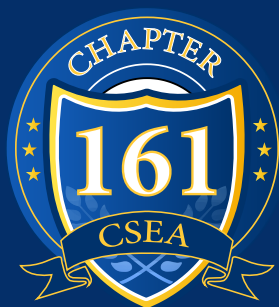


CSEA CERRITOS 161

CONSTITUTION & BYLAWS



AFL-CIO



APPROVED BY CSEA STATE ASSOCIATION ON:
06/18/2024

**CONSTITUTION OF
Cerritos Chapter No. 161, CSEA
Latest Revision March 27, 2024**

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 18, 2024

By: *Chance Davis*, 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.
3

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. Such status may be
9 maintained until expiration of the approved leave of absence or reemployment list, or
10 until returned to paid employment status in an eligible position [as defined by paragraph
11 (a) above], whichever occurs first. Such status requires continued payment of dues at
12 half (1/2) the rate required of them as an Active member at the time the leave or
13 placement on the reemployment list occurred. Such dues shall be paid annually in
14 advance, or for the number of months of the approved leave if less than one (1) year.
15 Such members shall be eligible to continue to receive such membership benefits as are
16 generally made available to the Active membership, unless specifically excluded by
17 contract. They shall not, however, be accorded voice or vote in Chapter or Association
18 affairs.
19

20 (c) **Lifetime Retired:** Any person who was a member in good standing of the
21 Chapter at the time of retirement may become a "Lifetime Retired" member of this
22 Chapter upon payment of a one-time fee of \$10.00. Such members shall be permitted
23 to attend Chapter meetings and social functions and to receive the Chapter newsletter
24 as long as they live in the local area. They shall not otherwise be accorded voice, vote
25 or other participation in Chapter affairs.
26

27 **Section 2.** Active membership shall be effective upon the completion, dating,
28 and signing of an official CSEA application form as provided by the Association, and
29 execution of a valid authorization for payroll deduction of dues or payment of at least
30 one (1) year's dues in advance. The application shall be immediately forwarded,
31 together with advance dues received if any, to the Association. The Association shall
32 send payroll deduction authorizations to the appropriate district office.
33

34 **Section 3. Membership "In Good Standing"** 35

36 (a) Membership "in good standing" shall be effective and shall continue upon
37 receipt of the required dues for the current month. For purposes of establishing voting
38 rights and eligibility to hold an elected or appointed office, Active members whose dues
39 are paid via payroll deduction shall not be deemed to be in good standing until the first
40 of the month following the month in which the first dues are deducted, unless the
41 member pays dues in cash for the interim period.
42

43 (b) Membership shall terminate with:
44

45 (1) The effective date of layoff for members who are laid off and who
46 choose not to continue in either an Active or Inactive status under provisions of Sections
47 1(a)(1) or 1(b) above.
48
49

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 which
12 by law is not terminable without reasonable advance written notice being provided to the
13 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as
14 being ten (10) working 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 ten (10) working day advance written notification to the
29 Area's 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 their social
31 security number, and CSEA ID or Employee ID number.

32
33 (b) Any member failing to pay all dues owed for sixty (60) days 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.

46
47 (b) All matters for proposed disciplinary action against members shall be
48 referred to the Association for action, except that members may be recalled from office
49 in accordance with provisions of Article XI of this Constitution.

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**ARTICLE III
DUES AND ASSESSMENTS**

Section 1. Association Per Capita Dues

(a) Per capita dues to the Association for Active members shall be assessed at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but *including* longevity, professional growth and anniversary increments), but not to exceed a maximum of \$472.50 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 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 \$472.50 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 thirty (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 Association's Bylaws.

Section 2. Chapter Dues. Local chapter dues for Active members of this chapter shall be \$30.00 per year, payable by payroll deduction during each of the months September through June 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 Association 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.

1
2 **ARTICLE IV**
3 **OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES**

4 **Section 1. Officers:** The following officers shall be elected by and from
5 among the total Active membership of the chapter, regardless of the location of their
6 employment: President, 1st Vice President, 2nd Vice President/Chief Union Steward,
7 Secretary, Corresponding Secretary/Historian, Treasurer, Communications Officer/Web
8 Author.
9

10 **Section 2. Executive Board:** The elected officers designated in Section 1,
11 plus the Immediate Past President shall constitute the Executive Board of this chapter.
12

13 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
14 the Active members of the chapter who are in good standing.
15

16 (a) Nominees for elected office shall be Active members of the chapter in
17 good standing at the time of nomination and can only accept nomination for one (1)
18 Executive Board office.
19

20 **Section 4. Nominating and Election Procedures:**
21

22 (a) A Nominating Committee appointed as hereinafter provided shall provide
23 its nominations to fill the elective offices listed in Section 1, which shall be submitted
24 annually at the October chapter meeting.
25

26 (1) Nominations to fill the elective offices of President, 2nd Vice
27 President/Chief Union Steward, Treasurer and Corresponding Secretary/Historian shall
28 be accepted in odd-numbered years.
29

30 (2) Nominations to fill the elective offices of 1st Vice President,
31 Secretary and Communication Officer/Web Author shall be accepted in even-numbered
32 years.
33

34 (b) Nominations for these offices shall also be accepted from the floor at the
35 October and November chapter meetings.
36

37 (c) If, after nominations are closed at the November chapter meeting there is
38 only one (1) nomination for an office, the single nominee shall be declared elected to
39 the office, and no balloting or other action shall be required. The Executive Board shall
40 so notify the membership in writing as soon thereafter as possible.
41

42 (d) When there is more than one (1) nominee for an office, the Elections
43 Committee, as selected pursuant to Article VIII of the constitution, shall oversee the
44 election process and retrieve the results of the online balloting. All procedural matters
45 relating to the online balloting process and tally shall be conducted in accordance with
46 Association Policy 618.
47
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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.

7
8 (e) The Chapter President shall set the dates for online balloting, which shall
9 begin no sooner than December 1. The online balloting shall be available on the same
10 day the election notice is mailed and shall remain open until the date set to close.

11
12 (f) The election notice shall be sent at least five (5) working days in advance
13 of the date set for online balloting to close. Notice must be mailed via U.S. First Class
14 mail to each CSEA member in good standing who is eligible to vote in the election at
15 their last known home address, except that notice may be e-mailed to such members
16 who have an e-mail address on file with the chapter.

17
18 (g) The Chapter President shall provide advance notice to all candidates so
19 that they or their representative may be present to observe the entire balloting process,
20 including the preparation and distribution of the online election notices.

21
22 (h) It shall require a plurality vote to elect. If a tie exists, the election shall be
23 determined by lot (draw) between the tied candidates. Write-in votes shall not be
24 accepted. The official ballot tally shall be provided in writing to all candidates and
25 notices posted accessible to all Chapter members within five (5) working days and shall
26 be announced at the next following Chapter meeting at which the presiding officer shall
27 officially declare the winning candidates or announce such other action as may be
28 necessary.

29
30 (i) All election documents, including notices of nomination and election
31 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
32 all challenges to the election or charges of misconduct in running the election have
33 been resolved, whichever is the longer period.

34
35 **Section 5. Terms of Office:** Elected officers shall take office and assume
36 their duties on the January 1 following their election and shall continue to serve for
37 two (2) years or until their successors are elected, provided that any officer shall
38 automatically forfeit such office if they cease to be an Active member in good standing.

39
40 **Section 6. Vacancies:**

41
42 (a) A vacancy in the office of President shall be filled by the 1st Vice
43 President.

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1 (b) For vacancies in any other elected office, the Executive Board shall submit
2 its recommendation to fill the office in writing to the chapter membership at least five (5)
3 working days in advance of a designated chapter meeting. Nominations from the floor
4 shall also be accepted at said meeting. If there are no nominations from the floor, the
5 Executive Board's candidate shall be declared elected. If nominations from the floor are
6 made, a secret ballot election shall be conducted among the Active members in good
7 standing present.
8
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10 **ARTICLE V**
11 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**
12

13 **Section 1. Executive Board:** The Executive Board shall have general
14 supervision of the affairs of the chapter between the general membership meetings. It
15 shall transact the routine business of the chapter as authorized and required herein,
16 direct the activities of the various committees, fix the time and place of meetings except
17 as otherwise directed by the membership, prioritize and determine recommendations on
18 matters requiring discussion and action by the general membership, and perform such
19 other duties as are specified in this constitution. The Board shall be subject to the
20 orders of the chapter membership, and none of its actions shall conflict with actions
21 taken by the chapter membership.
22

23 Business conducted by the Executive Board shall be in open session. Executive
24 Board closed sessions, where chapter members are not allowed to be present, shall be
25 limited to items related to labor negotiations, employee hiring and transfers, and
26 employee grievances, discipline or dismissals, in order to maintain confidentiality and
27 protect the identity of the affected employee. An oral announcement of the items to be
28 discussed shall be given prior to the closed session meeting. Chapter members in
29 attendance of Executive Board meetings shall be observers only and not participate or
30 comment on executive board discussions or actions. Chapter members may report
31 their observations at the next regular chapter meeting.
32

33 A report on all actions taken by the Executive Board shall be made to the
34 membership at the next regular or special chapter meeting, with such actions subject to
35 membership ratification if appropriate.
36

37 Minutes of chapter and Executive Board meetings shall be kept on file for at least
38 five (5) years. Chapter financial records shall be kept on file for at least five (5) years.
39

40 The Executive Board shall meet at the call of the President or at such times and
41 places designated by it; the President shall call a special meeting upon the written
42 request of a majority of the Board.
43

44 A majority of the members of the Executive Board shall constitute a quorum.
45

46 **Section 2. Duties of Officers, General:** Upon separation from office, an
47 officer shall immediately turn over to the successor or other properly designated CSEA
48 official all books, records, money and other effects of the chapter in the possession of
49 the separating officer.

1 **Section 3. President:** The President shall:
2

3 (a) Be chairperson of the Executive Board, call and preside over all meetings
4 of the chapter and Executive Board at which the President is in attendance.
5

6 (b) Appoint the various committees, standing or special, required by this
7 constitution or established by the Executive Board, or as may be ordered by vote of the
8 membership, except as otherwise provided herein.
9

10 (c) Attend all regional presidents' meetings (RPMs) and such other meetings
11 as required by the Association or direction of the chapter, and report back to the
12 Executive Board and chapter membership at the next chapter meeting, with
13 recommendations for chapter action or as otherwise required.
14

15 (d) Set the agenda for chapter meetings.
16

17 (e) Serve as a member of the Membership Committee, and promote and
18 participate in membership recruitment activity to build the union.
19

20 (f) Perform such other duties as normally pertain to the office of President or
21 ordered by this constitution.
22

23 **Section 4. 1st Vice President:** The 1st Vice President shall:
24

25 (a) In the absence or disability of the President, possess all of the powers and
26 perform all of the duties of the President.
27

28 (b) At all times assist the President in the performance of their duties.
29

30 (c) Assume the office of President if a vacancy occurs.
31

32 (d) Serve as a member of the Cerritos College Coordinating Committee.
33

34 (e) Serve as Chairperson of the Membership Committee, and promote and
35 participate in membership recruitment activity to build the union.
36

37 (f) Coordinate and ensures all shared governance committees are
38 represented.
39

40 (g) Coordinate the activities of the standing committees.
41

42 (h) Perform such other duties as may be assigned by the President/Executive
43 Board or ordered by this constitution.
44

45 **Section 5. 2nd Vice President/Chief Union Steward:** The 2nd Vice
46 President/Chief Union Steward shall:
47

48 (a) At all times assist the President in the performance of their duties.
49

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

5
6 (c) Process all grievances not settled at the immediate-supervisory level,
7 unless CSEA staff assistance is required.

8
9 (d) Serve as Chairperson of the Grievance Committee, Political Action
10 Committee and keep the Executive Board informed on all grievance activity.

11
12 (e) Coordinate periodic meetings between the Site Representatives and
13 Union Stewards to ensure an appropriate level of communication and coordination
14 between these programs.

15
16 (f) Serve as a member of the Membership Committee, and promote and
17 participate in membership recruitment activity to build the union.

18
19 (g) Perform such other duties as may be assigned by the President/Executive
20 Board or ordered by this constitution.

21
22 **Section 6. Secretary:** The Secretary shall:

23
24 (a) Keep an accurate record of all proceedings of chapter and Executive
25 Board meetings, including an accurate roll of members and officers in attendance at
26 each.

27
28 (b) Keep an accurate roster of the officers of the chapter and see that such
29 information is forwarded to the Association as required.

30
31 (c) Issue notices of all meetings of the Executive Board and chapter
32 meetings, which shall include notice of matters for discussion at same.

33
34 (d) Notify members of all committees of their appointment/election.

35
36 (e) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
37 Association and the constitution of this chapter and see that copies of same are
38 available for reference at all Executive Board and chapter meetings, and available for
39 inspection by the general membership upon request.

40
41 (f) Serve as a member of the Membership Committee, and promote and
42 participate in membership recruitment activity to build the union.

43
44 (g) Perform such other duties as normally pertain to the office of Secretary or
45 as may be assigned by the President/Executive Board or ordered by this constitution.

46
47 **Section 7. Corresponding Secretary/Historian:** The Corresponding
48 Secretary/Historian shall:

1 (a) Receive and respond to communications on behalf of the Executive Board
2 and Chapter.

3
4 (b) Receive and route CSEA bulletins, notices, and letters to the Chapter.

5
6 (c) Have custody of all correspondence, official documents and historical
7 records of the chapter, which shall be open at all times for the inspection of the
8 President or the agent and members of the Executive Board.

9
10 (1) Chapter files and archives should include at least the following:
11 Copies of bargaining unit contracts; memos of understanding (MOUs); minutes of
12 negotiations sessions; grievance records and their resolutions; other records regarding
13 representational matters; correspondence; Chapter meeting minutes; Association
14 bulletins; education and training modules; and copies of the employer's rules, policies
15 and regulations.

16
17 (d) Know and follow the provisions of the Association and Chapter
18 constitution.

19
20 (e) Be or become knowledgeable about CSEA's structure and services
21 available to CSEA members and unit members.

22
23 (f) Read communications at the Chapter meetings.

24
25 (g) Serve as a member of the Membership Committee, and promote and
26 participate in membership recruitment activity to build the union.

27
28 (h) Perform such other duties as normally pertain to the office of
29 Corresponding Secretary or as may be assigned by the President/Executive Board or
30 ordered by this constitution.

31
32 **Section 8. Treasurer:** The Treasurer shall:

33
34 (a) Receive all funds of the chapter and keep and disburse same under the
35 direction of the President and as required by the Constitution & Bylaws of the
36 Association and this chapter.

37
38 (b) Serve as a member of the Cerritos College Planning and Budget
39 Committee.

40
41 (c) Keep or cause to be kept regular books and full accounts which shall be
42 open at all times to inspection of the President or the agent and the Auditing Committee.

43
44 (d) Provide access to all records, vouchers and statements to the Auditing
45 Committee for annual inspection at the close of each fiscal year.

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

6
7 (f) Prepare the annual financial report to include the last day of the fiscal
8 year, and immediately submit same to the President for review and forwarding to the
9 Association, and the membership.

10
11 (g) Promptly forward membership applications and dues payments to the
12 Association. The Association shall send payroll deduction authorizations to the
13 appropriate district office for processing.

14
15 (h) Maintain an accurate record of members in good standing, and prepare
16 such monthly reports and remittances as may be required by the Association and
17 promptly forward to CSEA Headquarters within thirty (30) days of request.

18
19 (i) Assist in preparation of the chapter budget.

20
21 (j) Upon leaving office, sign such bank signature cards or other documents
22 necessary for the transfer of all chapter accounts to the new Treasurer.

23
24 (k) Serve as a member of the Membership Committee, and promote and
25 participate in membership recruitment activity to build the union.

26
27 (l) Perform such other duties as normally pertain to the office of Treasurer or
28 as may be assigned by the President/Executive Board or ordered by this constitution.

29
30 **Section 9. Communications Officer/Web Author:** The Communications
31 Officer/Web Author shall:

32
33 (a) Edit and distribute a newsletter or similar publication as may be authorized
34 by the Executive Board and the chapter membership.

35
36 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
37 and official publications of the Association.

38
39 (c) Create and/or maintain the Chapter website hosted on the district's
40 computer system in adherence to CSEA and district policy.

41
42 (d) Coordinates with the Communications Officer and Executive Board to
43 ensure that website is accurate and up to date.

44
45 (e) List up-to-date names of Chapter officers and representatives.

46
47 (f) Post pertinent information as directed by the Executive Board to keep the
48 members informed of actions taken at chapter meetings, and to keep members
49 informed of Association and Chapter activity.

1 (g) Serve as a member of the Membership Committee, and promote and
2 participate in membership recruitment activity to build the union.
3

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

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

12 **ARTICLE VI** 13 **MEETINGS** 14

15
16 **Section 1.** Regular business meetings of this chapter shall be held during the
17 months of September through June, inclusive. The schedule of such meetings shall be
18 established in January of each year for the succeeding twelve (12) month period and
19 shall be provided to the membership.
20

21 **Section 2.** Special meetings of the chapter may be called by the Chapter
22 President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the
23 Executive Board or upon petition to the President of twenty percent (20%) of the chapter
24 membership.
25

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

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

33 (b) **Special Meetings.** Notice for special meetings shall include the specific
34 topic(s) for discussion/action at said meeting, and unless otherwise required herein, a
35 notice of less than five (5) days, but not less than twenty-four (24) hours in advance,
36 may be given in an emergency situation.
37

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

45 **Section 4. Electronic Meeting.** Meetings of the Chapter may be conducted
46 through use of Internet meeting services designated by the President that support
47 voting, support visible displays identifying those participating, identifying those seeking
48 recognition to speak, showing (or permitting the retrieval of) the text of pending motions,
49 and showing the results of votes.

1 Meetings of the Chapter may be held electronically when the Chapter President
2 has obtained consent from two-thirds (2/3) of the Executive Board; or, in the case of
3 Special Meetings, when so directed by those calling the special meeting. Meetings held
4 electronically shall be subject to the following rules:

5
6 (a) **Meeting notices.** Appropriate login information necessary to connect to
7 the meeting and information on how to participate in the meeting shall be included in the
8 meeting notice including phone login information to participate aurally by telephone.
9 Members joining by phone should announce themselves at the direction of the chair at
10 the first opportunity.

11
12 (b) **Voting.** Votes shall be taken by the voting feature of the Internet meeting
13 service, unless a different method such as a roll call or raised hand vote is approved by
14 the members. Members participating by phone only shall vote by roll call at the direction
15 of the chair.

16
17 Votes conducted through the designated Internet meeting service shall not be
18 used for secret ballot votes whenever a secret ballot vote is required by the constitution
19 including:

- 20 (1) Contract ratification subject to Policy 610, and
21 (2) Election or recall from office subject to Policy 618, and
22 (3) Constitution amendments involving chapter dues.

23
24 (c) **Obtaining the floor or interrupting a member.** A member has the floor
25 and may unmute once recognized by the chair. A member may only interrupt a speaker
26 for a specific motion or request which under the rules permits a member to do so. A
27 member who intends to make such a motion or request shall so indicate to the chair and
28 then shall wait a reasonable time for the chair's instructions before attempting to
29 interrupt the speaker by voice.

30
31 (d) **Member participation and forced disconnections.** All chapter members
32 in attendance have the right to participate in the meeting including making motions and
33 speaking in debate. However, the chair may cause or direct the muting or disconnection
34 of a member's connection if it is causing interference with the meeting (such as
35 interrupting other members when not permitted by the rules or when not recognized by
36 the chair or if there is repeated, disruptive background noise). The chair's decision to do
37 so must be announced to all participants prior to any action taken and is subject only to
38 an undebatable appeal that can be made by any member present. To be in order, the
39 appeal must be made immediately, before business moves onto the next subject. If
40 appealed, a majority vote of members present is required to overturn the decision of the
41 chair.

42
43 (e) **Technical requirements.** Each member is responsible for their own audio
44 and Internet connections. No action shall be invalidated on the grounds that the loss of,
45 or poor quality of, a member's individual connection prevented participation in the
46 meeting.

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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 chapter, to develop and execute a
40 program designed to secure new members especially at new employee orientations,
41 and stimulate membership attendance at Chapter meetings on an ongoing basis. All
42 members of the Executive Board shall serve as members of this committee in addition
43 to any other members appointed.
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1 **Section 11. Negotiating Committee:**
2

3 (a) The Negotiating Committee shall consist of the Chapter President or
4 designee as chairperson plus a maximum of four (4) representatives from each of the
5 major job classifications as specified in Appendix A of the CSEA/District bargaining
6 agreement. Clerical job classifications shall have a maximum of eight (8)
7 representatives.

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

17
18 (c) Term of office for the elected members shall commence upon their
19 election and continue for one (1) year or until their successors are elected.

20
21 (d) Vacancies shall be filled by special election within the affected
22 classification for the remainder of the original term only.

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

33
34 (f) **Negotiating Team:** The Negotiating Committee shall establish its own
35 internal process for designating from among themselves a “negotiating team” to meet
36 with employer representatives at the bargaining table. The Chapter President, as ex-
37 officio members of the committee, shall be eligible for designation as a team member.

38
39 (1) **Duties:** Under the direction and approval of the Negotiating
40 Committee, the Negotiating Team shall negotiate the contract (including reopeners and
41 modifications) for and on behalf of the chapter with assistance from CSEA field staff.

42
43 (2) The Negotiating Team shall keep the remaining members of the
44 Negotiating Committee informed at all times as to the progress of negotiations, and
45 shall solicit recommendations and assistance from the committee where special
46 expertise and/or membership input may be needed relating to topics under discussion.

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

6
7 **Section 13. Political Action Committee:** It shall be the duty of this committee
8 to:

9
10 (a) Develop and implement a chapter alert system designed for emergency
11 contact of the membership when immediate chapter action is necessary on contract
12 matters, legislative and political issues, and other items of importance to the Association
13 and chapter.

14
15 (b) Keep the members informed about the legislative program of the
16 Association, and may recommend to the chapter membership legislative proposals it
17 deems desirable for submission to the Association's Legislative Committee for
18 consideration and inclusion in the Association's legislative program.

19
20 (c) Work cooperatively with the Political Action Coordinator (PAC),
21 appropriate staff and PACE and Legislative Committee area representatives in
22 furtherance of the Association's legislative and political goals, rendering regular reports
23 at chapter meetings regarding the same and recommending any chapter support or
24 activity it considers appropriate.

25
26 (d) Encourage all members to financially support PACE of CSEA and the
27 Victory Club, and educate the membership regarding the necessity for active
28 participation in the political process in accordance with Association and chapter goals.

29
30 (e) Make recommendations to the chapter membership regarding
31 endorsement of candidates for school board, in accordance with the following
32 procedures:

33
34 (1) The committee shall conduct a pre-screening of candidates to be
35 recommended for endorsement, through direct interviews or questionnaires sent to the
36 candidates. Following the pre-screening process, the committee shall present its
37 recommendations for endorsement at a designated chapter meeting for action by the
38 chapter membership. A majority vote shall be required for endorsement.

39
40 (2) Whenever possible, the committee shall arrange for a candidates'
41 forum to provide chapter members an opportunity to hear and question the candidates
42 on relevant issues prior to hearing the committee's recommendation and the
43 endorsement vote being taken.

44
45 (f) The committee shall determine the amount of financial support, if any, to
46 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
47 such forms as may be required.

1 (g) The committee shall solicit volunteer activity by the chapter membership
2 on behalf of endorsed candidates, and shall be responsible for coordinating and
3 directing such member activities.
4

5 **Section 14. Ways and Means Committee:** It shall be the duty of this
6 committee to develop fundraising activities to support chapter social events as may be
7 approved by the Executive Board, such as picnics, annual holiday party; and to help
8 finance delegate attendance at Conference as may be necessary and the chapter's
9 scholarship program. All funds received shall be submitted to the Chapter Treasurer
10 within five (5) days of receipt, for deposit in the Ways and Means Fund.
11

12 **ARTICLE IX**

13 **UNION STEWARDS**

14

15
16 **Section 1. Appointment:** Union Stewards in sufficient numbers to serve the
17 needs of the membership shall be appointed to serve the chapter. The Executive Board
18 shall ratify the appointments and determine the number of stewards to be appointed for
19 each area of representation.
20

21 **Section 2. Term of Office:** Term of office for Union Stewards shall be from
22 the January 1 following their appointment to the end of the chapter and fiscal year, or
23 until their successors are appointed, provided that any Union Steward shall
24 automatically forfeit such office if they cease to be an Active member in good standing
25 employed within the designated service area. Vacancies shall be filled by appointment
26 of the President, ratified by the Executive Board, from among the qualified members in
27 good standing employed within the affected service area, for the remainder of the
28 original term only.
29

30 **Section 3. Duties:** The Union Steward(s) shall:

31
32 (a) Attend annual training sessions for Union Stewards provided by the
33 Association and/or other appropriate training as directed by the Executive Board.
34

35 (b) Attend periodic site representative/site council meetings as directed by the
36 2nd Vice President/Chief Union Steward.
37

38 (c) Educate bargaining unit employees about their rights under the contract
39 and determine how problems arising under the contract can best be handled.
40

41 (d) Act as the basic channel of communication between the employees and
42 the chapter and relay specific member concerns to the chapter's Negotiating Committee
43 for incorporation into the bargaining proposals.
44

45 (e) Investigate and prepare grievances for processing and handle grievances
46 at the immediate-supervisory level, and be present as required during other steps of the
47 grievance procedure.
48
49

1 (f) Immediately inform the 2nd Vice President/Chief Union Steward of all
2 grievances received; immediately report to the 2nd Vice President/Chief Union Steward
3 the settlement of grievances processed or the failure to settle within contractual
4 timelines.

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

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12 **ARTICLE X**
13 **SITE REPRESENTATIVES**
14

15 **Section 1. Appointment:** A Site Representative Coordinator and Site
16 Representative(s) shall be appointed by the President and ratified by the Executive
17 Board. Site Representative shall serve each site (see following list).
18

19 **Section 2. Term of Office:** Term of office for the Site Representative
20 Coordinator and Site Representative(s) shall be from the date of appointment to the end
21 of the Chapter fiscal year, or until their successor is appointed, provided that any Site
22 Representative Coordinator and Site Representative(s) shall automatically forfeit such
23 office if they cease to be an Active member in good standing. A vacancy in either office
24 shall be filled for the remainder of the original term only by the requirements in Section 1
25 above.
26

27 **Section 3. Duties:** The Site Representative Coordinator shall:
28

29 (a) Guide, train, and direct the Chapter's Site Representative(s) in the
30 performance of their duties. Ensure that the communications network flows from
31 Association to Chapter to site, and from site to Chapter to Association.
32

33 (b) Work cooperatively with chapter leadership on all matters of
34 communication, to enable involvement of all bargaining unit members.
35

36 (c) Keep the Executive Board informed of all bargaining unit employees'
37 issues and concerns as reported by each site representative.
38

39 (d) Conduct monthly check-ins with the Site Representative(s). Attend
40 Membership Committee meetings.
41

42 **Section 4.** Site representative duties shall be to:
43

44 (a) Recruit employees into CSEA membership and educate employees about
45 CSEA.
46

47 (b) Distribute chapter newsletter, bulletins, and other CSEA information at the
48 work site; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
49

1 (c) Keep the members informed of actions taken at chapter meetings, to
2 explain CSEA benefit plans and services, and to keep members informed of Association
3 and/or chapter activity.

4
5 (d) Relay member concerns to the appropriate Union Steward or other
6 chapter officer.

7
8 (e) Attend chapter meetings; attend training workshops and other seminars as
9 directed and approved by the Executive Board; attend joint Union Steward/Site
10 Representative (site council) meetings as may be called by the 2nd Vice President/
11 Chief Union Steward.

12
13 **Site 1:** Facilities/Purchasing Complex (FPC)

14
15 **Site 2:** Campus Police (CP), Auto Partners (AP), Skills Lab (SL), Automotive
16 Technology (AT)

17
18 **Site 3:** Community Education (CE), Health Occupations

19
20 **Site 4:** Metals (ME), Woodworking Manufacturing Technology (WD), Santa
21 Barbara Building (SB)

22
23 **Site 5:** Physical Science and Technology, Mathematics/Computer
24 Information Science (MCIS)

25
26 **Site 6:** Fine Arts (FA), Performing Arts Center (PAC)

27
28 **Site 7:** Science (S), Business Education (BE), Library (LB)/Learning
29 Resource Center (LRC)/Student Success Center (SSC)/Institutional
30 Effectiveness, Research, Planning and Grants (IERPG)

31
32 **Site 8:** Liberal Arts (LA)/Student Accessibility Services (SAS), Social Science
33 (SS), Multi-Purpose Building (MPB)

34
35 **Site 9:** Administration (AD)/Financial Aid (FA)/Welcome Center (W)/Transfer
36 Center (TRC)/Counseling (COUN)/Admissions and Records
37 (A&R)/Extended Opportunity Program and Services
38 (EOPS)/Communication Center/Fiscal Services

39
40 **Site 10:** Public Affairs/Foundation (PA/F), Veterans Resource Center (VRC),
41 Student Activity Center/Falcons Nest, Culinary Arts, Classroom
42 Building, Conference Center, Dance Building, Modular Classroom
43 (MC), Kinesiology (K), Student Health and Wellness (SHW)

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ARTICLE XI
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

(a) Any member of the Executive Board, and 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. Negotiating Committee members may be recalled from office by a two-thirds (2/3) secret ballot vote of the Active members in good standing of the classification from which the position was originally elected who are present and voting at a designated meeting.

(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 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) Any appointee of the President/Executive Board 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.

Section 3. Resignation from Office

(a) A resignation by an elected officer is not effective until acknowledged by the Active members in good standing present at a Chapter meeting.

1 (b) A resignation by any appointee of the President/Executive Board is not
2 effective until acknowledged by the President/Executive Board.
3

4
5 **ARTICLE XII**
6 **DELEGATES TO CONFERENCE**
7

8 **Section 1. Delegates:** Voting delegates to an annual conference of the
9 Association (and their alternates) shall be designated from among the Active members
10 in good standing as follows:
11

12 (a) The Chapter President.
13

14 (b) Additional delegates in such number as may be authorized by the chapter
15 for attendance, but not to exceed the total number authorized by the Bylaws of the
16 Association, shall be elected as provided in Section 2 below.
17

18 **Section 2. Election:**
19

20 (a) Nominations for authorized delegate positions, other than the Chapter
21 President and Communications office, shall be accepted in March and the election shall
22 be by on-line balloting in April.
23

24 (b) The Elections Committee, as selected pursuant to Article VIII of the
25 constitution, shall oversee the election process, retrieve the results of the online
26 balloting, and tally any paper ballots cast.
27

28 (c) When there are more nominees than the authorized delegate count
29 provided in Section 1, the Elections Committee, as selected pursuant to Article VIII of
30 the constitution, shall oversee the election process and retrieve the results of the online
31 balloting. All procedural matters relating to the online balloting process and tally shall be
32 conducted in accordance with Association Policy 618.
33

34 (1) The Elections Committee shall request an online ballot from the
35 CSEA Executive Department. Upon verification that the online ballot is available, the
36 Elections Committee shall prepare an election notice. Each notice shall include the
37 appropriate information needed to cast an online ballot, such as the dates of balloting,
38 instructions on how to access the online ballot via the internet, the member's
39 identification and password code.
40

41 (e) The Chapter President shall set the dates for online balloting, which shall
42 begin no sooner than April 1. The online balloting shall be available on the same day
43 the election notice is mailed and shall remain open until the date set to close.
44

45 (f) The election notice shall be sent at least ten (10) calendar days in
46 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
47 Class mail to each CSEA member in good standing who is eligible to vote in the election
48 at the last known home address, except that notice may be e-mailed to such members
49 who have an e-mail address on file with the chapter.

1 (g) The Chapter President shall provide advance notice to all candidates so
2 that they or their representative may be present to observe the entire balloting process,
3 including the preparation and distribution of the online election notices.
4

5 (h) It shall require a plurality vote to elect. If a tie exists, the election shall be
6 determined by lot (draw) between the tied candidates. Write-in votes shall not be
7 accepted. The official ballot tally shall be provided in writing to all candidates and
8 notices posted accessible to all Chapter members within five (5) working days and shall
9 be announced at the next following Chapter meeting at which the presiding officer shall
10 officially declare the winning candidates or announce such other action as may be
11 necessary.
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 (1) orientation meeting at the regional or area level of
22 the Association concerning the resolutions to the upcoming conference, as directed by
23 the 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 (3) weeks following the conference, and
30 if an expense advance has been provided by the chapter, reimburse the chapter
31 treasury for advance funds not utilized for authorized purposes. No reimbursement
32 shall be made 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.
42

43
44 **ARTICLE XIII**
45 **CONTRACT RATIFICATION**
46

47 **Section 1.** Contract ratification procedures will comply with the provisions of
48 Association Policy 610.
49

1 **Section 2. Initial Proposals:**

2
3 (a) The initial bargaining proposal will be determined by a vote of the
4 membership.

5
6 (b) Copies of the chapter's initial proposal and the employer's initial proposal
7 shall be submitted to the field director and labor relations representative for review.

8
9 **Section 3. Negotiated Agreement:**

10
11 (a) When the Negotiating Committee has negotiated a contract, tentative
12 agreement, or modifications to an existing contract, it shall immediately submit one (1)
13 copy to the CSEA labor relations representative assigned to service the chapter, for
14 review by the Association prior to membership ratification.

15
16 (1) All contract modifications shall be submitted to the labor relations
17 representative for review by the Association. However, membership ratification shall
18 not be required for those items listed as exceptions to the definition of "modifications"
19 within the provisions of Association Policy 610, unless they are included as part of
20 contract re-opener negotiations.

21
22 **Section 4. Ratification Procedures:**

23
24 (a) A copy of the tentative agreement or a summary of the tentative
25 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the
26 "contract information" meeting. The Negotiating Committee shall include a statement
27 recommending ratification of the agreement. If a summary only is provided, copies of
28 the tentative agreement containing the exact language of the proposal shall be provided
29 for review at the meeting.

30
31 (b) The Chapter President shall set the date, time and place for one (1) or
32 more "contract information" meetings, which shall be open to attendance by all
33 employees within the bargaining unit(s), whether or not they are CSEA members.

34
35 (c) Notice of the "contract information" meeting(s) shall be issued to all
36 bargaining unit employees no later than five (5) working days in advance of the
37 scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the
38 Chapter President, utilizing any of the following methods, which it determines to be most
39 efficient:

- 40 (1) To individual bargaining unit employees utilizing the U.S. mail or
41 the employer's mail system;
42 (2) Distribution by Site Representatives or others;
43 (3) Posting in prominent locations at each worksite.

44
45 **Exception to the above:** The Association's Executive Director, or designee,
46 may approve a notice period of less than five (5) working days upon request of the
47 Chapter President, if it is deemed an expedited ratification is advisable.

48
49

1 (d) **Conduct of Informational Meeting(s):**

2
3 (1) The Negotiating Committee shall review the provisions of the
4 tentative agreement and indicate its recommendations for ratification.

5
6 (2) If the Association recommends rejection of the tentative agreement,
7 an Association representative shall be in attendance at the meeting and shall be
8 provided ample opportunity to outline the recommendation for rejection and the reasons
9 therefore.

10
11 (3) Adequate opportunity for discussion, debate, and answering of
12 questions shall be provided. Non-CSEA members of the bargaining unit(s) in
13 attendance shall be granted the right to participate in the discussion and debate. They
14 shall not, however, have the right to make motions or vote.

15
16 (e) **Ratification Vote:**

17
18 (1) The ratification vote shall be by online balloting following the
19 informational meeting(s). The Chapter Elections Committee shall oversee the ratification
20 process and conduct the vote tally. All procedural matters relating to the online balloting
21 process and tally shall be conducted in accordance with Association Policy 610.

22
23 (2) The Elections Committee shall request an online ballot from the
24 CSEA Executive Department. Upon verification that the online ballot is available, the
25 Elections Committee shall prepare a ballot notice. Each notice shall include the
26 appropriate information needed to cast an online ballot, such as the dates of balloting,
27 instructions on how to access the online ballot via the internet, the member's
28 identification and password code.

29
30 (3) The Chapter President shall set the dates for online balloting, which
31 shall begin no sooner than the day after the final informational meeting. The online
32 balloting shall be available on the same day the ballot notice is distributed and shall
33 remain open until the date set to close.

34
35 (4) The ballot notice shall be sent at least five (5) working days in
36 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
37 Class mail to each CSEA member in good standing employed in the bargaining unit(s)
38 at their last known home address, except that notice may be e-mailed to such members
39 who have an e-mail address on file with the Chapter.

40
41 (5) It shall require a majority of the votes cast to ratify. The results of
42 the balloting shall be provided to the membership no later than five (5) days following
43 the vote tally and shall be announced at the next Chapter meeting.

44
45 **Section 5. Executed Agreement:** Every collective bargaining agreement
46 shall be executed by both the Association and appropriate representatives of this
47 chapter. No contract shall be valid which has not been ratified by the chapter
48 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 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 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 (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 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.

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**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.