

CSEA CERRITOS COLLEGE CHAPTER 161



AFL-CIO

CONSTITUTION & BYLAWS

APPROVED BY CSEA STATE ASSOCIATION JUNE 17, 2020

**CONSTITUTION OF
Cerritos Chapter No. 161, CSEA
Latest Revision April 22, 2020**

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

Where used throughout this document, "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "chapter" are interchangeable and mean Cerritos Chapter No. 161, CSEA.

APPROVED

California School Employees Association

Date: June 17, 2020

By: Jessalyn P. Ka, Executive Coordinator

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**ARTICLE I
NAME AND OBJECTS**

Section 1. Name: The name of this organization shall be Cerritos Chapter No. 161 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.

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**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 Association and chapter and to have voice and vote and otherwise participate in chapter and Association affairs.

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1 (4) Active members of this chapter must also be Active members of the
2 Association as defined in the Association's Constitution.
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4 (b) **Inactive:** Any Active member of this chapter who (1) is granted an unpaid
5 leave of absence by the employer, or (2) is placed on a reemployment list for reasons
6 other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off
7 and elects not to continue as an Active member under provisions of paragraph (a)(1)
8 above, may continue membership in an "Inactive" status until expiration of the approved
9 leave of absence or reemployment list, or until returned to paid employment status in an
10 eligible position [as defined by paragraph (a) above], whichever occurs first, upon
11 continued payment of dues at 1/2 the rate required of them as an Active member at the
12 time the leave or placement on the reemployment list occurred. Such dues shall be
13 paid annually in advance, or for the number of months of the approved leave if less than
14 one year. Such members shall be eligible to continue to receive such membership
15 benefits as are generally made available to the Active membership, unless specifically
16 excluded by contract. They shall not, however, be accorded voice or vote in chapter or
17 Association affairs.
18

19 (c) **Lifetime Retired:** Any person who was a member in good standing of the
20 Chapter at the time of retirement may become a "Lifetime Retired" member of this
21 Chapter upon payment of a one-time fee of \$10.00. Such members shall be permitted
22 to attend Chapter meetings and social functions and to receive the Chapter newsletter
23 as long as they live in the local area. They shall not otherwise be accorded voice, vote
24 or other participation in Chapter affairs.
25

26 **Section 2.** Active membership shall be effective upon the completion, dating,
27 and signing of an official CSEA application form as provided by the Association, and
28 execution of a valid authorization for payroll deduction of dues or payment of at least
29 one (1) year's dues in advance. The application shall be immediately forwarded,
30 together with advance dues received if any, to the Association. The Association shall
31 send payroll deduction authorizations to the appropriate district office.
32

33 **Section 3. Membership "In Good Standing"**

34 (a) Membership "in good standing" shall be effective and shall continue upon
35 receipt of the required dues for the current month. For purposes of establishing voting
36 rights and eligibility to hold an elected or appointed office, Active members whose dues
37 are paid via payroll deduction shall not be deemed to be in good standing until the first
38 of the month following the month in which the first dues are deducted, unless s/he pays
39 dues in cash for the interim period.
40

41 (b) Membership shall terminate with:
42

43 (1) The effective date of layoff for members who are laid off and who
44 choose not to continue in either an Active or Inactive status under provisions of Sections
45 1(a)(1) or 1(b) above.
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1 (2) The effective date of an unpaid leave of absence or placement on a
2 reemployment list for reasons other than layoff, for such members who choose not to
3 continue in an Inactive status under provisions of Section 1(b) above.

4
5 (3) The date of termination of their 39-month reemployment rights or
6 approved leave of absence for members who have continued in an Active or Inactive
7 status, if such members have not been returned to active employment.

8
9 (4) The date of execution of a document terminating payroll deduction
10 of dues, unless arrangements have been made with the Chapter Treasurer for advance
11 cash payment. However, the dues authorization signed by a member is a contract
12 which by law is not terminable without reasonable advance written notice being
13 provided to the appropriate CSEA Field Office. CSEA views the minimum notice that is
14 reasonable as being five (5) days.

15
16 (5) The effective date of removal from the bargaining unit, or voluntary
17 termination of employment.

18
19 (6) The effective date of involuntary termination of employment, unless
20 the member is eligible to continue and elects to retain Active status as permitted under
21 provisions of Section 1(a)(2) above.

22
23 (7) Actions pursuant to Sections 4 or 5 below.

24
25 **Section 4. Delinquency & Resignation:**

26
27 (a) Members who no longer wish to retain that status may resign CSEA
28 membership by providing a five (5) day advance written notification to the Area's
29 assigned CSEA Field Office. Such notification must include the member's name,
30 address, employer's name or chapter name, the last four (4) digits of his/her social
31 security number, and his/her CSEA ID number or Employee ID number.

32
33 (b) Any member failing to pay all dues owed for the current month shall be
34 deemed delinquent and shall not be considered to be in good standing until such
35 delinquency has been remitted.

36
37 (c) Members who have resigned shall, upon reapplication, be admitted as
38 new members.

39
40 **Section 5. Expulsion, Suspension, Discipline:**

41
42 (a) No member may be involuntarily removed from the membership rolls
43 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
44 for expulsion, suspension and discipline of members as specified in the Association
45 Constitution.

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1 (b) All matters for proposed disciplinary action against members shall be
2 referred to the Association for action, except that members may be recalled from office
3 in accordance with provisions of Article XI of this Constitution.
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6 **ARTICLE III**
7 **DUES and ASSESSMENTS**
8

9 **Section 1. Association Per Capita Dues**
10

11 (a) Per capita dues to the Association for Active members shall be assessed
12 at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but
13 *including* longevity, professional growth and anniversary increments), but not to exceed
14 a maximum of \$472.50 for the 12-month period commencing each September 1st and
15 continuing through the following August 31st. Said dues shall be payable by payroll
16 deduction or annually in advance direct to the Association.
17

18 (1) Payroll deduction shall commence in September of each year and
19 continue through the following August for each month the member is in a paid status, or
20 until the maximum of \$472.50 has been deducted, whichever comes first.
21

22 (2) Annual in advance payments must be remitted direct to the
23 Association's accounting office no later than September 30, or within 30 days following
24 membership application for new members after September. Such annual payments
25 shall be as calculated by the Association's Accounting Office in accordance with the
26 Association's Bylaws.
27

28 **Section 2. Chapter Dues.** Local chapter dues for Active members of this
29 chapter shall be \$30.00 per year, payable by payroll deduction during each of the
30 months September through June in which the member is in regular paid status; or
31 payable annually in advance to the Chapter Treasurer.
32

33 **Section 3.** The local chapter dues plus the Association per capita dues equals
34 the member's total dues requirement.
35

36 **Section 4. Assessments:** No assessments shall be levied in this chapter
37 other than those approved by 3/4 of the chapter membership present and voting on the
38 question by secret ballot, provided that each member has been notified in writing at
39 least ten days in advance of the nature of the proposal and the time, date and place
40 where the matter will be voted on.
41

42 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
43 chapter without authorization of the Executive Board. All funds collected (together with
44 an accounting of source) shall be delivered to the Chapter Treasurer within five working
45 days of receipt, for deposit in the chapter's account.
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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, 1st Vice President, 2nd Vice President/Chief Union Steward, Secretary, Corresponding Secretary/Historian, Treasurer, Communications Officer/Web Author.

Section 2. Executive Board: The elected officers designated in Section 1, plus the Immediate 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 of the chapter who are in good standing.

(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 nominations to fill the elective offices listed in Section 1, which shall be submitted annually 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 Executive Board shall so notify the membership in writing as soon thereafter as possible.

(d) When there is more than one (1) nominee for an office, the Elections Committee, as selected pursuant to Article VIII of the constitution, shall oversee the election process, retrieve the results of the online balloting, and tally any paper ballots cast.

(1) The Elections Committee shall request an online ballot from the CSEA Executive Department. Upon verification that the online ballot is available, the Elections Committee shall prepare an election notice. Each notice shall include the appropriate information needed to cast an online ballot, such as the dates of balloting, instructions on how to access the online ballot via the internet, the member's identification and password code, and the option to vote by a paper ballot.

(e) The Chapter President shall set the dates for online balloting, which shall begin no sooner than December 1. The online balloting shall be available on the same day the election notice is mailed, and shall remain open until the date set to close.

1 (f) The election notice shall be mailed via U.S. First Class mail to each CSEA
2 member in good standing who is eligible to vote in the election at his/her last known
3 home address at least ten (10) calendar days in advance of the date set for online
4 balloting to close.

5
6 (1) The notice of online balloting may be distributed via e-mail only if
7 the Elections Committee has a complete and accurate list of e-mail addresses for all
8 CSEA members in good standing eligible to vote in the election.

9
10 (g) Members who are eligible to vote in the election have the option of casting
11 a paper ballot.

12
13 (1) A paper ballot, return addressed envelope, and instructions for
14 completion and return to a special elections chapter post office box shall be mailed via
15 U.S. First Class mail to the last known home address of any member who requests a
16 paper ballot. The Elections Committee shall set the deadline for request of a paper
17 ballot, which shall not be less than five (5) calendar days prior to the date set for online
18 balloting to close.

19
20 (2) The paper ballot (or ballots) shall be pre-folded in such a manner
21 so that when returned marked and refolded in the same manner there will be no chance
22 of accidental observance of the member's vote when removed from the return envelope.

23
24 (3) A double-envelope system for return shall be used, providing a
25 space for signature, CSEA member number, and other identification of the voter on the
26 outside of the return addressed envelope to verify voter eligibility.

27
28 (4) The Elections Committee shall immediately inactivate a member's
29 online ballot upon receipt of a timely request for a paper ballot.

30
31 (h) The Chapter President shall provide advance notice to all candidates so
32 that they or their representative may be present to observe the entire balloting process,
33 including the preparation and distribution of the online election notices and requested
34 paper ballots.

35
36 (i) It shall require a plurality vote to elect. If a tie exists, the election shall be
37 determined by lot (draw) between the tied candidates. Write-in votes shall not be
38 accepted. The official ballot tally shall be provided in writing to all candidates and
39 notices posted accessible to all Chapter members within five (5) working days, and shall
40 be announced at the next following Chapter meeting at which the presiding officer shall
41 officially declare the winning candidates or announce such other action as may be
42 necessary.

43
44 (j) All procedural matters relating to the online balloting process and tally
45 shall be conducted in accordance with Association Policy 618 and *Robert's Rules of*
46 *Order*.

1 (k) All election documents, including notices of nomination and election
2 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
3 all challenges to the election or charges of misconduct in running the election have
4 been resolved, whichever is the longer period.
5

6 **Section 5. Terms of Office:** Elected officers shall take office and assume
7 their duties on the January 1 following their election and shall continue to serve for
8 one year or until their successors are elected, provided that any officer shall
9 automatically forfeit such office if they cease to be an Active member in good standing.
10

11 **Section 6. Vacancies:**

12
13 (a) A vacancy in the office of President shall be filled by the 1st Vice
14 President.
15

16 (b) For vacancies in any other elected office, the Executive Board shall submit
17 its recommendation to fill the office in writing to the chapter membership at least five
18 working days in advance of a designated chapter meeting. Nominations from the floor
19 shall also be accepted at said meeting. If there are no nominations from the floor, the
20 Executive Board's candidate shall be declared elected. If nominations from the floor are
21 made, a secret ballot election shall be conducted among the Active members in good
22 standing present.
23
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25 **ARTICLE V**
26 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**
27

28 **Section 1. Executive Board:** The Executive Board shall have general
29 supervision of the affairs of the chapter between the general membership meetings. It
30 shall transact the routine business of the chapter as authorized and required herein,
31 direct the activities of the various committees, fix the time and place of meetings except
32 as otherwise directed by the membership, prioritize and determine recommendations on
33 matters requiring discussion and action by the general membership, and perform such
34 other duties as are specified in this constitution. The Board shall be subject to the
35 orders of the chapter membership, and none of its actions shall conflict with actions
36 taken by the chapter membership.
37

38 Business conducted by the Executive Board shall be in open session. Executive
39 Board closed sessions, where chapter members are not allowed to be present, shall be
40 limited to items related to labor negotiations, employee hiring and transfers, and
41 employee grievances, discipline or dismissals, in order to maintain confidentiality and
42 protect the identity of the affected employee. An oral announcement of the items to be
43 discussed shall be given prior to the closed session meeting. Chapter members in
44 attendance of Executive Board meetings shall be observers only and not participate or
45 comment on executive board discussions or actions. Chapter members may report
46 their observations at the next regular chapter meeting.
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1 A report on all actions taken by the Executive Board shall be made to the
2 membership at the next regular or special chapter meeting, with such actions subject to
3 membership ratification if appropriate.
4

5 Minutes of chapter and Executive Board meetings shall be kept on file for at least
6 five years. Chapter financial records shall be kept on file for at least five years.
7

8 The Executive Board shall meet at the call of the President or at such times and
9 places designated by it; the President shall call a special meeting upon the written
10 request of a majority of the Board.
11

12 A majority of the members of the Executive Board shall constitute a quorum.
13

14 **Section 2. Duties of Officers, General:** Upon separation from office, an
15 officer shall immediately turn over to his/her successor or other properly designated
16 CSEA official all books, records, money and other effects of the chapter in his/her
17 possession.
18

19 **Section 3. President:** The President shall:
20

21 (a) Be chairperson of the Executive Board, call and preside over all meetings
22 of the chapter and Executive Board at which s/he is in attendance.
23

24 (B) Appoint the various committees, standing or special, required by this
25 constitution or established by the Executive Board, or as may be ordered by vote of the
26 membership, except as otherwise provided herein.
27

28 (c) Attend all regional presidents' meetings (RPMs) and such other meetings
29 as required by the Association or direction of the chapter, and report back to the
30 Executive Board and chapter membership at the next chapter meeting, with
31 recommendations for chapter action or as otherwise required.
32

33 (d) Set the agenda for chapter meetings.
34

35 (e) Perform such other duties as normally pertain to the office of President or
36 ordered by this constitution.
37

38 **Section 4. 1st Vice President:** The 1st Vice President shall:
39

40 (a) In the absence or disability of the President, possess all of the powers and
41 perform all of the duties in his/her stead.
42

43 (b) At all times assist the President in the performance of his/her duties.
44

45 (c) Assume the office of President if a vacancy occurs.
46

47 (d) Serve as Chairperson of the Cerritos College Coordinating Committee.
48

1 (e) Serve as Chairperson of the Membership Committee.

2
3 (f) Coordinate and ensures all shared governance committees are
4 represented.

5
6 (g) Coordinate the activities of the standing committees.

7
8 (h) Perform such other duties as may be assigned by the President/Executive
9 Board or ordered by this constitution.

10
11 **Section 5. 2nd Vice President/Chief Union Steward:** The 2nd Vice
12 President/Chief Union Steward shall:

13
14 (a) At all times assist the President in the performance of his/her duties.

15
16 (b) Ensure that the Union Steward program of the chapter functions according
17 to the requirements set forth in this constitution, and maintain the necessary records on
18 matters of contract enforcement to permit the chapter to effectively represent bargaining
19 unit employees.

20
21 (c) Process all grievances not settled at the immediate-supervisory level,
22 unless CSEA staff assistance is required.

23
24 (d) Serve as Chairperson of the Grievance Committee, Political Action
25 Committee and keep the Executive Board informed on all grievance activity.

26
27 (e) Coordinate periodic meetings between the Site Representatives and
28 Union Stewards to ensure an appropriate level of communication and coordination
29 between these two programs.

30
31 (f) Perform such other duties as may be assigned by the President/Executive
32 Board or ordered by this constitution.

33
34 **Section 6. Secretary:** The Secretary shall:

35
36 (a) Keep an accurate record of all proceedings of chapter and Executive
37 Board meetings, including an accurate roll of members and officers in attendance at
38 each.

39
40 (b) Keep an accurate roster of the officers of the chapter and see that such
41 information is forwarded to the Association as required.

42
43 (c) Issue notices of all meetings of the Executive Board and chapter
44 meetings, which shall include notice of matters for discussion at same.

45
46 (d) Notify members of all committees of their appointment/election.

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48

1 (e) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
2 Association and the constitution of this chapter and see that copies of same are
3 available for reference at all Executive Board and chapter meetings, and available for
4 inspection by the general membership upon request.
5

6 (f) Perform such other duties as normally pertain to the office of Secretary or
7 as may be assigned by the President/Executive Board or ordered by this constitution.
8

9 **Section 7. Corresponding Secretary/Historian:** The Corresponding
10 Secretary/Historian shall:
11

12 (a) Receive and respond to communications on behalf of the Executive Board
13 and Chapter.
14

15 (b) Receive and route CSEA bulletins, notices, and letters to the Chapter.
16

17 (c) Have custody of all correspondence, official documents and historical
18 records of the chapter, which shall be open at all times for the inspection of the
19 President or his/her agent and members of the Executive Board.
20

21 (1) Chapter files and archives should include at least the following:
22 Copies of bargaining unit contracts; memos of understanding (MOUs); minutes of
23 negotiations sessions; grievance records and their resolutions; other records regarding
24 representational matters; correspondence; Chapter meeting minutes; Association
25 bulletins; education and training modules; and copies of the employer's rules, policies
26 and regulations.
27

28 (d) Know and follow the provisions of the Association and Chapter
29 constitution.
30

31 (e) Be or become knowledgeable about CSEA's structure and services
32 available to CSEA members and unit members.
33

34 (f) Read communications at the Chapter meetings.
35

36 (g) Perform such other duties as normally pertain to the office of
37 Corresponding Secretary or as may be assigned by the President/Executive Board or
38 ordered by this constitution.
39

40 **Section 8. Treasurer:** The Treasurer shall:
41

42 (a) Receive all funds of the chapter and keep and disburse same under the
43 direction of the President and as required by the Constitution & Bylaws of the
44 Association and this chapter.
45

46 (b) Serve as a member of the Cerritos College Planning and Budget
47 Committee.
48

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

4
5 (d) Provide access to all records, vouchers and statements to the Auditing
6 Committee for annual inspection at the close of each fiscal year.

7
8 (e) Report at each meeting of the Executive Board and Chapter as to the
9 financial condition of the treasury with a detailed statement of receipts and expenditures
10 and accounts payable, to include per capita dues/fees paid and owed to the Association
11 if any. The report to the Executive Board should also include copies of the bank
12 statement(s)/reconciliation(s).

13
14 (f) Prepare the annual financial report to include the last day of the fiscal
15 year, and immediately submit same to the President for review and forwarding to the
16 Association, and the membership.

17
18 (g) Promptly forward membership applications and dues payments to the
19 Association. The Association shall send payroll deduction authorizations to the
20 appropriate district office for processing.

21
22 (h) Maintain an accurate record of members in good standing, and prepare
23 such monthly reports and remittances as may be required by the Association and
24 promptly forward to CSEA Headquarters within thirty days of request.

25
26 (i) Assist in preparation of the chapter budget.

27
28 (j) Upon leaving office, sign such bank signature cards or other documents
29 necessary for the transfer of all chapter accounts to the new Treasurer.

30
31 (k) Perform such other duties as normally pertain to the office of Treasurer or
32 as may be assigned by the President/Executive Board or ordered by this constitution.

33
34 **Section 9. Communications Officer/Web Author:** The Communications
35 Officer/Web Author shall:

36
37 (a) Edit and distribute a newsletter or similar publication as may be authorized
38 by the Executive Board and the chapter membership.

39
40 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
41 and official publications of the Association.

42
43 (c) Create and/or maintain the Chapter website hosted on the district's
44 computer system in adherence to CSEA and district policy.

45
46 (d) Coordinates with the Communications Officer and Executive Board to
47 ensure that website is accurate and up to date.

1 (e) List up-to-date names of Chapter officers and representatives.

2
3 (f) Post pertinent information as directed by the Executive Board to keep the
4 members informed of actions taken at chapter meetings, and to keep members
5 informed of Association and Chapter activity.

6
7 (g) Perform such other duties as normally pertain to the Communications
8 Officer/Web Author or as may be assigned by the President/Executive Board or ordered
9 by this constitution.

10
11 **Section 10. Immediate Past President:** The Immediate Past President shall
12 be a member of the Executive Board and perform such duties as may be assigned by
13 the President and/or the Executive Board.

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16 **ARTICLE VI**
17 **MEETINGS**

18
19 **Section 1.** Regular business meetings of this chapter shall be held during the
20 months of September through June, inclusive. The schedule of such meetings shall be
21 established in January of each year for the succeeding 12 month period and shall be
22 provided to the membership.

23
24 **Section 2.** Special meetings of the chapter may be called by the Chapter
25 President as deemed necessary, or shall be called by a vote of 2/3 of the Executive
26 Board or upon petition to the President of 20% of the chapter membership.

27
28 **Section 3. Meeting Notices:**

29
30 (a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice
31 shall precede all chapter meetings at least five (5) days in advance to allow members a
32 reasonable opportunity to attend. Said notice shall include a summary of the business
33 to be acted upon, and the time, date and place of the meeting.

34
35 (b) **Special Meetings.** Notice for special meetings shall include the specific
36 topic(s) for discussion/action at said meeting, and unless otherwise required herein, a
37 notice of less than five days, but not less than 24 hours in advance, may be given in an
38 emergency situation.

39
40 (c) **Executive Board Meetings.** Executive Board meetings, regular or
41 special, shall be open to all chapter members. A meeting notice shall precede all
42 Executive Board meetings to allow members a reasonable opportunity to attend.
43 Notices shall be at least five (5) days in advance of regular meetings and at least 24
44 hours in advance of special meetings. Said notice shall include the time, date and place
45 of the meeting and an agenda.

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1 (1) Nothing herein shall preclude general operating funds from being
2 used to supplement the above programs/activities as approved in the annual budget or
3 by appropriate membership action.
4

5 **Section 2.** The Executive Board shall prepare an annual budget for approval
6 of the chapter membership no later than December of each year, which shall contain
7 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve
8 fund, if any. The approved budget shall then regulate the expenditures of the chapter,
9 except that the Treasurer shall submit any single expenditure in excess of \$100 to the
10 Executive Board for prior approval. Any expenditures in excess of those approved in
11 the budget must have prior approval of the chapter membership.
12

13 **Section 3. Retired Members:** All retiring members in good standing, upon
14 request, shall receive from the chapter one year's paid membership to the Association's
15 Retiree Unit.
16

17 **ARTICLE VIII** 18 **COMMITTEES** 19

20
21 **Section 1. Standing Committees:** The following shall be the standing
22 committees of the Chapter: Auditing, Elections, Grievance, Membership, Negotiating,
23 Nominating, Political Action, Ways and Means. Unless otherwise specified herein, the
24 President shall, as soon as possible after January 1 of each year, appoint the
25 chairpersons and members of the standing committees, which appointment shall be
26 subject to the ratification of the Executive Board. The Executive Board shall determine
27 the number of members to be appointed to each, except as otherwise provided herein.
28

29 **Section 2. Ad Hoc Committees:** Such other committees as the Executive
30 Board or the chapter membership may deem necessary to perform a specified task for
31 the welfare of the chapter may be appointed. The Executive Board shall determine the
32 composition of such committees and the timelines for completion of their assigned
33 duties. Such ad hoc committees shall cease to function upon completion of their
34 specified task.
35

36 **Section 3.** The Vice President shall act as coordinator of all appointed
37 committees, and shall be Chairperson of the Membership Committee. The 2nd Vice
38 President/Chief Union Steward shall be Chairperson of the Grievance Committee and
39 Political Action Committee.
40

41 **Section 4.** The President shall be, ex-officio, a member of all committees,
42 except the Nominating Committee.
43

44 **Section 5. Quorum:** A majority of the members of any committee must be
45 present at any meeting to constitute a quorum.
46
47
48

1 **Section 6. Terms:** Unless otherwise provided herein, the term of office for all
2 committees shall be from January 1 until the end of the chapter and fiscal year or until
3 their successors are appointed, provided that any committee member shall
4 automatically forfeit the office if they cease to be an Active member in good standing.
5

6 **Section 7. Auditing Committee:** It shall be the duty of this committee to
7 receive and audit the books and records of the Treasurer immediately after the close of
8 each fiscal year, and at such other times as may be directed by the President, and
9 report its findings to the chapter membership.
10

11 **Section 8. Elections Committee:** It shall be the duty of this committee to
12 supervise and assist in the preparation, distribution, and counting of the ballots in all
13 elections (including contract ratifications) within the chapter, and certify the results to the
14 Chapter President. In addition, the committee shall ensure that election procedures are
15 in accordance with applicable provisions of the Association's Constitution & Bylaws and
16 Policy, and this constitution.
17

18 **Section 9. Grievance Committee:**

19
20 (a) It shall be the duty of the Grievance Committee to supervise and assist the
21 operation of the Chapter's Union Steward program. The committee shall ensure that all
22 grievances are handled properly in their investigation and filing and consistent in their
23 resolution.
24

25 (b) The committee shall be empowered to review proposed settlements of
26 grievances undertaken by individual members of the bargaining unit (i.e., without
27 representation of a Union Steward or CSEA staff) to ensure they are resolved
28 consistent with provisions of the collective bargaining agreement.
29

30 (c) The committee shall review all grievances going beyond the immediate
31 supervisory level to determine whether CSEA staff assistance should be obtained. If
32 staff assistance is required, the President shall be so notified.
33

34 (d) The committee shall review all grievances being considered for arbitration
35 and recommend to the Executive Board whether each particular case should be
36 arbitrated.
37

38 **Section 10. Membership Committee:** It shall be the duty of this committee to
39 strive for 100% CSEA membership within the represented bargaining unit(s), and to
40 prepare and execute a program designed to secure new members and stimulate
41 membership attendance at Chapter meetings on an ongoing basis.
42

43 **Section 11. Negotiating Committee:**

44
45 (a) The Negotiating Committee shall consist of the Chapter President or
46 his/her designee as chairperson plus a maximum of four (4) representatives from each
47 of the major job classifications as specified in Appendix A of the CSEA/District
48 bargaining agreement.

1 (b) The committee members shall be elected by and from among the
2 members in good standing employed in each of the classifications designated in the
3 collective bargaining agreement. The Executive Board shall set the time, date and
4 place of such election meetings, which shall be no later than March of the designated
5 election year. The Chapter President shall preside at said election meetings, at which
6 nominations will be taken and a secret ballot vote shall be conducted. All procedural
7 matters relating to these elections, including timelines for notice to the affected
8 members, shall be in accordance with Association Policy 618.

9
10 (c) Term of office for the elected members shall commence upon their
11 election and continue for one year or until their successors are elected.

12
13 (d) Vacancies shall be filled by special election within the affected
14 classification for the remainder of the original term only.

15
16 (e) **Duties:** It shall be the duty of the Negotiating Committee to research
17 issues and prepare and submit initial bargaining proposals (including proposals on
18 reopeners) for review and approval of members in good standing of the bargaining
19 unit(s) prior to commencement of negotiations; to keep the Executive Board and the
20 membership informed on the progress of negotiations and solicit membership input
21 where advisable; to provide advice and special expertise to the Negotiating Team
22 concerning issues on the bargaining table; and to ensure that all bargained agreements
23 are submitted for ratification of the bargaining unit(s) in accordance with Article XIII of
24 this constitution.

25
26 (f) **Negotiating Team:** The Negotiating Committee shall establish its own
27 internal process for designating from among themselves a "negotiating team" to meet
28 with employer representatives at the bargaining table. The Chapter President, as ex-
29 officio members of the committee, shall be eligible for designation as a team member.

30
31 (1) **Duties:** Under the direction and approval of the Negotiating
32 Committee, the Negotiating Team shall negotiate the contract (including reopeners and
33 modifications) for and on behalf of the chapter with assistance from CSEA field staff.

34
35 (2) The Negotiating Team shall keep the remaining members of the
36 Negotiating Committee informed at all times as to the progress of negotiations, and
37 shall solicit recommendations and assistance from the committee where special
38 expertise and/or membership input may be needed relating to topics under discussion.

39
40 **Section 12. Nominating Committee:** It shall be the duty of this committee to
41 investigate the qualifications of members for the elective executive board offices and
42 submit such nominees as in its judgment will best serve the interests of the chapter.
43 Nominations shall be reported to the chapter membership as required by Article IV of
44 this constitution.

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1 **Section 13. Political Action Committee:** It shall be the duty of this committee
2 to:

3
4 (a) Develop and implement a chapter alert system designed for emergency
5 contact of the membership when immediate chapter action is necessary on contract
6 matters, legislative and political issues, and other items of importance to the Association
7 and chapter.

8
9 (b) Keep the members informed about the legislative program of the
10 Association, and may recommend to the chapter membership legislative proposals it
11 deems desirable for submission to the Association's Legislative Committee for
12 consideration and inclusion in the Association's legislative program.

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

18
19 (d) Encourage all members to financially support PACE of CSEA and the
20 Victory Club, and educate the membership regarding the necessity for active
21 participation in the political process in accordance with Association and chapter goals.

22
23 (e) Make recommendations to the chapter membership regarding
24 endorsement of candidates for school board, in accordance with the following
25 procedures:

26
27 (1) The committee shall conduct a pre-screening of candidates to be
28 recommended for endorsement, through direct interviews or questionnaires sent to the
29 candidates. Following the pre-screening process, the committee shall present its
30 recommendations for endorsement at a designated chapter meeting for action by the
31 chapter membership. A majority vote shall be required for endorsement.

32
33 (2) Whenever possible, the committee shall arrange for a candidates'
34 forum to provide chapter members an opportunity to hear and question the candidates
35 on relevant issues prior to hearing the committee's recommendation and the
36 endorsement vote being taken.

37
38 (f) The committee shall determine the amount of financial support, if any, to
39 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
40 such forms as may be required.

41
42 (g) The committee shall solicit volunteer activity by the chapter membership
43 on behalf of endorsed candidates, and shall be responsible for coordinating and
44 directing such member activities.

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1 (g) Preserve the confidentiality of personal grievances, resolve differences
2 among the membership in grievance handling; maintain a file on all grievances handled
3 which shall be turned over to the 2nd Vice President/Chief Union Steward upon
4 completion.
5

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7 **ARTICLE X**
8 **SITE REPRESENTATIVES**
9

10 **Section 1.** Site Representatives to serve each site (see following list) shall be
11 appointed by the President and ratified by the Executive Board.
12

13 **Section 2.** Site representative duties shall be to:
14

15 (a) Recruit employees into CSEA membership and educate employees about
16 CSEA.
17

18 (b) Distribute chapter newsletter, bulletins, and other CSEA information at the
19 work site; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
20

21 (c) Keep the members informed of actions taken at chapter meetings, to
22 explain CSEA benefit plans and services, and to keep members informed of Association
23 and/or chapter activity.
24

25 (d) Relay member concerns to the appropriate Union Steward or other
26 chapter officer.
27

28 (e) Attend chapter meetings; attend training workshops and other seminars as
29 directed and approved by the Executive Board; attend joint Union Steward/Site
30 Representative (site council) meetings as may be called by the 2nd Vice President/
31 Chief Union Steward.
32

33 **Site 1:** Automotive Technology, Research and Development, Foundation,
34 Campus Police
35

36 **Site 2:** CITE (Community Education, Adult Ed., ATEC, Economic
37 Development), Health Science (Health Occupation, Cosmetology)
38

39 **Site 3:** MOT (Facilities Days, Warehouse, Purchasing)
40

41 **Site 4:** MOT (Facilities Swing & Graveyard)
42

43 **Site 5:** Technology (Tech. Office, Child Development), Santa Barbara
44 Building (DSPS), Metals, Electronics, Arts & Crafts
45

46 **Site 6:** Student Center (Food Services, DSPS [ISC]), Burnight Center,
47 Student Health Center, Physical Education, Student Activities Office
48

1 (1) The Elections Committee shall request an online ballot from the
2 CSEA Executive Department. Upon verification that the online ballot is available, the
3 Elections Committee shall prepare an election notice. Each notice shall include the
4 appropriate information needed to cast an online ballot, such as the dates of balloting,
5 instructions on how to access the online ballot via the internet, the member's
6 identification and password code, and the option to vote by a paper ballot.
7

8 (c) The Chapter President shall set the dates for online balloting, which shall
9 begin no sooner than April 1. The online balloting shall be available on the same day
10 the election notice is mailed, and shall remain open until the date set to close.
11

12 (d) The election notice shall be mailed via U.S. First Class mail to each CSEA
13 member in good standing who is eligible to vote in the election at his/her last known
14 address at least (10) calendar days in advance of the date set for online balloting to
15 close.
16

17 (1) The notice of online balloting may be distributed via email only if the
18 Elections Committee has a complete and accurate list of email addresses for all CSEA
19 members in good standing eligible to vote in the election.
20

21 (e) Members who are eligible to vote in the election have the option of casting
22 a paper ballot.
23

24 (1) A paper ballot, return addressed envelope, and instructions for
25 completion and return to a special elections chapter post office box shall be mailed via
26 U.S.P.S. First Class mail to the last known home address of any member who requests
27 a paper ballot.
28

29 (2) The paper ballot (or ballots) shall be pre-folded in such a manner
30 so that when returned (marked and refolded in the same manner) there will be no
31 chance of accidental observance of the member's vote when removed from the return
32 envelope.
33

34 (3) A double-envelope system for return shall be used, providing a
35 space for signature, CSEA member number, and other identification of the voter on the
36 outside of the return addressed envelope to verify voter eligibility.
37

38 (4) The Elections Committee shall immediately inactivate a member's
39 online ballot upon receipt of a timely request for a paper ballot.
40

41 (f) The Chapter President shall provide advance notice to all candidates so
42 that they or their representatives may be present to observe the entire balloting process,
43 including the preparation and distribution of the online election notices and requested
44 paper ballots.
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1 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be
2 determined by lot (draw) between the tied candidates. Write-in votes shall not be
3 accepted. The official ballot tally shall be provided in writing to all candidates and
4 notices posted accessible to all Chapter members within five (5) working days, and shall
5 be announced at the next following Chapter meeting at which the presiding officer shall
6 officially declare the winning candidates or announce such other action as may be
7 necessary.

8
9 (h) All procedural matters relating to the online balloting process and tally
10 shall be conducted in accordance with Association Policy 618 and *Robert's Rules of*
11 *Order*.

12
13 (i) All election documents, including notices of nomination and election
14 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
15 all challenges to the election or charges of misconduct in running the election have
16 been resolved, whichever is the longer period.

17
18 **Section 3. Responsibilities:** Delegates shall attend all conference business
19 and other sessions of importance to the chapter. In addition, the delegates shall:

20
21 (a) Attend at least one orientation meeting at the regional or area level of the
22 Association concerning the resolutions to the upcoming conference, as directed by the
23 Executive Board.

24
25 (b) Report on conference activities to the chapter membership at the first
26 chapter meeting following the conference.

27
28 (c) Submit a detailed written report of expenditures, including all original
29 receipts, to the Chapter Treasurer within three weeks following the conference, and if an
30 expense advance has been provided by the chapter, reimburse the chapter treasury for
31 advance funds not utilized for authorized purposes. No reimbursement shall be made
32 without original receipts.

33
34 (d) Lodging at two (2) persons per double hotel room (in cases of same-sex
35 delegates) shall be paid by the Chapter. Delegates wishing to room alone shall be
36 required to pay the full cost of their room. If there are three (3) delegates attending the
37 conference, then the Chapter shall pay for two (2) rooms. If there are four (4) delegates
38 attending, then the Chapter shall pay for two (2) rooms, unless one (1) delegate is an
39 opposite-sex of the other three (3). In this case, the Chapter shall pay for three (3)
40 rooms. Delegates can decide the rooming arrangement. In no case will opposite-sex
41 delegates be required to share a room.

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ARTICLE XIII
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 Association prior to membership ratification.

(1) All contract modifications shall be submitted to the labor relations representative for review by the 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 shall be provided each CSEA member of the bargaining unit(s) prior to the "contract information" meeting. The Negotiating Committee shall include a statement recommending ratification of the agreement. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be provided for review at the meeting.

(b) The Chapter President shall set the date, time and place for one (1) or more "contract information" meetings, 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 "contract information" meeting(s) 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(s) shall be at the discretion of the Chapter President, utilizing any of the following methods, which it determines to be most efficient:

(1) To individual bargaining unit employees utilizing the U.S. mail or the employer's mail system;

- 1 (2) Distribution by Site Representatives or others;
- 2 (3) Posting in prominent locations at each worksite.
- 3

4 **Exception to the above:** The Association's Executive Director, or designee,
5 may approve a notice period of less than five (5) working days upon request of the
6 Chapter President, if it is deemed an expedited ratification is advisable.

7
8 (d) **Conduct of Informational Meeting(s):**

9
10 (1) The Negotiating Committee shall review the provisions of the
11 tentative agreement and indicate its recommendations for ratification.

12
13 (2) If the Association recommends rejection of the tentative agreement,
14 an Association representative shall be in attendance at the meeting and shall be
15 provided ample opportunity to outline the recommendation for rejection and the reasons
16 therefore.

17
18 (3) Adequate opportunity for discussion, debate, and answering of
19 questions shall be provided. Non-CSEA members of the bargaining unit(s) in
20 attendance shall be granted the right to participate in the discussion and debate. They
21 shall not, however, have the right to make motions or vote.

22
23 (e) **Ratification Vote:**

24
25 (1) The ratification vote shall be by online balloting following the
26 informational meeting(s). The Elections Committee, as selected pursuant to Article VIII
27 of the constitution, shall oversee the ratification process and conduct the vote tally.

28
29 (2) The Elections Committee shall request an online ballot from the
30 CSEA Executive Department. Upon verification that the online ballot is available, the
31 Elections Committee shall prepare a ballot notice. Each notice shall include the
32 appropriate information needed to cast an online ballot, such as the dates of balloting,
33 instructions on how to access the online ballot via the internet, the member's
34 identification and password code, and the option to vote by a paper ballot.

35
36 (3) The Chapter President shall set the dates for online balloting, which
37 shall begin no sooner than the day after the final informational meeting. The online
38 balloting shall be available on the same day the ballot notice is mailed, and shall remain
39 open until the date set to close.

40
41 (4) The ballot notice shall be mailed via U.S. First Class mail to each
42 CSEA member in good standing employed in the bargaining unit(s) at his/her last
43 known home address at least ten (10) calendar days in advance of the date set for
44 online balloting to close.

45
46 (i) The notice of online balloting may be distributed via e-mail
47 only if the Elections Committee has a complete and accurate list of e-mail addresses for
48 all CSEA members in good standing of the appropriate bargaining unit(s).

1 (5) Members employed in the bargaining unit(s) have the option of
2 casting a paper ballot.

3
4 (i) A paper ballot, return addressed envelope, and instructions
5 for completion and return to the Elections Committee chairperson, shall be mailed via
6 U.S. First Class mail to the last known home address of any member who requests a
7 paper ballot. The Elections Committee shall set the deadline for request of a paper
8 ballot, which shall not be less than five (5) calendar days prior to the date set for online
9 balloting to close.

10
11 (ii) The paper ballot (or ballots) shall be pre-folded in such a
12 manner so that when returned marked and refolded in the same manner there will be no
13 chance of accidental observance of the member's vote when removed from the return
14 envelope.

15
16 (iii) A double-envelope system for return shall be used, providing
17 a space for signature, CSEA member number, and other identification of the voter on
18 the outside of the return addressed envelope to verify voter eligibility.

19
20 (iv) The Elections Committee shall immediately inactivate a
21 member's online ballot upon receipt of a timely request for a paper ballot.

22
23 (6) Only Active CSEA members in good standing employed in the
24 bargaining unit(s) shall be entitled to vote. Members of the bargaining unit(s) joining
25 CSEA after the ballot notice has been mailed but prior to the deadline set for return
26 shall, upon request, be given a paper ballot and return envelope at the time they submit
27 the membership application and dues payment, if sufficient time remains to post the
28 completed ballot for receipt by the Elections Committee Chairperson by the deadline.

29
30 (7) It shall require a majority of the votes cast for ratification. The
31 results of the balloting shall be provided to the membership no later than five (5) days
32 following the vote tally, and shall be announced at the next following Chapter meeting.

33
34 (8) All procedural matters relating to the online balloting process and
35 tally shall be conducted in accordance with Association Policy 610 and *Robert's Rules*
36 *of Order*.

37
38 (9) All election documents shall be retained by the Chapter Secretary
39 for one (1) year, or until any and all challenges to the election or charges of misconduct
40 in running the election have been resolved, whichever is the longer period.

41
42 **Section 5. Executed Agreement:** Every collective bargaining agreement
43 shall be executed by both the Association and appropriate representatives of this
44 chapter. No contract shall be valid which has not been ratified by the chapter
45 membership.

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**ARTICLE XIV
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 65% of the Active members in good standing present and voting; and approval for such concerted activity has been granted by the 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 XIII of this constitution and has been rejected, and the requirements of Section 1 above shall have been met.

**ARTICLE XV
AMENDMENTS TO CONSTITUTION**

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

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**ARTICLE XVI
DISBANDMENT OF CHAPTER**

Section 1. Should the chapter disband for any reason, all financial accounts shall be transferred to the control of the Association, and a final audit of the financial books and records of the chapter shall be made in conjunction with the 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 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 XVII
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 Association, and any special rules the chapter may adopt.

**ARTICLE XVIII
FISCAL YEAR**

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