CONSTITUTION OF
Imperial Valley College Chapter No. 472, CSEA
Adopted June 11, 1980
Latest Revision October 20, 2004

This Constitution is the local operating document for this Chapter as formulated under Article III, Section 8 of the State Association Constitution.

Where used throughout this document, "State Association" or "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "chapter" are interchangeable and mean Imperial Valley College Chapter No. 472, CSEA.

APPROVED WITH EXCEPTIONS

California School Employees Association

Date: October 31, 2005

By: *Denise K. Jensen,* **Executive Manager**

Table of Contents

	Page
Article I – Name and Objects	3
Article II – Membership	3
Article III – Dues and Assessments	6
Article IV – Officers & Executive Board/Election Procedures	7
Article V – Authority of Executive Board/Duties of Officers	9
Article VI – Meetings	12
Article VII – Control of Funds/Budget	13
Article VIII – Committees	13
Article IX – Job Stewards	17
Article X – Site Representatives	19
Article XI – Chapter Pre-Retirement Resource Person	19
Article XII– Recall or Removal from Office	20
Article XIII – Delegates to Conference	21
Article XIV – Contract Ratification	22
Article XV – Concerted Activities	23
Article XVI – Amendments to Constitution	24
Article XVII – Disbandment of Chapter	25
Article XVIII – Parliamentary Authority	25
Article XIX – Fiscal Year	25

ARTICLE I
NAME AND OBJECTS

Section 1. Name: The name of this organization shall be Imperial Valley College Chapter No. 472 of the California School Employees Association.

Section 2. Objects: The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

ARTICLE II
MEMBERSHIP

Section 1. Membership in this Chapter shall be as follows:

(a) **Active:** "Active" membership, which carries with it the privilege of full participation in Chapter activities, including the right to vote and to hold elected or appointed offices, shall be extended to any person employed in a bargaining unit represented by this Chapter, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief. "Active" membership status shall cease at such time as the member becomes eligible for any other category of membership defined herein, except as follows:

(1) "Active" members who are laid off **may** continue in "Active" status until expiration of their 39-month reemployment period or until reemployed, whichever comes first, upon continued payment of the established dues in effect at the time of layoff.

(2) "Active" members who are appealing an involuntary termination action by the employer **may** continue in "Active" status until the appeal(s) process has been terminated and the status of their employment has been finally decided, upon continued payment of the established dues in effect at the time of the involuntary termination.

(3) Nothing herein shall be construed to **require** continued "Active" status of members under paragraphs (1) and (2) above for the purpose of continued CSEA representation regarding their employment/reemployment rights. However,

retention of "Active" status **shall be required** for such employees to continue to be eligible to hold appointed or elective offices within the State Association and Chapter and to have voice and vote and otherwise participate in Chapter and State Association affairs.

(4) "Active" members of this Chapter must also be "Active" members of the State Association as defined in the State Association's Constitution.

(b) **Inactive:** Any "Active" member of this Chapter who (1) is granted an unpaid leave of absence by the employer, or (2) is placed on a reemployment list **for reasons other than layoff** and is not otherwise in a paid status with the employer, or (3) is laid off and **elects not to continue** as an "Active" member under provisions of paragraph (a)(1) above, may continue membership in an "Inactive" status until expiration of the approved leave of absence or reemployment list, or until returned to paid employment status in an eligible position [as defined by paragraph (a) above], whichever occurs first, upon continued payment of dues at 1/2 the rate required of them as an "Active" member at the time the leave or placement on the reemployment list occurred. Such dues shall be paid annually in advance, or for the number of months of the approved leave if less than one year. Such members shall be eligible to continue to receive such membership benefits as are generally made available to the "Active" membership, unless specifically excluded by contract. They shall not, however, be accorded voice or vote in Chapter or State Association affairs.

Section 2. "Active" membership shall be effective upon the completion, dating, and signing of an official CSEA application form as provided by the State Association, and execution of a valid authorization for payroll deduction of dues or payment of at least one year's dues in advance. The application shall be promptly countersigned by the Chapter Treasurer who shall immediately forward the approved application, together with advance dues received if any, to the State Association, and submit payroll deduction authorizations to the appropriate district office.

Section 3. Membership "In Good Standing"

(a) Membership "in good standing" shall be effective and shall continue upon receipt of the required dues for the current month. For purposes of establishing voting rights and eligibility to hold an elected or appointed office, "Active" members whose dues are paid via payroll deduction shall not be deemed to be "in good standing" until the first of the month following the month in which the first dues are deducted, unless s/he pays dues in cash for the interim period.

(b) Membership shall terminate with:

(1) The effective date of layoff for members who are laid off and who choose not to continue in either an "Active" or "Inactive" status under provisions of Sections 1(a)(1) or 1(b) above.

(2) The effective date of an unpaid leave of absence or placement on a reemployment list for reasons other than layoff, for such members who choose not to continue in an "Inactive" status under provisions of Section 1(b) above.

(3) The date of termination of their 39-month reemployment rights or approved leave of absence for members who have continued in an "Active" or "Inactive" status, if such members have not been returned to active employment.

(4) The date of execution of a document terminating payroll deduction of dues, unless arrangements have been made with the Chapter Treasurer for advance cash payment.

(5) The effective date of removal from the bargaining unit, or voluntary termination of employment.

(6) The effective date of involuntary termination of employment, unless the member is eligible to continue and elects to retain "Active" status as permitted under provisions of Section 1(a)(2) above.

(7) Actions pursuant to Sections 5 or 6 below.

Section 4. Fair Share Service Fee Payers: Employees obligated to pay either dues or fair share service fees to CSEA pursuant to organizational security provisions in the collective bargaining agreement and who choose not to be "Active" members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service Fee Payers". Such persons shall pay fair share service fees in an amount equal to the dues required of "Active" members of the Chapter (less any local Chapter fees unless collection of local Chapter fees has been approved by the State Association) subject to annual requests for advance refunds of the portion of fair share service fees that CSEA determines will be used for purposes not related to collective bargaining, in accordance with the policies of the State Association.

"Fair Share Service Fee Payers" shall be entitled to full rights of representation in all matters related to their collective bargaining agreement. They shall not, however, have the right of voice, vote, or other participation in Chapter or State Association affairs, unless otherwise provided herein or required by law.

Section 5. Delinquency & Resignation:

(a) Members who no longer wish to retain that status may resign CSEA membership by written notification to the Chapter Treasurer. They shall become "Fair Share Service Fee Payers" subject to the same fair share service fees and rights, benefits and burdens as provided under Section 4 of this Article.

(b) Any member failing to pay all dues owed for the current month shall be deemed delinquent and shall not be considered to be "in good standing" until such

delinquency has been remitted. Any member allowing his/her arrearages for dues to run over 90 days shall be conclusively presumed to have resigned his/her membership effective on said date and if applicable shall be subject to paragraph (a) above and such action as may be provided under the collective bargaining agreement, unless the Treasurer is notified 30 days prior thereto that the member has not resigned and arrangements for payment of arrearages are made.

(c) Members who have resigned shall, upon reapplication, be admitted as new members.

Section 6. Expulsion, Suspension, Discipline:

(a) No member may be involuntarily removed from the membership rolls except as provided for in Sections 3 and 5 above, or in accordance with the procedures for expulsion, suspension and discipline of members as specified in the State Association Constitution.

(b) All matters for proposed disciplinary action against members shall be referred to the State Association for action, except that members may be recalled from office in accordance with provisions of Article XI of this Constitution.

ARTICLE III
DUES and ASSESSMENTS

Section 1. State Per Capita Dues

(a) Per capita dues to the State Association for "Active" members shall be assessed at the rate of 1.5% of the first $2,450 of monthly gross salary (*excluding overtime*, but *including* longevity, professional growth and anniversary increments), but not to exceed a maximum of $367.50 for the 12-month period commencing each September 1st and continuing through the following August 31st. Said dues shall be payable by payroll deduction or annually in advance direct to the State Association.

(1) Payroll deduction shall commence in September of each year and continue through the following August for each month the member is in a paid status, or until the maximum of $367.50 has been deducted, whichever comes first.

(2) Annual in advance payments must be remitted direct to the Association's Accounting Office no later than September 30, or within 30 days following membership application for new members after September. Such annual payments shall be as calculated by the Association's Accounting Office in accordance with the State Association's Bylaws.

Section 2. Chapter Dues. Local Chapter dues for "Active" members of this Chapter shall be $22.50 per year, payable by payroll deduction during each of the

months August through May in which the member is in regular paid status; or payable annually in advance to the Chapter Treasurer.

Section 3. The local Chapter dues plus the State per capita dues equals the member's total dues requirement.

Section 4. Assessments: No assessments shall be levied in this Chapter other than those approved by three-fourths (3/4) of the Chapter membership present and voting on the question by secret ballot, provided that each member has been notified in writing at least ten (10) days in advance of the nature of the proposal and the time, date and place where the matter will be voted on.

Section 5. Fund Solicitation: No funds shall be solicited in the name of the Chapter without authorization of the Executive Board. All funds collected (together with an accounting of source) shall be delivered to the Chapter Treasurer within five (5) working days of receipt, for deposit in the Chapter's account.

ARTICLE IV
OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES

Section 1. Officers: The following officers shall be elected by and from among the total "Active" membership of the Chapter, regardless of the location of their employment: President, Vice President, Secretary, Treasurer, Public Relations Officer.

Section 2. Executive Board: The elected officers designated in Section 1, plus the Junior Past President, shall constitute the Executive Board of this Chapter.

Section 3. Eligibility to Hold Office: Officers shall be elected from among the "Active" members in good standing of the Chapter who have maintained such membership continuously for a period of six (6) consecutive calendar months immediately preceding the month in which they are nominated.

(a) Nominees for elected office shall be "Active" members of the Chapter in good standing at the time of nomination and can only accept nomination for one Executive Board office.

Section 4. Nominating and Election Procedures:

(a) A Nominating Committee appointed as hereinafter provided shall provide its recommendations (nominations) to fill the elective offices listed in Section 1, which shall be submitted in the odd numbered years at the October Chapter meeting.

(b) Nominations for these offices shall also be accepted from the floor at the October and November Chapter meetings.

(c) If, after nominations are closed at the November Chapter meeting there is only one nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required. The Chapter President shall so notify the membership in writing as soon thereafter as possible.

(d) When there is more than one nominee for an office, an election shall be conducted at the December Chapter meeting (between the hours of 11:30 a.m. and 1:30 p.m.) by secret ballot vote of "Active" members in good standing present at said meeting. It shall require a plurality vote to elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall be determined by lot (draw) between the tied candidates.

(e) Notices of the time, date, and place for nominations and balloting, and all other procedural matters relating to conducting these elections, shall be in accordance with provisions of State Association Policy 618.

(f) All candidates shall be provided an opportunity to address the members present at the election meeting prior to the balloting, and they or their designated representative shall be accorded the right to observe the ballot tally process.

(g) All ballots, including used, unused, invalid and challenged ballots, tally sheets and related election documents, including notices of nomination and election procedures, shall be retained by the Chapter Secretary for one year, or until any and all challenges to the election or charges of misconduct in the running of the election have been resolved, whichever is the longer period.

Section 5. Terms of Office: Elected officers shall take office and assume their duties on the January 1 following their election and shall continue to serve for two years or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be an "Active" member in good standing.

Section 6. Vacancies:

(a) A vacancy in the office of President shall be filled by the Vice President.

(b) For vacancies in any other elected office, the Executive Board shall submit its recommendation to fill the office in writing to the Chapter membership at least five (5) working days in advance of a designated Chapter meeting. Nominations from the Floor shall also be accepted at said meeting. If there are no nominations from the Floor, the Executive Board's candidate shall be declared elected. If nominations from the Floor are made, a secret ballot election shall be conducted among the "Active" members in good standing present.

ARTICLE V
AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS

Section 1. Executive Board: The Executive Board shall have general supervision of the affairs of the Chapter between the general membership meetings. It shall transact the routine business of the Chapter as authorized and required herein, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this Constitution. The Board shall be subject to the orders of the Chapter membership, and none of its actions shall conflict with actions taken by the Chapter membership.

A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special Chapter meeting, with such actions subject to membership ratification if appropriate.

Minutes of Chapter and Executive Board meetings shall be kept on file for at least five (5) years. Chapter financial records shall be kept on file for at least five (5) years.

The Executive Board shall meet at the call of the President or at such times and places designated by it; the President shall call a special meeting upon the written request of a majority of the Board.

A majority of the members of the Executive Board shall constitute a quorum.

Section 2. Duties of Officers, General: Upon separation from office, an officer shall immediately turn over to his/her successor or other properly designated CSEA official all books, records, money and other effects of the Chapter in his/her possession.

Section 3. President: The President shall:

(a) Be Chairperson of the Executive Board, call and preside over all meetings of the Chapter and Executive Board at which s/he is in attendance.

(b) Fix the time and place of meetings except as otherwise directed by the membership.

(c) Set the agenda for Chapter meetings, as noted in Article VI.

(d) Appoint and direct the activities of the various committees, standing or special, required by this Constitution or established by the Executive Board, or as may be ordered by vote of the membership, except as otherwise provided herein.

(e) Attend all Regional Presidents' Meetings and such other meetings as required by the State Association or direction of the Chapter, and report back to the

Executive Board and Chapter membership at the next Chapter meeting, with recommendations for Chapter action or as otherwise required.

(f) Perform such other duties as normally pertain to the office of President or ordered by this Constitution.

Section 4. Vice President: The Vice President shall:

(a) In the absence or disability of the President, possess all of the powers and perform all of the duties in his/her stead.

(b) At all times assist the President in the performance of his/her duties.

(c) Assume the office of President if a vacancy occurs.

(d) Serve as Chairperson of the Membership Committee.

(e) Coordinate and direct the activities of the Site Representatives.

(f) In coordination with the Chief Job Steward, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.

(g) Coordinate the activities of the Standing Committees.

(h) Perform such other duties as may be assigned by the President or ordered by this Constitution.

Section 5. Secretary: The Secretary shall:

(a) Keep an accurate record of all proceedings of Chapter and Executive Board meetings, including an accurate roll of members and officers in attendance at each.

(b) Keep an accurate roster of the officers of the Chapter and see that such information is forwarded to the State Association as required.

(c) Issue notices of all meetings of the Executive Board and Chapter meetings, which shall include notice of matters for discussion at same.

(d) Notify members of all committees of their appointment/election.

(e) Have custody of all correspondence, official documents and historical records of the Chapter, which shall be open at all times for the inspection of the President or his/her agent and members of the Executive Board.

(f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the State Association and the Constitution of this Chapter and see that copies of same are available for reference at all Executive Board and Chapter meetings, and available for inspection by the general membership upon request.

(g) Perform such other duties as normally pertain to the office of Secretary or as may be directed by the President or required by this Constitution.

Section 6. Treasurer: The Treasurer shall:

(a) Receive all funds of the Chapter and keep and disburse same under the direction of the President and as required by the Constitution & Bylaws of the State Association and this Chapter.

(b) Keep or cause to be kept regular books and full accounts which shall be open at all times to inspection of the President or his/her agent and the Auditing Committee.

(c) Provide access to all records, vouchers and statements to the Auditing Committee for annual inspection at the close of each fiscal year.

(d) Report at each meeting of the Chapter as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable, to include per capita dues/fees paid and owed to the State Association if any.

(e) Prepare the annual PERB financial report to include the last day of the fiscal year, and immediately submit same to the President for review and forwarding to PERB, the State Association, and the membership.

(f) Promptly process and forward membership applications and dues payments to State Headquarters and payroll deduction authorizations to proper district office for processing.

(g) Maintain an accurate record of members in good standing, and prepare such monthly reports and remittances as may be required by the State Association and promptly forward to State Headquarters within thirty days of request.

(h) Assist in preparation of the Chapter budget, and perform such other duties as may be directed by the President.

(i) Upon leaving office, sign such bank signature cards or other documents necessary for the transfer of all Chapter accounts to the new Treasurer.

Section 7. Public Relations Officer: It shall be the duty of the Public Relations Officer to edit and distribute a newsletter or similar publication as may be authorized by the Executive Board and the Chapter membership, to write articles of

interest pertaining to Chapter affairs for local newspapers and official publications of the State Association and perform such other public relations activities as directed by the President.

Section 8. Junior Past President: The Junior Past President shall be a member of the Executive Board and perform such duties as may be assigned by the President and/or the Executive Board.

ARTICLE VI
MEETINGS

Section 1. Regular business meetings of this Chapter shall be held during the months of September through June, inclusive. The schedule of such meetings shall be established in January of each year for the succeeding twelve (12) month period and shall be provided to the membership.

Section 2. Special meetings may be called by the Chapter President as deemed necessary, or shall be called by a vote of two-thirds of the Executive Board or upon petition to the President of twenty percent (20%) of the Chapter membership.

Section 3. Meeting Notices:

(a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

(b) **Special Meetings.** Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than 24 hours in advance, may be given in an emergency situation.

Section 4. Unless otherwise ordered by two-thirds vote of the members present, the Order of Business at regular Chapter meetings shall be:

(1) Pledge of Allegiance to the Flag
(2) Approval of Minutes of the previous meeting
(3) Communications
(4) Report of Executive Board Actions
(5) Treasurer's Report
(6) Committee Reports
    (a) Report of the Membership Committee/Recognition of New Members
    (b) Report of the Negotiating Committee
    (c) Job Steward/Site Rep. Reports

(d) Other Committees as required
(7) Unfinished Business
(8) New Business
(9) Good of the Order
(10) Adjournment

Section 5. Quorum for Meetings: It shall require at least ten (10) members in good standing in attendance at any Chapter meeting for business to be conducted.

ARTICLE VII
CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name of Imperial Valley College Chapter No. 472, CSEA, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President or Vice President. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and one of the following: Vice President, Secretary.

Section 2. The Executive Board shall prepare an annual budget for approval of the Chapter membership no later than January of each year, which shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall then regulate the expenditures of the Chapter, except that the Treasurer shall submit any single expenditure in excess of $100 to the Executive Board for prior approval. Any expenditures in excess of those approved in the budget must have prior approval of the Chapter membership.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees: The following shall be the standing committees of the Chapter: Auditing, Classification/Reclassification, Elections, Entertainment/Ways & Means, Grievance, Insurance (subcommittee of Negotiations), Membership, Negotiating, Nominating, Political Action, Safety, Scholarship, Sunshine. Unless otherwise specified herein, the President shall, as soon as possible after January 1 of each year, appoint the chairpersons and members of the standing committees, which appointment shall be subject to the ratification of the Executive Board. The President shall determine the number of members to be appointed to each, except as otherwise provided herein.

Section 2. Ad Hoc Committees: Such other committees as the President or the Chapter membership may deem necessary to perform a specified task for the welfare of the Chapter may be appointed. The President shall determine the

composition of such committees and the timelines for completion of their assigned duties. Such Ad Hoc committees shall cease to function upon completion of their specified task.

Section 3. The Vice President shall act as coordinator of all appointed committees, and shall be Chairperson of the Membership Committee. The Chief Job Steward shall be Chairperson of the Grievance Committee.

Section 4. The President shall be, ex-officio, a member of all committees, except the Nominating Committee.

Section 5. Quorum: A majority of the members of any committee must be present at any meeting to constitute a quorum.

Section 6. Terms: Unless otherwise provided herein, the term of office for all committees shall be from January 1 until the end of the Chapter and fiscal year or until their successors are appointed, provided that any committee member shall automatically forfeit the office if they cease to be an "Active" member in good standing.

Section 7. Negotiating Committee (Team):

(a) The Negotiating Committee shall consist of the Chapter President or his/her designee as Chairperson, plus _____ members from the membership at large.

(b) **Duties:** It shall be the duty of the Negotiating Committee to:

(1) Research issues and prepare and submit initial bargaining proposals (including proposals on reopeners) for review and approval of members in good standing of the bargaining unit(s) prior to commencement of negotiations.

(2) Negotiate the contract (including reopeners and modifications) for and on behalf of the Chapter with assistance from State Association field staff.

(3) Keep the Executive Board and the membership informed on the progress of negotiations and solicit membership input where advisable.

(4) Ensure that all bargained agreements are submitted for ratification of the bargaining unit(s) in accordance with Article XIV of this Constitution.

Section 8. Auditing Committee: It shall be the duty of this committee to receive and audit the books and records of the Treasurer immediately after the close of each fiscal year, and at such other times as may be directed by the President, and report its findings to the Chapter membership.

Section 9. Classification/Reclassification Committee: It shall be the duty of this committee to review and make recommendations on all changes to the current and new classifications or positions.

Section 10. Entertainment/Ways & Means: It shall be the duty of this committee to organize social functions for the Chapter. The Chapter Treasurer shall be a member of this committee.

Section 11. Elections Committee: It shall be the duty of this committee to supervise and assist in the preparation, distribution, and counting of the ballots in **all** elections (including contract ratifications) within the Chapter, and certify the results to the Chapter President. In addition, the committee shall ensure that election procedures are in accordance with applicable provisions of the State Association's Constitution & Bylaws and Policy, and this Constitution.

Section 12. Grievance Committee:

(a) It shall be the duty of the Grievance Committee to supervise and assist the operation of the Chapter's Job Steward program. The committee shall ensure that all grievances are handled properly in their investigation and filing and consistent in their resolution.

(b) The committee shall be empowered to review proposed settlements of grievances undertaken by individual members of the bargaining unit (i.e., without representation of a Job Steward or CSEA staff) to ensure they are resolved consistent with provisions of the collective bargaining agreement.

(c) The committee shall review all grievances going beyond the immediate supervisory level to determine whether CSEA staff assistance should be obtained. If staff assistance is required, the President shall be so notified.

(d) The committee shall review all grievances being considered for arbitration and recommend to the Executive Board whether each particular case should be arbitrated.

Section 13. Insurance Subcommittee: It shall be the duty of this committee to review all insurance programs that membership; acquaint the membership with those programs; and act as intermediary for any member, between administration, insurance carriers, and other concerned persons or groups, so requesting and involving a program of group insurance available to the membership.

Section 14. Membership Committee: It shall be the duty of this committee to strive for 100% CSEA membership within the represented bargaining unit(s), and to prepare and execute a program designed to secure new members and stimulate membership attendance at Chapter meetings on an ongoing basis.

Section 15. Nominating Committee: It shall be the duty of this committee to investigate the qualifications of members for the elective executive board offices and submit such nominees as in its judgment will best serve the interests of the Chapter. Nominations shall be reported to the Chapter membership as required by Article IV of this Constitution.

Section 16. Political Action Committee: It shall be the duty of this committee to:

(a) Develop and implement a Chapter Alert system designed for emergency contact of the membership when immediate Chapter action is necessary on contract matters, legislative and political issues, and other items of importance to the Association and Chapter.

(b) Keep the members informed about the legislative program of the State Association, and may recommend to the Chapter membership legislative proposals it deems desirable for submission to the Association's Legislative Committee for consideration and inclusion in the Association's legislative program.

(c) Work cooperatively with the State Political Action Coordinator (PAC), appropriate staff and Area PACE and Legislative Committee representatives in furtherance of the Association's legislative and political goals, rendering regular reports at Chapter meetings regarding the same and recommending any Chapter support or activity it considers appropriate.

(d) Encourage all members to financially support PACE of CSEA and the Victory Club, and educate the membership regarding the necessity for active participation in the political process in accordance with Association and Chapter goals.

(e) Make recommendations to the Chapter membership regarding endorsement of candidates for school board, in accordance with the following procedures:

(1) The committee shall conduct a pre-screening of candidates to be recommended for endorsement, through direct interviews or questionnaires sent to the candidates. Following the pre-screening process, the committee shall present its recommendations for endorsement at a designated Chapter meeting for action by the Chapter membership. A majority vote shall be required for endorsement.

(2) Whenever possible, the Committee shall arrange for a candidates' forum to provide Chapter members an opportunity to hear and question the candidates on relevant issues prior to hearing the committee's recommendation and the endorsement vote being taken.

(f) The committee shall determine the amount of financial support, if any, to be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on such forms as may be required.

(g) The committee shall solicit volunteer activity by the Chapter membership on behalf of endorsed candidates, and shall be responsible for coordinating and directing such member activities.

Section 17. Safety Committee: It shall be the duty of this committee to promote safety on the campus.

Section 18. Scholarship Committee: It shall be the duty of this committee to award scholarship(s) to qualified applicants.

Section 19. Sunshine Committee: It shall be the duty of this committee to send cards and/or flowers, as per the CSEA Sunshine List, for various special occasions of members and nonmembers.

ARTICLE IX
JOB STEWARDS

Section 1. Appointment: The Chapter President will appoint a Chief Job Steward, which appointment shall be subject to the ratification of the Executive Board and Chapter membership. The Chapter President will appoint, in sufficient numbers to serve the needs of the membership, Job Stewards to serve the campus. The President shall determine the number of stewards to be appointed.

Section 2. Term of Office: Term of office for Job Stewards shall be from the January 1 following their appointment to the end of the Chapter and fiscal year, or until their successors are appointed, provided that any Job Steward shall automatically forfeit such office if they cease to be an "Active" member in good standing. Vacancies shall be filled by appointment of the President, ratified by the Executive Board, from among the qualified members in good standing, for the remainder of the original term only.

Section 3. Duties.

(a) **Chief Job Steward:** The Chief Job Steward shall:

(1) Ensure that the Job Steward program of the Chapter functions according to the requirements set forth in this Constitution, and maintain the necessary records on matters of contract enforcement to permit the Chapter to effectively represent bargaining unit employees.

(2) Process all grievances not settled at the immediate-supervisory level, unless CSEA staff assistance is required.

(3) Serve as Chairperson of the Grievance Committee, and keep the Executive Board informed on all grievance activity.

(4) In coordination with the Vice President, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.

(5) Shall complete the basic and advanced levels of training as established by the Field Office.

(6) Report to the Chapter President on a monthly basis.

(b) **Job Steward(s):** The Job Steward(s) shall:

(1) Attend annual training sessions for Job Stewards provided by the State Association and/or other appropriate training as directed by the President.

(2) Attend periodic Site Representative/Site Council meetings as directed by the Chief Job Steward.

(3) Educate bargaining unit employees about their rights under the contract and determine how problems arising under the contract can best be handled.

(4) Act as the basic channel of communication between the employees and the Chapter and relay specific member concerns to the Chapter's Negotiating Committee for incorporation into the bargaining proposals.

(5) Investigate and prepare grievances for processing and handle grievances at the immediate-supervisory level, and be present as required during other steps of the grievance procedure.

(6) Immediately inform the Chief Job Steward of all grievances received; immediately report to the Chief Job Steward the settlement of grievances processed or the failure to settle within contractual timelines.

(7) **Preserve the confidentiality** of personal grievances, resolve differences among the membership in grievance handling; maintain a file on all grievances handled which shall be turned over to the Chief Job Steward upon completion.

ARTICLE X
SITE REPRESENTATIVES

Section 1. Site Representatives to serve each work site shall be appointed by the President and ratified by the Executive Board.

Section 2. Site Representative duties shall be to:

(a) Recruit employees into CSEA membership and educate employees about CSEA.

(b) Distribute Chapter newsletter, bulletins, and other CSEA information at the work site; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.

(c) Conduct periodic site-level meetings to keep the members informed of actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to keep members informed of Association and/or Chapter activity regarding grievances, PERB decisions, contract negotiations, legislative and political activity, and other matters of importance.

(d) Relay member concerns to the appropriate Job Steward or other Chapter officer.

(e) Attend Chapter meetings; attend training workshops and other seminars as directed and approved by the Chapter President; attend Joint Job Steward/Site Representative (Site Council) meetings as may be called by the Chief Job Steward and/or the Vice President.

ARTICLE XI
CHAPTER PRE-RETIREMENT RESOURCE PERSON

Section 1. A Chapter Pre-Retirement Resource Person shall be appointed by the President and ratified by the Executive Board.

Section 2. His/her duties shall be to:

(a) Direct chapter members to the right sources so they receive the best retirement information available.

(b) Attend Chapter meetings and training workshops/seminars as directed and approved by the Chapter President.

ARTICLE XII
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

(a) Any member of the Executive Board, Conference delegates and alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of "Active" members of the Chapter in good standing present and voting at a meeting called for the purpose of a recall action.

(b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive Board or thirty percent (30%) of the members in good standing eligible to vote on the individual being recalled. The petition shall state the specific reasons in support of the recall, and the petition shall be presented to the Executive Board and to the individual.

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, including presentation and cross-examination of witnesses as may be appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted to members of the Executive Board and members of the Chapter in good standing who are eligible to vote on the particular recall action, authorized representatives of the State Association, and such witnesses as may be pertinent to the action. Notice specifying time, date, and place and the specific nature/purpose of the meeting shall be issued to those eligible for attendance at least ten (10) days in advance.

Section 2. Removal of Appointed Offices

(a) Appointed committee members, Job Stewards and Site Representatives may be removed from office by a two-thirds (2/3) vote of the Executive Board, a quorum being present, provided such person shall be provided at least five (5) days advance notice of the reasons for removal and the time, date and place where the Board will meet to vote on the matter. At said meeting the member shall be afforded an opportunity to provide rebuttal argument prior to the vote being taken.

(b) Any appointed committee chairperson or member failing to attend three (3) consecutive committee meetings, unless excused for cause, shall be automatically removed from the committee.

ARTICLE XIII
DELEGATES TO CONFERENCE

Section 1. Delegates: Voting delegates to an annual conference of the State Association (and their alternates) shall be designated from among the "Active" members in good standing as follows:

(a) The Chapter President.

(b) Additional delegates in such number as may be authorized by the Chapter for attendance, but not to exceed the total number authorized by the Bylaws of the State Association, shall be elected as provided in Section 2 below.

Section 2. Election:

(a) Nominations for the authorized delegate positions, other than the President, shall be taken at the regular Chapter meeting in March, and election shall be by secret ballot at the regular Chapter meeting in April. Alternates in sufficient numbers for each of the authorized delegates, to include an alternate for the President, shall also be elected.

(b) Notification of nominations and election and all other procedural matters relating to delegate and alternate election shall conform to Association Policy 618 and shall be conducted under the supervision of the Elections Committee.

(c) In the event a delegate cannot attend, the Executive Board shall determine which alternate shall replace the authorized delegate.

Section 3. Responsibilities: Delegates shall attend all conference business and other sessions of importance to the Chapter. In addition, the delegates shall:

(a) Attend at least one orientation meeting at the Regional or Area level of the State Association concerning the resolutions to the upcoming conference, as directed by the Executive Board.

(b) Provide written and oral reports on conference activities to the Chapter membership at the first Chapter meeting following the conference.

(c) Submit a detailed report of expenditures to the Chapter Treasurer within three (3) weeks following the conference, and if an expense advance has been provided by the Chapter, reimburse the Chapter treasury for advance funds not utilized for authorized purposes.

ARTICLE XIV
CONTRACT RATIFICATION

Section 1. Contract ratification procedures will comply with the provisions of Association Policy 610.

Section 2. Initial Proposals:

(a) The initial bargaining proposal will be determined by a vote of the membership.

(b) Copies of the Chapter's initial proposal and the employer's initial proposal shall be submitted to the Field Director and Labor Relations Representative for review.

Section 3. Negotiated Agreement:

(a) When the Negotiating Committee has negotiated a contract, tentative agreement, or modifications to an existing contract, it shall immediately submit one copy to the CSEA Labor Relations Representative assigned to service the Chapter, for review by the State Association prior to membership ratification.

(1) All contract modifications shall be submitted to the Labor Relations Representative for review by the State Association. However, membership ratification shall not be required for those items listed as exceptions to the definition of "modifications" within the provisions of Association Policy 610, unless they are included as part of contract re-opener negotiations.

Section 4. Ratification Procedures:

(a) A copy of the Tentative Agreement or a summary of the Tentative Agreement, and a statement as to whether the Negotiating Committee is recommending ratification or rejection of the Agreement, shall be provided each CSEA member of the bargaining unit(s) prior to the ratification meeting. If a summary only is provided, copies of the Tentative Agreement containing the exact language of the proposal shall be provided at the meeting.

(b) The Chapter President shall set the date, time and place for the ratification meeting, which shall be open to attendance by all employees within the bargaining unit(s), whether or not they are CSEA members.

(c) Notice of the ratification meeting shall be issued to all bargaining unit employees no later than five (5) working days in advance of the scheduled date. Distribution of said meeting notice shall be at the discretion of the Chapter President, utilizing any of the following methods which s/he determines to be most efficient:

(1) To individual bargaining unit employees utilizing the district mail system;

(2) Distribution by Site Representatives or others;
(3) Posting in prominent locations at each work site.

Exception to the above: The Association's Executive Director, or designee, may approve a notice period of less than five working days upon request of the Chapter President, if it is determined that an immediate ratification meeting would be advisable.

(d) **Conduct of Meeting and Vote:**

(1) The Negotiating Committee shall review the provisions of the Tentative Agreement and indicate its recommendations for ratification or rejection and reasons therefore.

(2) If the State Association recommends rejection of the Tentative Agreement, a State Association representative shall be in attendance at the ratification meeting and shall be provided ample opportunity to outline the recommendation for rejection and the reasons therefore.

(3) Polls for voting shall not be opened until the period for discussion, debate, and answering of questions has begun. Non-CSEA members (including fair share service fee payers) of the bargaining unit(s) in attendance shall be granted the right to participate in the discussion and debate. **They shall not, however, have the right to make motions or vote.**

(4) The ratification vote shall be by secret ballot conducted at the ratification meeting under the supervision of the Elections Committee and in accordance with procedures required by Association Policy 610. Only "Active" CSEA members of the bargaining unit(s) who are in good standing and present at the ratification meeting shall be entitled to vote on the ratification or rejection of the agreement. Absentee or proxy votes shall not be permitted.

(5) Ballots shall be tallied and results announced prior to close of the meeting. A majority vote shall ratify.

Section 5. Executed Agreement: Every collective bargaining agreement shall be executed by both the State Association and appropriate representatives of this Chapter. No contract shall be valid which has not been ratified by the Chapter membership.

ARTICLE XV
CONCERTED ACTIVITIES

Section 1. No concerted withholding of service shall be instituted by this Chapter unless such concerted action has been approved at a regular or special

membership meeting, advance notice having been given, by secret ballot vote of not less than sixty-five percent (65%) of the "Active" members in good standing present and voting; and approval for such concerted activity has been granted by the State Association's Board of Directors.

Section 2. If the dispute relates to contract negotiations, no concerted withholding of service shall be instituted unless the last offer of the employer has been submitted to the Chapter membership in accordance with Article XIV of this Constitution and has been rejected, and the requirements of Section 1 above shall have been met.

ARTICLE XVI
AMENDMENTS TO CONSTITUTION

Section 1. This Constitution shall at all times conform to all provisions of the State Association Constitution & Bylaws and Policy, and where any conflict should occur, the State Association Constitution & Bylaws and/or Policy shall prevail.

Section 2. Any member in good standing of the Chapter (or the Executive Board) may submit a written proposal to amend this Constitution (containing the exact text of the proposed change) at any Chapter meeting, which shall constitute a first reading. The Chapter President shall then cause the proposed amendment(s) to be placed on the agenda of the next regular or a special Chapter meeting where the matter will be read a second time and acted upon, and shall cause written notification of the proposed amendment(s) and the date, time, and place of the designated Chapter meeting to be issued to all members in good standing at least ten (10) days in advance of said meeting. Said notification shall include at least a written summary of the proposed changes. The exact text of the proposed changes shall be made available for review by members upon request prior to the second reading if not provided with said notification, and shall be distributed to all members in attendance at the second reading.

Section 3. Approval by two-thirds (2/3) of the "Active" members in good standing present and voting at the second reading shall be required to adopt the amendment(s). If the amendment relates to a revision of Chapter dues, the vote shall be conducted by secret ballot.

Section 4. All amendments shall be submitted to the State Association's Executive Director immediately following their adoption by the Chapter. **No amendment shall become operative until approved by the Executive Director, or designee, or action of the Association's Board of Directors in accordance with Article III, Section 8 of the Association's Constitution.**

ARTICLE XVII
DISBANDMENT OF CHAPTER

Section 1. Should the Chapter disband for any reason, all financial accounts shall be transferred to the control of the State Association, and a final audit of the financial books and records of the Chapter shall be made in conjunction with the State Association's Financial Analyst/Auditor. Upon conclusion and certification of such audit, final distribution of funds shall be as follows:

(a) All outstanding obligations of the Chapter shall be promptly paid.

(b) All funds due and owing the State Association shall be promptly remitted to the Association's general fund.

(c) Funds then remaining shall then be distributed for purposes as appropriate and authorized in accordance with provisions contained in Association Policy 612.

ARTICLE XVIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Chapter in all cases in which they are not inconsistent with this Constitution, the Constitution & Bylaws or Policy of the State Association, and any special rules the Chapter may adopt.

ARTICLE XIX
FISCAL YEAR

The fiscal year of this Chapter shall extend from January 1 through December 31, inclusive.