telephone No ▶ **(207) 622-3151** FAX No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension will cover.

1 I request an automatic 3-month (6-months for a section 501(c)(3) corporation required to file Form 990-T) extension of time until **AUGUST 15, 2007**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year **2006** or
 ▶ tax year beginning _____, and ending _____.

2 If this tax year is for less than 12 months, check reason: Initial return Final return Change in accounting period

3a If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	
b If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	
c Balance Due. Subtract line 3b from line 3a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	N/A

Caution. If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

FORM 990, PART VI, LINE 77 - CHANGES IN GOVERNING DOCUMENTS:

I CERTIFY THAT THE ATTACHED BY-LAWS ARE COMPLETE AND ACCURATE COPIES OF THE ORIGINAL SIGNED DOCUMENTS.

SIGNATURE:

TITLE:

FORM 990

INCOME AND COST OF GOODS SOLD
INCLUDED ON PART I, LINE 10

STATEMENT 2

INCOME

1. GROSS RECEIPTS	22,031	
2. RETURNS AND ALLOWANCES		
3. LINE 1 LESS LINE 2		22,031
4. COST OF GOODS SOLD (LINE 13)	14,657	
5. GROSS PROFIT (LINE 3 LESS LINE 4)		7,374

COST OF GOODS SOLD

6. INVENTORY AT BEGINNING OF YEAR		
7. MERCHANDISE PURCHASED		
8. COST OF LABOR		
9. MATERIALS AND SUPPLIES		
10. OTHER COSTS	14,657	
11. ADD LINES 6 THROUGH 10		14,657
12. INVENTORY AT END OF YEAR		
13. COST OF GOODS SOLD (LINE 11 LESS LINE 12).		14,657

FORM 990	COST OF GOODS SOLD - OTHER COSTS	STATEMENT	3
----------	----------------------------------	-----------	---

DESCRIPTION	AMOUNT
COST OF TICKET SALES	14,657.
TOTAL INCLUDED ON FORM 990, PART I, LINE 10B	14,657.

FORM 990 PAYMENTS TO AFFILIATES STATEMENT 4

AFFILIATE'S NAME	AFFILIATE'S ADDRESS	
SEIU		
PURPOSE OF PAYMENT		AMOUNT
AFFILIATION EXPENSES		1,381,089.

AFFILIATE'S NAME	AFFILIATE'S ADDRESS	
AFL-CIO		
PURPOSE OF PAYMENT		AMOUNT
AFFILIATION EXPENSES		129,794.
TOTAL TO FORM 990, PART I, LINE 16		1,510,883.

FORM 990 OTHER EXPENSES STATEMENT 5

DESCRIPTION	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT AND GENERAL	(D) FUNDRAISING
CHAPTER ALLOTMENTS	107,662.			
COMPUTER SERVICES	13,178.			
PUBLIC RELATIONS AND OUTREACH	56,491.			
DUES AND SUBSCRIPTIONS	28,337.			
OTHER TAXES	7,486.			
INSURANCE	5,898.			
EDUCATION AND TRAINING	5,359.			
ARBITRATION AND MEDIATION	48,614.			
PROFESSIONAL FEES	70,712.			
OTHER EXPENSES	1,966.			
REPAIRS AND MAINTENANCE EXPENSE	19,261.			
REIMBURSEMENTS	-85,298.			
TOTAL TO FM 990, LN 43	279,666.			

FORM 990

CASH GRANTS AND ALLOCATIONS
TO OTHERS

STATEMENT 6

CLASS OF ACTIVITY/DONEE'S NAME AND ADDRESS	AMOUNT
SUMMER SCHOOL BEN VIOLA 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL BRUCE HODSDON 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL DANA GRAHAM 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL KANDI JENKINS 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL KATHRYN LATULIPPE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL LISA MORGAN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL NICOLE CHASE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL PENNY WHITNEY-ASDOURIAN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL VIRGINIA HEBERT 65 STATE STREET AUGUSTA, ME 04330	250.

SUMMER SCHOOL
ANGELA DICKINSON
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
ANNE ROGERSON
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
BRENDA KALER
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
DEBBIE GILLIS
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
DONNA TRIPP
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
HAZEL MORRILL
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
JERRY CLOSSON
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
JOHN HINCKLEY
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
MARGUERITE WILSON
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
PAMELA BECKWITH
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL PAULINE BRILLIANT 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL ROBYN EGAN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL SANDRA BRANN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL SANDRA WEEKS 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL STEVEN KEATEN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL TRACIE PERREAULT 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL WAYNE HOLLINGSWORTH 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL CHRISTINA BAUMAN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL BILL CROWLEY 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL ED SILVA 65 STATE STREET AUGUSTA, ME 04330	250.

SUMMER SCHOOL
GAYLE VAN AVERY
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
NANCY HARDISON
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
PETER GRANT
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
ROBERT BALLEW
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
SAM SOTIRELIS
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
STEPHEN KIMBALL
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
WANDA BALLEW
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
DAWNA CROCKETT
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
JEANNE YORK
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
KIM POUND
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL PAULINE BOISCLAIRE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL SHIRLEY STOVER 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL TERESE WITHEE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL WENDY BURGESS 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL DEB NOWAK 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL JOHN GRAHAM 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL LESLIE MANNING 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL SHARON CARROLL 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL TIM BELCHER 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL TOM FARKAS 65 STATE STREET AUGUSTA, ME 04330	250.

SUMMER SCHOOL ANDREA LAPOINTE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL CAL PAQUET 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL DENISE MOLINARO 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL DIANE MCGONAGLE 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL HELEN WYMAN 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL JAMES MCCORMACK 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL JEAN DIETRICH 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL JOHN DUMOND 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL JOHN WOODCOCK 65 STATE STREET AUGUSTA, ME 04330	250.
SUMMER SCHOOL BILL DOWNING 65 STATE STREET AUGUSTA, ME 04330	250.

SUMMER SCHOOL
LAURIAN PLOURDE
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
LISA SCHULTZ
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
LOREN SNOW
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
LUCILLE GARDINER
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
LYNETTE DOW
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
MELISSA HERSEY
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
PEGGY RICE
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
REDINGTON ROBBINS III
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
RITE CHUTE
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
ROSE MCADAMS
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
SARAH MCSORLEY
65 STATE STREET
AUGUSTA, ME 04330

250.

SUMMER SCHOOL
WILLIAM CADE
65 STATE STREET
AUGUSTA, ME 04330

250.

SCHOLARSHIP
KATIE MCGEE
65 STATE STREET
AUGUSTA, ME 04330

750.

SCHOLARSHIP
JOSHUA WHITING
65 STATE STREET
AUGUSTA, ME 04330

750.

SCHOLARSHIP
SAMANTHA SANSON
65 STATE STREET
AUGUSTA, ME 04330

1,500.

SCHOLARSHIP
EMILY MASI
65 STATE STREET
AUGUSTA, ME 04330

750.

SCHOLARSHIP
LISA MORGAN
65 STATE STREET
AUGUSTA, ME 04330

1,500.

SCHOLARSHIP
LUCAS COTE
65 STATE STREET
AUGUSTA, ME 04330

1,500.

SCHOLARSHIP
COURTNEY HERSEY
65 STATE STREET
AUGUSTA, ME 04330

1,500.

SCHOLARSHIP
WHITNEY HAYWOOD
65 STATE STREET
AUGUSTA, ME 04330

500.

SCHOLARSHIP PATRICK WILLET 65 STATE STREET AUGUSTA, ME 04330	375.
SCHOLARSHIP NICOLE RUSSELL 65 STATE STREET AUGUSTA, ME 04330	750.
SCHOLARSHIP HANNAH DAVIS 65 STATE STREET AUGUSTA, ME 04330	750.
SCHOLARSHIP CASEY ALLEN 65 STATE STREET AUGUSTA, ME 04330	375.
SCHOLARSHIP VARIOUS 65 STATE STREET AUGUSTA, ME 04330	8,000.
TOTAL INCLUDED ON FORM 990, PART II, LINE 22B	36,750.

FORM 990 STATEMENT OF ORGANIZATION'S PRIMARY EXEMPT PURPOSE STATEMENT 7
PART III

EXPLANATION

PROMOTE GOODWILL AND FELLOWSHIP AMONG EMPLOYEES OF STATE OF MAINE AND ITS POLITICAL SUBDIVISIONS.

FORM 990 DEPRECIATION OF ASSETS NOT HELD FOR INVESTMENT STATEMENT 8

DESCRIPTION	COST OR OTHER BASIS	ACCUMULATED DEPRECIATION	BOOK VALUE
FURNITURE AND FIXTURES	404,707.	316,105.	88,602.
TOTAL TO FORM 990, PART IV, LN 57	404,707.	316,105.	88,602.

FORM 990	OTHER SECURITIES	STATEMENT	9
SECURITY DESCRIPTION	COST/FMV	OTHER SECURITIES	
CERTIFICATES OF DEPOSIT	COST	38,270.	
MSEA BUILDING ASSOCIATION	COST	121,631.	
TO FORM 990, LINE 54B, COL B		159,901.	

FORM 990 PART V-A - LIST OF CURRENT OFFICERS, DIRECTORS, TRUSTEES AND KEY EMPLOYEES STATEMENT 10

NAME AND ADDRESS	TITLE AND AVRG HRS/WK	COMPEN-SATION	EMPLOYEE BEN PLAN CONTRIB	EXPENSE ACCOUNT
DANA GRAHAM 65 STATE STREET AUGUSTA, ME 04330	PRESIDENT 40.00	1,800.	0.	0.
BRUCE HODSDON 65 STATE STREET AUGUSTA, ME 04330	VICE PRESIDENT 20.00	1,725.	0.	0.
BOB RUHLIN 65 STATE STREET AUGUSTA, ME 04330	TREASURER 6.00	1,650.	0.	0.
LISA MORGAN 65 STATE STREET AUGUSTA, ME 04330	SECRETARY 2.00	1,500.	0.	0.
KANDI JENKINS 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
GINETTE RIVARD 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
GEORGE BURGOYNE 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.

MAINE STATE EMPLOYEES ASSOCIATION

01-0204000

STEVE DAVIS 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
ELAINE THIBODEAU 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
KATHY LATULIPPE 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
SCOTT NEUMEYER 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
BEN VIOLA 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 4.00	0.	0.	0.
GINNE HEBERT 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
PENNY WHITNEY-ASDOURIAN 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
NICOLE CHASE 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 3.00	0.	0.	0.
BILL DOWNING 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
NICOLE BILODEAU 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
PHIL WOLLEY 65 STATE STREET AUGUSTA, ME 04330	DIRECTOR 2.00	0.	0.	0.
TIM BELCHER 65 STATE STREET AUGUSTA, ME 04330	EXECUTIVE DIRECTOR 40.00	83,075.	24,775.	0.
TOTALS INCLUDED ON FORM 990, PART V-A		<u>89,750.</u>	<u>24,775.</u>	<u>0.</u>

FORM 990 IDENTIFICATION OF RELATED ORGANIZATIONS STATEMENT 11
PART VI, LINE 80B

NAME OF ORGANIZATION	EXEMPT	NONEXEMPT
MSEA BUILDING ASSOCIATION	X	
M.S.E.A. PASER	X	

FORM 990 PART VIII - RELATIONSHIP OF ACTIVITIES TO STATEMENT 12
ACCOMPLISHMENT OF EXEMPT PURPOSES

LINE	EXPLANATION OF RELATIONSHIP OF ACTIVITIES
93D	INCOME FROM MEMBERS, GUESTS AND VENDORS FOR MEALS/LODGING TO ATTEND ANNUAL CONFERENCE
93A	ADMINISTRATIVE FEE INCOME FROM BUILDING ASSOCIATION AND INCOME PROTECTION PLAN FOR OPERATION OF THOSE PROGRAMS.
93B	MONEY FROM SEIU THE NATIONAL UNION FOR MSEA TO ADVOCATE FOR UNION RIGHTS FOR STATE WORKERS.
93C	MONEY FROM SEIU THE NATIONAL UNION FOR MSEA TO ADVOCATE FOR UNION RIGHTS FOR STATE WORKERS.
94	FEES FOR REPRESENTATIONAL SERVICES THAT ARE MANDATED BY COLLECTIVE BARGAINING AGREEMENTS IN ADDITION TO DUES ASSESSED MEMBERS IN FURTHERANCE OF EXEMPT PURPOSE.



CONSTITUTION & BY-LAWS

MAINE STATE EMPLOYEES ASSOCIATION
SEIU LOCAL 1989

P.O. Box 1072
65 State Street
Augusta, Maine 04332-1072
1-800-452-8794



As amended 10/06

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**MAINE STATE EMPLOYEES ASSOCIATION
SEIU LOCAL 1989**

65 State Street
Augusta, Maine 04330

**CONSTITUTION OF THE
MAINE STATE EMPLOYEES ASSOCIATION/SEIU LOCAL 1989**

October, 2006

ARTICLE I - NAME

The corporate name of the organization as filed with the Corporate Division of the Secretary of State is "Maine State Employees Association", hereinafter referred to as "the Association" or "MSEA".

ARTICLE II - LOCATION OF HEADQUARTERS OFFICE

The main offices of the Association shall be located in Kennebec County, Maine. Other offices may be located in Maine as the needs of the Association dictate.

ARTICLE III - PURPOSES

The purposes of the Association shall be as follows:

- a. To negotiate the advancement of career employment, privileges and benefits, to the betterment of all employees of the State or its political subdivisions.
- b. To provide a medium through which all employees of the State of Maine or its political subdivisions may express their views on legislation affecting their employment, tenure, compensation and retirement provisions.
- c. To effect cooperative effort of employees of the State or its political subdivisions with all branches of government, on general matters relative to employment, for the mutual benefit of the State of Maine, its political subdivisions, and employees.

- d. To promote good will and fellowship among the employees of the State of Maine and its political subdivisions.
- e. To aid and promote the union philosophy in all workplaces.

ARTICLE IV - NATURE

Section 1. This organization shall be non-partisan.

Section 2. This organization may become affiliated with or disaffiliated from another group, society, or organization with similar goals by a majority vote of the membership through a procedure established by a majority vote of the delegates at an Annual Meeting of the MSEA Council, or a special meeting of the MSEA Council called for that purpose.

ARTICLE V - MEMBERSHIP

All employees or retired employees of the State of Maine and its political subdivisions and/or other groups/individuals are eligible for membership as provided for in the By-Laws.

ARTICLE VI - ADMINISTRATION

The affairs of the Association shall be managed by the Board of Directors who shall be elected by the membership as provided in the By-Laws.

ARTICLE VII - AREA AND CHAPTERS/LOCALS

In order to provide equal opportunity for all members to participate in the affairs of the Association, the State shall be divided into designated areas and chapters/locals and/or bargaining committees as provided for in the By-Laws.

ARTICLE VIII - AMENDMENT OF THE CONSTITUTION

Section 1. The Constitution may be amended by resolution submitted by a chapter/local, a committee, as defined in Section 9 of the By-Laws, area caucus, fifteen (15) members whose signatures shall be attached to the

original resolution, or the Board of Directors. The resolution(s) shall be presented to the delegates at the Annual Meeting of the Council. Approval by a two-thirds (2/3) vote of the delegates present and voting shall be necessary to effect a constitutional change. Amendments to propose constitutional changes shall require a two thirds (2/3) vote of the delegates present and voting for approval. Constitutional changes that are to be considered by the delegates at the Annual Meeting of the Council shall be submitted to the Association office in Augusta at least ninety (90) days prior to the Annual Meeting of the Council. The Executive Director shall have the proposed change(s) printed in the *Maine Stater* at least thirty (30) days prior to the Annual Meeting of the Council and distribute copies of the proposed change(s) to all delegates.

Section 2 Constitutional changes shall become effective at the close of the Annual Meeting of the Council.

**MAINE STATE EMPLOYEES ASSOCIATION
SEIU LOCAL 1989**

65 State Street
Augusta, Maine 04330

BY-LAWS OF THE

MAINE STATE EMPLOYEES ASSOCIATION/SEIU LOCAL 1989

October, 2006

SECTION I - DEFINITIONS

The following are the definitions of terms used in these By-Laws:

- 1.01 MSEA - Means the Maine State Employees Association.
- 1.02 BOARD - Means the MSEA Board of Directors.
- 1.03 HEADQUARTERS OFFICE - Means the principal office of the MSEA in Augusta.
- 1.04 EXECUTIVE DIRECTOR - Means the Executive Director of the MSEA.
- 1.05 PRESIDENT - Means the President of MSEA.
- 1.06 OFFICERS - The Association officers shall be defined as President, Vice-President, Secretary, and Treasurer.
- 1.07 AREA CAUCUS - Means the group consisting of the president of each chapter/local from the Area, delegates (or alternates) of each chapter/local from the Area, and the Area Directors.
- 1.08 BARGAINING COMMITTEE - Means the members of MSEA who are selected, as directed by the Board, to be a steering committee for the bargaining teams, and liaison between the teams and membership.
- 1.09 DELEGATE/COUNCILOR - Means the representatives elected by the chapter's/local's membership to represent the chapter/local at all Council Meetings and Area Caucuses.

1.10 COUNCIL - Means the MSEA's legislative body.

1.11 EXECUTIVE COMMITTEE - Means the elected officers of the Association (the President, Vice President) one (1) Director from each Area elected by the Area Caucus, the Retiree Director, and the Executive Director as an ex-officio non-voting member.

1.12 CHAPTER/LOCAL - Means the local functioning unit of the MSEA as defined in Article 3 of these By-Laws.

SECTION 2: MEMBERSHIP

2.1 ACTIVE MEMBERS: Are those dues paying members, or permanent seasonal employees on seasonal layoff status who pay dues while on seasonal layoff at the same rate as retiree members, who are actively employed by the State of Maine, University of Maine, Maine Maritime Academy, The Maine Turnpike Authority or any other political subdivisions except as described in Section 2.2.

2.11 Active members may also include dues paying private sector employees performing the same or similar jobs to those performed by active members as described in Section 2.1.

2.12 Dues for all members, except those covered by 2.13 who are part-time employees regularly scheduled to work more than 16 and up to 32 hours per week shall be set at 60% of regular dues. Dues for those members regularly scheduled to work 16 hours per week or less shall be set at 30% of regular dues.

2.13 Active members may also include employees in newly organized bargaining units pending ratification of their first contract, provided they pay an amount equal to retiree dues. ~~These retiree members who have attained the age of 85 years may have their dues suspended for life.~~

2.2 ASSOCIATE MEMBERS: Are those dues paying members who are actively employed or formerly employed as described in the previous section and who are excluded from coverage under the State Employees, Court Employees, Municipal Employees or University Employees Labor Relations Acts.

2.6 **REVOCAION OF MEMBERSHIP:** Any member whose actions are or have been detrimental to the MSEA or the welfare of public employees may have their membership terminated by the President. No member, except in the case of non-payment of dues, shall have her/his membership revoked until the Board has heard the appeal, if filed, and has voted to sustain the revocation.

2.61 **APPEAL OF REVOCATION:** The President shall notify the affected member in writing as to the reason(s) for revocation. The affected member shall have ten (10) days from the receipt of the President's notice to file an appeal with the Board. The affected member shall be given at least ten (10) days notice as to the time and place that such hearing will take place.

- a. A two-thirds (2/3) vote of those members of the Board that are present and voting shall be necessary to sustain the revocation; the decision of the Board shall be final.
- b. No member who has been notified of termination proceedings shall exercise any authority in the roles of Union officer, steward, or committee member; or on behalf of other members, or as a local/chapter officer.

2.7 **MSEA DUES:** The amount of dues shall be established by the vote of the delegates at the Annual Meeting of the Council/ Convention. Dues shall be payable, whether annually or monthly, in advance or through payroll deduction. All chapters/locals shall be notified at least thirty (30) days prior to any vote on a proposed dues change. MSEA retiree monthly membership dues shall be increased by the same percentage as the annual adjustment received by retirees, as determined by the Maine State Retirement System, rounded up to the nearest 5¢ per month. In addition, retiree dues may be increased to meet per capita affiliation costs paid to SEIU and the Maine AFL-CIO, in part or in whole. The annual increase for SEIU and the Maine AFL-CIO per capita affiliation costs shall not exceed twenty (20) cents per month.

2.71 Any member who has been on payroll deduction and who acquires inactive status must, within thirty (30) days from his/her last payroll collection, make provision for payment of his/her dues to retain any benefits accruing from such membership.

- a. They shall not have voting privileges
- b. They shall not belong to a chapter/local
- c. They shall not hold office in the Association

2.3 **RETIREE MEMBERS:** Are those dues paying members and dues-paying surviving spouse or significant other of retirees who are retired from employment as described in Section 2, subsection 2.1 and 2.1.1. Those retiree members and surviving spouse or significant other of a retiree member who have attained the age of 85 years will have their dues suspended for life.

2.31 They shall belong to a retiree chapter.

2.32 They are eligible to serve as Retiree Director, Retiree chapter/local officer, Retiree Council member, statewide committee member and Area Caucus member, except for the purpose of electing an active member director.

2.33 **ASSOCIATE RETIREE MEMBERS:** Are those non-dues paying individuals who are either spouse, mate, companion or other person in a relationship with a dues paying retiree. These associate retiree members have no voting privileges, can not hold office in the chapter or the Association but have the privilege of participation in all activities.

2.4 **MEMBERSHIP YEAR:** Shall run from January 1 to December 31.

2.5 **DENIAL OF MEMBERSHIP:** Anyone whose actions are or have been detrimental to the MSEA or to the welfare of public employees may have their application for membership denied by the President of MSEA. Written notice to the affected applicant stating the reason(s) for the denial shall be provided.

2.51 **APPEAL OF DENIAL:** A denial of membership may be appealed to the Board. The applicant shall be given at least ten (10) days notice of the regular or special Board meeting at which the appeal will be heard. The applicant shall have the right to be heard in his/her defense. A two-thirds (2/3) vote of those members of the Board that are present and voting is necessary to sustain the denial. The decision of the Board shall be final.

2.8 CHARTER MEMBERS: Those who became members on or before June 1, 1943, the year MSEA was formed.

SECTION 3: CHAPTERS/LOCALS

3.1 All active and retiree members shall be members of a chapter/local.

3.11 Chapter/locals may be formed in various localities of the state where they may be of the greatest practical service and accessibility to MSEA members. They shall have no less than twenty-five (25) members. They shall have the power to make by-laws, provided that such by-laws are not in conflict with the MSEA By-Laws. To that end all new by-laws and changes in present by-laws shall be submitted to the Board of Directors for their approval.

3.2 CHAPTER/LOCAL CHARTER: Chapters and locals shall be chartered by the Board of Directors and will be recognized upon the issuance of a charter signed by the President and Vice-President. The Board of Directors may waive the 25 minimum member requirement to form a local for all newly-organized bargaining units when it determines that such action is in the best interests of the organization. Any such waiver may be granted for a period of up to one year. If the local is unable to meet the minimum membership by that time, its status shall be determined by the next scheduled council meeting.

3.3 REVOCATION OF CHARTER: The Board shall have the power to revoke the charter of a chapter/local. When a charter is revoked the financial records and the assets of that chapter/local become the property of MSEA. The Board by a vote of two-thirds (2/3) of those members of the Board that are present and voting may revoke a charter. Revocation of the charter can be done if the Board has reason to believe that:

- a. The chapter/local has less than the required number of members after having been given three (3) months to bring their membership up.
- b. That a chapter/local is not functioning properly.

3.4 ELIGIBILITY FOR ELECTIVE OFFICE: Candidates must be members in good standing to be eligible for election and remain so during their term of office. No member of a competing organization as defined by the Board shall be eligible for election to any chapter/local office.

3.5 TERM OF OFFICE: All chapter/local officer, delegates and alternates shall take office January 1 and serve a 1-year term.

3.6 ELECTIONS: Elections for chapter/local officers, delegates and alternates shall be held between September 1 and December 1 of each year except for newly chartered chapter/locals. The official results of these elections shall be submitted to Headquarters by December 15 of each year. Chapters/Locals that fail to submit the results to Headquarters by December 15 shall not be eligible to vote the following year at any Area Caucus, Presidents/Vice Presidents meetings, or Annual Meeting/Convention until the official results of the Annual Chapter Meeting are received by Headquarters.

3.7 REMOVAL OF CHAPTER/LOCAL OFFICERS: The President may remove any chapter/local officer whose actions are detrimental to the MSEA or the welfare of public employees. Written notice to the affected officer stating the reason(s) for the removal from office shall be provided by the President forty-eight (48) hours prior to such action. The officer being removed shall be entitled to a hearing before the Board of Directors. The officer shall be provided with at least ten (10) days notice of the date, time and place of the hearing. The officer shall have the right to be heard in his/her defense. A two-thirds (2/3) vote of those members of the Board that are present and voting shall be required to sustain the removal from office. The decision of the Board shall be final.

3.8 ACTIVE CHAPTER/LOCAL ALLOTMENT: Five percent (5%) of the dues collected that are not directed to dedicated budget account, during the fiscal year from each active member shall be allocated for chapter allotment expenses. The annual delegate registration fee shall be expensed and the remainder will be returned to each member's chapter/local in a manner to be determined by the Board of Directors.

3.9 RETIREE CHAPTER ALLOTMENT: Twenty percent (20%) of the dues collected that are not directed to dedicated budget accounts, from each retiree during the fiscal year shall be allocated

for chapter allotment expenses. The annual delegate registration fee shall be expensed and the remainder will be returned to each member's chapter/local in a manner to be determined by the Board of Directors.

SECTION 4: AREAS

4.1 All active and retiree chapter/locals shall be divided into three areas:

Area 1 shall be the chapters/locals in Aroostook, Washington, Hancock, Penobscot, Piscataquis, Somerset and Franklin counties.

Area 2 shall be chapter/locals located in Kennebec County.

Area 3 shall be the chapters/locals in Androscoggin, Cumberland, Knox, Lincoln, Oxford, Sagadahoc, Waldo and York counties.

4.2 Exceptions to the above may be approved by the Board. The Board shall assign statewide chapters to an area by mutual agreement between the Board and the chapter/local.

4.3 AREA CAUCUS: Each area shall constitute a caucus composed of the presidents and delegates of all the chapters/locals within the area and the Directors from that area. Area caucuses shall meet at the call of the caucus chairperson. A meeting shall be called by the area Board members or when requested by five (5) members of the caucus from different chapter/locals. These meetings are to discuss matters of mutual concern, and perform such other functions as are either required by these By-Laws or not in conflict with these By-Laws. For purposes of voting at an Area Caucus, only those seated Chapter Presidents, or Vice Presidents seated for the Chapter Presidents, and seated delegates or alternates or seated Chapter members may vote at the Caucus.

Each caucus shall adopt its own agenda and rules as long as those rules do not conflict with these By-Laws.

4.31 FILLING OF VACANCIES.

4.311 Written notice of a vacancy on the Board shall be sent to the Area delegates within one (1) week of the occurrence of said vacancy.

4.312 The Caucus shall be called not less than fifteen (15) days nor more than one (1) month from the date of notification.

4.313 There must be at least fifteen (15) days written notice to delegates prior to the election of Board members.

4.314 Elections shall be by a secret ballot and the successful candidate must be elected by a majority vote of those present and voting. All such ballots shall be forwarded to MSEA/SEAU Local 1989 headquarters and retained by the MSEA for one (1) year.

4.32 For the purposes of electing members of the Board of Directors retiree delegates shall vote in the Retiree Caucus and not in general Area Caucuses.

4.4 AREA CAUCUS AND PRESIDENT-VICE PRESIDENT MEETING EXPENSES: One-half percent (0.5%) of all dues collected, that are not directed to dedicated budget accounts, will be allocated as an expense to pay the budgeted expenses of those who attend and are seated at the various Caucus meeting. Also, this budgeted expense will be used to pay the expenses of those attending Presidents-Vice Presidents meetings.

SECTION 5: OFFICERS

5.1 PRESIDENT: The President shall be the executive head of MSEA and shall preside at all meetings of the Association, the Council and the Board.

5.101 In the event that provisions are negotiated to permit a member's leave of absence to function as a full-time President, the Board shall set his/her salary and benefits.

5.11 ELECTION: The President shall be elected bi-annually for a term of two (2) years by the Council at the Annual Meeting. The President shall be elected from the list of candidates nominated by the various chapters/locals. Such nominations shall be submitted to Headquarters at least forty-five (45) days prior to the Annual Meeting.

5.111 **ELIGIBILITY:** To be eligible for election to this office, a member must meet the requirements of Section 2.1. The candidate must have been a member in good standing for at least one (1) year and continue in good standing for the length of his/her term. Verification will be from the official list maintained by Headquarters. No member of a competitive organization as defined by the Board shall be eligible for election.

5.112 **CONDUCT OF ELECTION:** Election shall be by a majority of those delegates voting at the Annual Meeting. If no candidate receives a majority, a run-off election shall be held between the two (2) candidates with the highest totals prior to the adjourning of the Annual Meeting.

5.113 **TERM AND OFFICE LIMIT:** The President shall serve no more than two (2) consecutive two (2) year terms. No President shall hold another MSEA office above that of chapter/local delegate or officer.

5.12 **POWERS:**

- a. The President shall call the meeting of the Board and of the Council.
- b. The President shall set the agenda for such meeting.
- c. The President shall submit a report to the Annual Meeting as to the standing and progress of MSEA.
- d. The President shall have the power to bind the MSEA only with the specific authorization of the Board of Directors.
- e. The President shall have the power to create ad hoc committees as needed and to appoint members to those committees.

5.121 **RESPONSIBILITIES:** The responsibilities of the President shall include but not be limited to the following.

- a. The President shall serve on a full time basis during his/her term of office,
- b. The President shall be the Chief Spokesperson for the Union.
- c. The President shall be responsible for leading and moving the program of MSEA as set by the Council and the Board of Directors,

d. The President shall provide leadership for membership development, the union's political agenda, and organizing by;

1. Assisting in the development and oversight of the union's internal and external communications program in conjunction with the Executive Director and appropriate staff; and by
2. Representing the Union in the Congress, Legislature and other political subdivisions and in endorsed campaigns in conjunction with the Executive Director and appropriate staff;
3. By making sure that the Union's officers have the training and skills to fulfill their Constitutional responsibilities.

e. The President shall be responsible for the Union's policy development and policy implementation in conjunction with the Board of Directors and the Council. When lacking specific policy guidelines, the President shall be responsible for making policy decisions and for presenting these decisions to the Board of Directors at the next meeting.

f. The President shall represent the Union in terms of labor and other organizations, i.e., SEIU, the AFL-CIO and other organizations that will benefit our Union and it's members

The President shall be responsible for appointing representatives of the Union to other organizations, except where elections of delegates to conventions are required under the terms of the Union's Constitution and By-laws, the International Union's Constitution and By-laws and/or applicable laws or statutes.

5.13

REMOVAL.

a. The President may be removed from office by a two-thirds (2/3) vote of the members of the Council. A special meeting shall be called for such action

There must be at least two-thirds (2/3) of the membership of the Council present and members must receive at least ten (10) days notice of the meeting.

b. The President may be removed by a two-thirds (2/3) vote of the membership.

5.14 **FILLING OF A VACANCY:** The Vice-President shall succeed to the office of President if for any reason the President is unable to complete his/her term.

5.2 **VICE PRESIDENT:** The Vice-President shall sit in for the President in his/her absence and shall perform such other duties as are assigned by the President.

5.21 **ELECTION:** The Vice President shall be elected bi-annually for a term of two (2) years by the Council at the Annual Meeting. The Vice President shall be elected from the list of candidates nominated by the various chapters/locals. Such nominations shall be submitted to Headquarters at least forty-five (45) days prior to the Annual Meeting.

5.211 **ELIGIBILITY:** To be eligible for election to this office, a member must meet the requirements of Section 2.1.1. The candidate must have been a member in good standing for at least one (1) year and continue in good standing for the length of his/her term. Verification will be from the official list maintained by Headquarters. No member of a competitive organization as defined by the Board shall be eligible for election.

5.212 **CONDUCT OF ELECTION:** Election shall be by a majority vote. If no candidate receives a majority of the votes a run-off election shall be held between the two (2) candidates with the highest vote totals.

5.213 **TERM AND OFFICE LIMIT:** The Vice President shall serve no more than two (2) consecutive two (2) year terms. No Vice President shall hold another MSEA office above that of chapter/local delegate or officer.

5.22 **REMOVAL:**

- a. The Vice-President may be removed from office by a two-thirds (2/3) vote of the members of the Council. A special meeting shall be called for such action. There must be at least two-thirds (2/3) of the membership of the Council present and members must receive at least ten (10) days notice of the meeting.
- b. The Vice-President may be removed by a two-thirds (2/3) vote of the membership.

5.23 **FILLING OF A VACANCY:** If the office of Vice-President becomes vacant, a new Vice-President shall be elected by the Board from among its members and shall serve until the next adjournment of the Annual Meeting or the expiration of the term, whichever is sooner.

5.3 **SECRETARY:** The Secretary shall be appointed by the President with the approval of the Board. The Secretary shall be appointed annually and may receive a stipend as authorized by the Board. The Secretary shall have been a member in good standing for at least one (1) year. The Secretary shall possess necessary secretarial skills. The Secretary shall attend and take minutes at all meetings of the Board and the Council. He/she shall be responsible for the transcription of such minutes and the distribution of them. The Secretary shall perform such other duties as the Board may assign.

5.31 **REMOVAL:** Removal from office shall be upon the recommendation of any Area Director or the President and a two-thirds (2/3) vote of those members of the Board that are present and voting in concurrence.

5.40 **TREASURER:** The Treasurer shall be appointed by the President with the approval of the Board. The Treasurer shall have been a member in good standing for at least one (1) year. The Treasurer shall be appointed annually and may receive a stipend as authorized by the Board. The Treasurer shall possess a basic understanding of the necessary accounting or financial skills and shall furnish a bond in such amount as the Board may require, the cost of which shall be paid by MSEA. The Treasurer shall supervise:

- a. The keeping of accurate financial records;
- b. The receipt of all moneys due MSEA;
- c. The payment of all bills;
- d. The keeping of a true record of all receipts and disbursements;
- e. The submission of all books and accounts to the auditor(s);
- f. The making of a report to the Annual Meeting on financial matters;
- g. The making of a monthly report to the Board of financial matters;

- 7 2
- ELIGIBILITY FOR ELECTION. To be elected as a Director or Alternate Director, a candidate must meet all of the following criteria:
- a. Must be a member in good standing and remain so for the duration of the term;
 - b. Cannot be a member of a competitive organization as defined by the Board;
 - c. The candidates name must appear on the list of those eligible to run for Director that is maintained by Headquarter at least thirty (30) days prior to the election of that candidate.
 - d. A candidate is ineligible for election to fill any current or future vacancy as a Director or Alternate Director if another member of the same chapter/local has been elected, by a Caucus from the same Area, to serve as Director during the same period of time. No member shall be eligible to serve as Director if another member from the same chapter/local has been elected to fill a position as Director or Alternate Director for the same period of time.

7.2

ELIGIBILITY FOR ELECTION. To be elected as a Director or Alternate Director, a candidate must meet all of the following criteria:

- a. Must be a member in good standing and remain so for the duration of the term;
- b. Cannot be a member of a competitive organization as defined by the Board;
- c. The candidates name must appear on the list of those eligible to run for Director that is maintained by Headquarter at least thirty (30) days prior to the election of that candidate.
- d. A candidate is ineligible for election to fill any current or future vacancy as a Director or Alternate Director if another member of the same chapter/local has been elected, by a Caucus from the same Area, to serve as Director during the same period of time. No member shall be eligible to serve as Director if another member from the same chapter/local has been elected to fill a position as Director or Alternate Director for the same period of time.

7.21

Twelve (12) active members Directors and three (3) Alternate Directors shall be elected by secret ballot by the Area Caucuses at the Annual Meeting. Each Area will have four (4) Directors, two (2) of whom are elected each year. Each Area will have one (1) Alternate Director who will be elected for a two (2) year term. Candidates for the office of Director and Alternate Director shall be nominated by the members of their respective Areas. Directors and Alternate Directors shall be elected by a majority vote of the seated delegates present and voting from their respective Areas, except that the retiree members are not eligible to vote. Alternate Directors will serve on the Board in the event that an Area Director becomes incapacitated and/or resigns.

Incapacitated is defined as unable to perform the duties of Director for thirty (30) consecutive days as determined by the President. When seated as a Board member, the Alternate Director assumes the full responsibilities of the office.

7.22

A retiree member in good standing shall be nominated by a retiree delegate and elected by secret ballot by a majority vote of the Retiree Caucus that are present and voting at the Annual Meeting called for that purpose. The Retiree Caucus shall also elect, by

- h. The Treasurer shall work closely with the Executive Director in all financial matters.
 - i. The Treasurer shall be responsible directly to the Board.
- 5.41 In the event of the permanent or temporary incapacity of the Treasurer, as determined by the President, the President shall assume the functions of the Treasurer until such time as the Treasurer is able to resume his/her duties or a new Treasurer is appointed.
- 5.42 REMOVAL: Removal from office shall be upon the recommendation of any Area Director or the President and a two-thirds (2/3) vote of those members of the Board that are present and voting.

SECTION 6 - EXECUTIVE DIRECTOR

- 6.1 RESPONSIBILITIES: The Executive Director shall be responsible for the general administration of MSEA under the direction of the Board. He/she shall be responsible for:
- a. Carrying out the policies and directives of the Board;
 - b. Representing MSEA at the legislature, before committees and the State's and/or political subdivision's administration;
 - c. Maintaining liaison with other public and private organizations which may be of benefit to MSEA;
 - d. Advising and counseling the Board and the Council;
 - e. Performing such other duties as are required by the Board.

6.2 The Executive Director shall mail notices of all regular meetings of the Board and regular and special meeting of the Council to the members of those respective bodies at least ten (10) days before the date of each meeting.

SECTION 7: BOARD OF DIRECTORS

7.1 COMPOSITION: The Board of Directors shall consist of the President, the Vice-President, twelve (12) active member Directors and one (1) retiree member Director. The Secretary and Treasurer shall serve as non-voting members of the Board.

secret ballot and by majority vote of those present and voting, an Alternate Director to serve on the Board in the event that the Retiree Director is absent, becomes incapacitated and/or resigns. When seated, the Alternate Director shall have the right to vote.

7.23 The ballots for the election(s) of Director and Alternate Director shall be delivered to the MSEA Secretary at the end of the Caucus and be retained by the MSEA for one year.

7.3 TERM OF OFFICE

DIRECTORS: The term of office for Directors shall be two (2) years; however, a Director shall serve until his/her successor has been elected and has taken office. A Director may be elected to three (3) terms in succession. He/she may not become a Director or Alternate Director again for two (2) years after the expiration date of his/her last successive term. A Director may be elected to fill an unexpired term and still be eligible to serve three (3) full successive terms.

ALTERNATE DIRECTOR: The term of office for Alternate Directors shall be two (2) years; however, an Alternate Director shall serve until his/her successor has been elected and has taken office. An Alternate Director may be elected for three (3) terms in succession. He/she may not become an Alternate Director for two (2) years after the expiration date of his/her last successive term. An Alternate Director may be elected to fill an unexpired term and still be eligible to serve three (3) full successive terms.

7.4 REMOVAL:

7.41 A Director or Alternate Director serving as a Board member may be removed from the office of Board member by a two-thirds (2/3) vote of those members of the Board that are present and voting. The reasons for removal can be:

- a. Unexcused absence from three (3) successive meetings of the Board;
- b. Malfeasance in office;
- c. Just cause

7.42 A Director or Alternate Director serving on the Board may be removed from the office for just cause by a two-thirds (2/3) vote, by secret ballot of those present and voting, of the Area Caucus or Retiree Caucus from which he/she was elected. Just cause shall include but not be limited to repeated and unexcused absences from assigned local/chapter meetings and assigned statewide committee meetings. This can be done at a regular or a special meeting called for such action provided that the majority of those members of the Caucus are present and voting and that the caucus members have been given fifteen (15) days written notice of the meeting and the intent to call for such removal.

7.43 The Board of Directors may remove a Director or Alternate Director from all duties relating to any matter whenever it concludes that the Director's or Alternate Director's interest in the matter substantially conflicts with his or her duties as a Director or Alternate Director by a vote of two-thirds (2/3) of those present and voting.

7.5 POWERS OF THE BOARD: Shall include those powers enumerated elsewhere in these Constitution and By-Laws and also the following:

- a. The Board shall have charge and management of the business and property of MSEA;
- b. The Board shall be responsible for providing and maintaining current office space and equipment;
- c. The Board shall carry out the programs and policies of MSEA;
- d. The Board shall administer the approved budget and shall be responsible for keeping expenditures within the approved budget;
- e. The Board shall hire such employees as are necessary and prescribe their duties;
- f. The Board shall determine the salary ranges and steps of our employees;
- g. The Board shall determine when an employee is entitled to an increase in salary;
- h. The Board shall present to the Annual Meeting for adoption, a budget for the ensuing year;

- i. The Board shall see to it that a professional outside audit of the finances of the MSEA is done yearly. The Board shall report to the Council the result(s) and recommendation(s) of that audit.
- j. The Board shall be responsible for the conduct of collective bargaining for contract administration; including the establishment of bargaining committees, the determination of the functions of the bargaining committees, the establishment of committees and for contract ratification;
- k. The Board shall oversee the functioning of the steward system except that no member who is a member of a competing organization as defined by the Board shall be a steward.

7.6 MEETINGS:

7.6.1 Five (5) members of the Board of Directors, upon forty-eight (48) hours notice, may call a meeting stating in the notice the matters to be considered. No matters involving an election can be done without at least fifteen (15) days notice.

7.6.2 Special Meetings: Special meetings may be held by teleconference to conduct business of an urgent or time sensitive nature.

7.7 QUORUM: A quorum shall consist of a majority of its voting membership, excluding any vacant seat(s).

7.8 ROBERT'S RULES: Robert's Rules of Order, latest edition, shall govern the Board meetings on all points where they are applicable and not in conflict with the Constitution and By-Laws. The President shall make decisions on points of order.

SECTION 8: THE COUNCIL

8.1 MEMBERSHIP: The Council is made up of delegates who have been elected at chapter/local meetings held between September 1 and December 1 of the previous calendar year or alternates or chapter/local members accepted as seated by the Council.

8.11 The number of delegates and alternates that each chapter/local shall elect for the next calendar year shall be based upon the July count of the current year. The chapters/locals shall be notified of the number of delegates and alternates to be elected for the next calendar year no later than October 15.

8.12 If, as a result of ~~the July count~~ a special count, based on the membership data as of May 1 determines an adjustment in delegate count for the current year is required because of an increase in chapter/local membership, the affected chapter/local shall be notified by ~~August 15~~ July 1. The chapter/local will then make the necessary adjustment and send Headquarters its official list of delegates by September 1.

8.13 If, during a calendar year, an adjustment in delegate count is warranted because of a significant decrease in chapter/local membership, the affected chapter/local shall be notified as soon as practicable. Upon notification, the chapter/local may petition the Board of Directors for an adjustment based on the reduced membership. Upon approval by the Board, the chapter/local will then make the necessary adjustments and notify the MSEA promptly.

8.14 No member who is a member of a competing organization as defined by the Board may serve as a delegate or alternate

8.15 Chapters/locals chartered after July 1 shall be entitled to elect delegates and alternates based on the number of members on the first (1st) day of the month following the thirtieth (30th) day after approval of the charter by the Board.

8.16 Each chapter/local shall be entitled to seat one (1) delegate for every fifty (50) members or major fraction thereof. Alternates shall be elected at the same time as the delegates and officers. Any vacancy occurring in the chapter/local representation shall be filled by an election at a meeting of the chapter/local MSEA Headquarters shall be notified of any such change(s) in chapter/local delegates and/or alternates.

8.17 In addition to 8.11, the president of each chapter/local shall be seated as a delegate. Only the chapter/local vice-president may be seated for the chapter/local president.

8.18 When a chapter/local is not represented by a full slate of delegates, the alternates shall be seated as delegates to fill the slate in order submitted by the chapter/local. In the event there is still not a full slate, the presiding officer of the Council may appoint, with the consent of the delegates present, members of that chapter/local to fill the slate for that meeting only. Once the slate has been filled, no amendments to the list shall be allowed for either voting or the submission of expenses.

8.2 **VOTING:** Only duly seated delegates may vote in the meetings of the Council. It shall be the responsibility of the Elections/Credentials Committee to verify the credentials of each delegate. To ensure qualification as a voting delegate, a registration badge shall be issued to each delegate upon verification of their status.

8.21 A quorum is one-half (1/2) of the delegates or two-thirds (2/3) representation of the chapter/locals.

8.22 A roll call vote shall be taken upon the request of one-third (1/3) of the delegates present.

8.23 All voting shall be according to rules adopted at the Meeting.

8.3 **MEETINGS:**

8.31 **ANNUAL MEETING:** The Annual Meeting shall be held at the call of the President in the months of September, October, November or by the vote of the Council. The Council shall receive reports from the officers and committees, adopt a budget, set the dues, and act on such other business as is properly before the body. The agenda shall be set by the President.

8.32 **SPECIAL MEETINGS:** A special Council Meeting may be called by:

- a. The President
- b. Majority vote of the Board members present and voting
- c. Written request of one-half (1/2) of the chapters/locals to the President

8.33

There shall be fifteen (15) days written notice given to the delegates and the notice must specify the subject(s) upon which action is sought.

8.4

RESOLUTIONS: All business shall be done by resolution. Resolutions seeking changes in the By-Laws shall be submitted sixty (60) days prior to the convening of the Meeting. Resolutions dealing with other matters shall be submitted up to ten (10) days prior to the convening of the Meeting. Resolutions submitted from the floor shall be in written form and shall be admitted only by a two-thirds (2/3) vote of those delegates, that are present and voting. Resolutions may be submitted by:

- a. a chapter/local
- b. a committee as defined in Section 9 of the By-Laws.
- c. an area caucus
- d. fifteen (15) members whose signatures shall be attached to the original resolution
- e. the Board of Directors

8.5

CAUCUS: At the Annual Meeting there shall be caucuses of the active members by Area and the retirees to nominate and elect Directors and for such other business as is properly before the body. Each caucus shall adopt its own rules and agenda as long as they are not in conflict with the MSEA Constitution and By-Laws.

8.6

REGISTRATION FEE: Chapters/locals shall be charged a registration fee for each delegate they are entitled to send to the Annual Meeting. The amount of the fee shall be set annually by the Board based on the recommendation of the Finance Committee. The amount of the fee shall not exceed the cost of the Annual Meeting and shall be deducted from the first chapter/local allotment issued following the Annual Meeting.

8.7

ORDER OF BUSINESS: The order of business of the Council shall be determined by the President with the assistance of the Executive Director. The first order of business shall be the adoption of the rules of order. The agenda shall then be adopted.

8.8 ROBERT'S RULES: Robert's Rules of Order shall govern on all points where they are applicable and not in conflict with the MSEA Constitution and By-Laws or the temporary rules of order adopted by the Meeting. When asked for a ruling on a point of order the President or the presiding officer shall rule.

8.9 EXPENSES. The authorized expenses of Board members, staff, delegates and other such persons as are authorized by the Board for the conduct of business shall be paid by MSEA.

SECTION 9 - COMMITTEES

9.1 STANDING COMMITTEES: Standing Committees are those committees that are regularly appointed by the Board and the President.

9.11 The Board of Directors shall, at the first regularly scheduled Board meeting of each year, appoint committee members from the group of qualified MSEA members who have either submitted their names or have expressed an interest in serving. Not more than one (1) member of a chapter/local may be appointed to a single standing committee by the Area/Retiree Board Members. The President shall, by appointment, fill any seats or vacancies that occur after the first regularly scheduled Board meeting for the course of that term from additional names submitted by the Board, from members that have expressed an interest, or from the remaining names originally submitted to the Board. These appointments, made by the President, may include more than one(1) member from a chapter/local or additional members from any Area where it is necessary to fill the committee membership. No member except the officers of the MSEA and members of the Board shall serve more than three (3) successive terms on any standing committee

9.12 Statewide committee members may be removed from their committee assignments upon the recommendation of their committee chairperson and a two-thirds (2/3) vote of those members of the Board that are present and voting. Any committee members who have this recommendation made about them shall have the right to address the Board.

9.13 Unless otherwise stated below, Standing Committees shall elect their own chairperson. Each Committee shall report to the Board as necessary. Each committee shall submit a report to the Annual Meeting. Such report shall include any recommended actions to be taken by the Board or the Council.

9.14 CONSTITUTION AND BY-LAWS: Shall study and recommend such changes to the Constitution or the By-Laws, which will promote the more efficient functioning of MSEA or the chapters/locals. The Committee shall further study and make recommendations to the Board regarding all chapter/local by-laws or changes thereto. The Committee shall make recommendations to the Council regarding all changes in the Constitution or in the By-Laws. The Committee shall see that all changes voted by the Council are made in these By-Laws as soon as possible. Also, the Committee shall see to it that the set of Constitution and By-Laws that is printed yearly is complete and accurate.

9.15 SCHOLARSHIP: Shall consist of ~~seven (7)~~ ten (10) members, ~~two (2)~~ three (3) from each Area (except as noted in 9.11), and one member at-large, appointed by the President, who shall serve as chairperson. The Committee shall promulgate rules for qualifying and awarding the Dr. Howard L. Bowen, the George A. Davala Scholarship and the Murray Brown (runner up) Scholarship. Those qualified for MSEA scholarships shall include:

- MSEA members;
- Sons and daughters of MSEA members;
- Stepchildren of MSEA members who reside with the MSEA member;
- Sons and daughters of the MSEA member's significant other who reside with the MSEA member;
- Students under legal guardianship of the MSEA member.

For purposes of this Section "significant other" shall follow the definition of significant other defined in the Sick Leave article of Executive Branch contracts. Full time student scholarships will be given in the name of Dr. Howard L. Bowen, George A. Davala, Murray Brown and Richard McDonough. Additional full time scholarships will be awarded to those attending Maine Community Colleges. Part-time student scholarships will include the Norma Arnold Clerical Scholarship and three (3) additional scholarships for those attending part-time educational programs. Three (3)

scholarships and three (3) runner-up scholarships shall be given annually, one (1) to an applicant from each area.

9.16 **ELECTIONS/CREDENTIALS:** The Committee shall see that the credentials of each voting delegate are verified. It shall be responsible for the preparation and distribution of the ballots to the delegates at the Annual Meeting. It shall provide an appropriate ballot box with lock and seal fastenings. The Committee shall tabulate, certify and announce the election results.

9.161 The Committee shall provide notice to all chapters/locals of the positions for which candidates are required. Such notification shall take place at least ninety (90) days prior to the Council Meeting. The Committee shall notify the chapters/locals of the names of the candidates for the offices of President, Vice-President, and member on the Retirement Board. Such notification shall take place at least thirty (30) days prior to the Council Meeting.

9.162 If no names are received for the office of President and Vice-President, or for membership on the Maine State Retirement Board, committees or boards, the Committee shall select members known to be qualified and willing to serve. In the event of such occurrence, the time limits, as stated in Sections. 5.11, 5.21, 9.161, and 10.11(b) shall be waived.

The committee shall consist of two (2) active members from each area and two (2) retiree members at large. Directors and Officers shall not be eligible to serve as a member on this committee.

9.17 **RESOLUTIONS:** Shall see that all resolutions regarding the Constitution or the By-Laws are submitted to the Council in proper form. It shall see that all resolutions submitted prior to the convening of the Council are written in such a manner that the intent and the effect of the resolution is clear. The Committee may consolidate resolutions with the permission of sponsors of those resolutions. The Committee shall with time permitting, refer resolutions to the proper standing, special or ad hoc committee for recommendation. The Resolutions Committee will make recommendations on resolutions as appropriate. The Resolutions Committee shall make a report to the Council regarding the implementation or status of resolutions approved by the previous Council. The Board shall appoint the members of this Committee by July 1 of each year.

9.18 **ORGANIZATIONAL REVIEW:** shall address the tasks assigned to the Committee by the President of the MSEA and the Council pertaining to the functioning and needs of the organizations as a whole. The Committee shall make such recommendations to the President, Board of Directors, and the Council as are deemed by the Committee to improve the functioning of the MSEA. The Committee shall review and report to the Council and the Board regarding staff and staffing needs.

9.2 **PRESIDENTIAL APPOINTMENT COMMITTEES:** Presidential Appointment Committees are those Committees appointed by the President as needed.

9.21 **RETIREEES STEERING:**

9.211 Duties: shall study and recommend such actions or changes, which will promote benefits to retirees, improve communications among retirees and protect the Retirement System. It shall look to developing new retiree chapters as needed, develop and promulgate sources of information of value and interest to retirees or active members looking forward to retirement.

9.212 **Membership:** The President shall annually appoint from lists submitted by retiree chapter presidents a maximum of two (2) voting members and two (2) alternates from each chapter to the Retirees Steering Committee. Alternates will be seated and may vote only in the event of the absence of a chapter voting member. The Committee shall carry-over into the new year or until the President appoints a new Committee. The Committee shall elect a Chairperson following the appointment of the Committee by the President.

9.22 **MEMBERSHIP BENEFITS:** Shall review and recommend to the Board and the Council improvements in existing insurance or benefit programs and to develop new insurance or benefit programs. The President shall appoint members from lists of interested volunteers. The committee shall elect its own chairperson

9.23 **SOLIDARITY COMMITTEE** The President shall appoint a 5 member committee including 1 retiree member, which will make recommendations to the Board and the President on ways to promote solidarity among MSEA/SEIU members and locals, and to

promote solidarity between MSEA/SEIU and other unions, in order to increase the power of the labor movement.

9.24 AD HOC COMMITTEES: These committee(s) shall be established by the President as needed. The President shall appoint the members and the Chair of these committees. ~~Each committee shall elect its own chairperson.~~

9.25 LABOR/MANAGEMENT COMMITTEES:

1. All labor participants or members shall be appointed and serve at the pleasure of the President.
2. Any labor participant serving on any labor/management committee shall be a dues-paying member, unless otherwise authorized by the President.
3. The President may also appoint any other person, as necessary, to represent or assist in representing labor on such committees.

An annual report shall be submitted to the Board.

9.3 SPECIAL COMMITTEES: Special Committees are those that are elected by the Council or placement on the Committee is a result of a position held within the MSEA.

9.31 FINANCE:

9.311 Duties: The Committee shall monitor and study the budget and make necessary recommendations to the Board. It shall prepare a proposed budget which shall be submitted to the Board no less than sixty (60) days prior to the Annual Meeting.

9.312 Membership: Five (5) members shall be elected by the Council at the Annual Meeting from among its membership. These members shall serve a two (2) year term and the terms shall be staggered. Two (2) members of the Board shall be appointed by the President. No member of the Board of Directors of the MSEA may serve on the Finance Committee as an elected delegate or elected alternate. The Treasurer shall be the Chairperson of the Committee.

The Council shall nominate at least four (4) more candidates than the number of Finance Committee positions to be filled. Those who receive the most votes shall be seated as Committee members.

Those not elected Committee members shall be listed as alternates in the order of the candidate receiving the greatest number of votes first. Alternates shall be seated in order of their attendance at Finance Committee meetings with excused absences being considered as meetings attended. If more than one (1) alternate has the same attendance record, then the alternate who received the most votes at the Annual Meeting shall be seated. The term of elected alternates shall be for one (1) year.

Any member of the Committee who misses three (3) consecutive meetings for other than reasonable cause shall be removed by the Committee and shall be replaced as indicated above. Any alternate who missed three (3) consecutive meetings for other than reasonable cause shall be removed from the list of alternates.

9.313 The Finance Committee shall have a quorum of ~~five (5)~~ four (4) to conduct business at the scheduled start of each meeting. The chair shall establish the voting quorum.

This quorum shall be composed first of those members elected by the Council plus the two (2) Board members appointed by the President.

Where less than ~~five (5)~~ four (4) members are present the chair may make up the quorum by seating alternates in the same manner as is used to replace members.

Late arriving members shall be seated only to make up a total of seven (7) members. This shall be done by first arrives, first seated. Late arriving alternates shall be seated only to make up the quorum of ~~five (5)~~ four (4).

The Treasurer shall have the discretion of appointing a temporary chair from among the elected regular members of the Finance Committee when he/she must be absent.

The President, with the approval of the Board of Directors, may seek out and appoint members that have expressed an interest in serving on the Finance Committee to alternate positions as needed/vacancies occur.

9.32 CHIEF STEWARD COMMITTEE

9.321 Duties: To evaluate the steward System and recommend changes to the Board as necessary; to plan and coordinate quarterly Chief Steward trainings and meetings; to serve in an advisory capacity in the coordination of steward training; to serve as a Peer Review Committee to assure compliance with standards established for Chief Stewards.

9.322: Membership shall be open to all chief stewards.

SECTION 10: REPRESENTATIVES TO GOVERNMENTAL BOARDS

10.1 REPRESENTATIVE ON THE BOARD OF DIRECTORS OF THE MAINE STATE RETIREMENT SYSTEM:

- 10.11 Nominations: To be eligible for election at an Annual Meeting, a member must:
 - a. be nominated by a chapter/local.
 - b. written notification of such nomination signed by the candidate and an officer of the nominating chapter/local shall be received by Headquarters at least forty-five (45) days prior to the Annual Meeting.
 - c. The list of eligible candidates as determined by the Elections/Credentials Committee shall be sent to the delegates thirty (30) days prior to the Annual Meeting.

10.12 The Council shall elect at an Annual Meeting a member to represent the MSEA on the Board. The delegates shall be notified by the Elections/Credentials Committee sixty (60) days prior to the election that candidate(s) are needed for this position.

10.13 The term of office shall be for three (3) years, however, a representative shall serve until his/her successor has been elected and has taken office

10.14 CONDUCT OF ELECTION: Election shall be by a majority vote. If no candidate receives a majority of the votes, a run-off election shall be held between the two (2) candidates with the highest vote total.

10.15 SPECIAL ELECTION: If a vacancy occurs before the expiration of a term, the Board of Directors shall elect a successor until an election can be held at the next Annual Meeting. The provisions of 10.11 shall not apply to any election held under this section.

SECTION 11: FISCAL YEAR

The fiscal year shall run from January 1 to December 31.

SECTION 12: AMENDMENTS TO THE BY-LAWS

12.1 The By-Laws may be amended by the passage of a resolution submitted sixty (60) days prior to a Council meeting and passed by a two-thirds (2/3) vote of those members of the Council that are present and voting.

12.2 The By-Laws may be amended by the adoption by the Board of a resolution not in conflict with the Constitution. The resolution becomes effective upon the ratification of the resolution by two-thirds (2/3) of the chapters/locals. Meetings for the purpose of ratification shall occur within forty-five (45) days after the adoption of the resolution by the Board.

12.3 By-Laws changes shall become effective at the close of the Council Meeting that approves them unless the change has a different effective time as specified in the resolution.