

**CONSTITUTION OF
Anaheim High Chapter No. 74, CSEA
Latest Revision October 19, 2016**

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 Anaheim High Chapter No. 74, CSEA.

**APPROVED
WITH EXCEPTIONS***

California School Employees Association

Date: November 1, 2016

By: *Arnold J. Morin*, Executive Coordinator

***EXCEPTIONS:** The chapter needs to approve duty statements for the Insurance and Scholarship standing committees.

Table of Contents

1		
2		
3		<u>Page</u>
4	Article I – Name and Objects	3
5	Article II – Membership	3
6	Article III – Dues and Assessments	6
7	Article IV – Officers & Executive Board/Election Procedures	7
8	Article V – Authority of Executive Board/Duties of Officers	8
9	Article VI – Meetings	12
10	Article VII – Control of Funds/Budget	13
11	Article VIII – Committees	13
12	Article IX – Union Stewards	16
13	Article X – Site Representatives	18
14	Article XI – Recall or Removal from Office	19
15	Article XII – Delegates to Conference	20
16	Article XIII – Contract Ratification	21
17	Article XIV – Concerted Activities	22
18	Article XV – Amendments to Constitution	23
19	Article XVI – Disbandment of Chapter	23
20	Article XVII – Parliamentary Authority	24
21	Article XVIII – Fiscal Year	24
22	Article XIX – Chapter Pre-Retirement Resource Person	24
23		

1
2
3
4
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**ARTICLE I
NAME AND OBJECTS**

Section 1. Name: The name of this organization shall be Anaheim High Chapter No. 74 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.

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

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

18
19 **Section 2.** Active membership shall be effective upon the completion, dating,
20 and signing of an official CSEA application form as provided by the Association, and
21 execution of a valid authorization for payroll deduction of dues or payment of at least
22 one (1) year's dues in advance. The application shall be promptly countersigned by the
23 Chapter Treasurer who shall immediately forward the approved application, together
24 with advance dues received if any, to the Association, and submit payroll deduction
25 authorizations to the appropriate district office.

26
27 **Section 3. Membership "In Good Standing"**

28
29 (a) Membership "in good standing" shall be effective and shall continue upon
30 receipt of the required dues for the current month. For purposes of establishing voting
31 rights and eligibility to hold an elected or appointed office, Active members whose dues
32 are paid via payroll deduction shall not be deemed to be in good standing until the first
33 of the month following the month in which the first dues are deducted, unless s/he pays
34 dues in cash for the interim period.

35
36 (b) Membership shall terminate with:

37
38 (1) The effective date of layoff for members who are laid off and who
39 choose not to continue in either an Active or Inactive status under provisions of Sections
40 1(a)(1) or 1(b) above.

41
42 (2) The effective date of an unpaid leave of absence or placement on a
43 reemployment list for reasons other than layoff, for such members who choose not to
44 continue in an Inactive status under provisions of Section 1(b) above.

45
46 (3) The date of termination of their 39-month reemployment rights or
47 approved leave of absence for members who have continued in an Active or Inactive
48 status, if such members have not been returned to active employment.

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

4
5 (5) The effective date of removal from the bargaining unit, or voluntary
6 termination of employment.

7
8 (6) The effective date of involuntary termination of employment, unless
9 the member is eligible to continue and elects to retain Active status as permitted under
10 provisions of Section 1(a)(2) above.

11
12 (7) Actions pursuant to Sections 5 or 6 below.

13
14 **Section 4. Fair Share Service Fee Payers:** Employees obligated to pay
15 either dues or fair share service fees to CSEA pursuant to organizational security
16 provisions in the collective bargaining agreement and who choose not to be Active
17 members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service
18 Fee Payers". Such persons shall pay fair share service fees in an amount equal to the
19 dues required of Active members of the Chapter (less any local Chapter fees unless
20 collection of local Chapter fees has been approved by the Association) subject to
21 annual requests for advance refunds of the portion of fair share service fees that CSEA
22 determines will be used for purposes not related to collective bargaining, in accordance
23 with the policies of the Association.

24
25 Fair share service fee payers shall be entitled to full rights of representation in all
26 matters related to their collective bargaining agreement. They shall not, however, have
27 the right of voice, vote, or other participation in Chapter or Association affairs, unless
28 otherwise provided herein or required by law.

29
30 **Section 5. Delinquency & Resignation:**

31
32 (a) Members who no longer wish to retain that status may resign CSEA
33 membership by written notification to the Chapter Treasurer. They shall become fair
34 share service fee payers subject to the same fair share service fees and rights, benefits
35 and burdens as provided under Section 4 of this article.

36
37 (b) Any member failing to pay all dues owed for the current month shall be
38 deemed delinquent and shall not be considered to be in good standing until such
39 delinquency has been remitted.

40
41 (c) Members who have resigned shall, upon reapplication, be admitted as
42 new members.

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1 **Section 6. Expulsion, Suspension, Discipline:**
2

3 (a) No member may be involuntarily removed from the membership rolls
4 except as provided for in Sections 3 and 5 above, or in accordance with the procedures
5 for expulsion, suspension and discipline of members as specified in the Association
6 Constitution.
7

8 (b) All matters for proposed disciplinary action against members shall be
9 referred to the Association for action, except that members may be recalled from office
10 in accordance with provisions of Article XI of this Constitution.
11

12
13 **ARTICLE III**
14 **DUES and ASSESSMENTS**
15

16 **Section 1. Association Per Capita Dues**
17

18 (a) Per capita dues to the Association for Active members shall be assessed
19 at the rate of 1.5% of the first \$2,450 of monthly gross salary (*excluding overtime*, but
20 *including* longevity, professional growth and anniversary increments), but not to exceed
21 a maximum of \$367.50 for the 12-month period commencing each September 1st and
22 continuing through the following August 31st. Said dues shall be payable by payroll
23 deduction or annually in advance direct to the Association.
24

25 (1) Payroll deduction shall commence in September of each year and
26 continue through the following August for each month the member is in a paid status, or
27 until the maximum of \$367.50 has been deducted, whichever comes first.
28

29 (2) Annual in advance payments must be remitted direct to the
30 Association's accounting office no later than September 30, or within thirty (30) days
31 following membership application for new members after September. Such annual
32 payments shall be as calculated by the Association's Accounting Office in accordance
33 with the Association's Bylaws.
34

35 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
36 Chapter shall be 10% of the maximum annual per capita dues of the Association,
37 payable by payroll deduction in ten equal monthly deductions during each of the months
38 September through June in which the member is in regular paid status; or payable
39 annually in advance to the Chapter Treasurer.
40

41 **Section 3.** The local Chapter dues plus the Association per capita dues equals
42 the member's total dues requirement.
43

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

1 (f) All candidates shall be provided an opportunity to address the members
2 present at the election meeting prior to the balloting, and they or their designated
3 representative shall be accorded the right to observe the ballot tally process.
4

5 (g) All ballots, including used, unused, invalid and challenged ballots, tally
6 sheets and related election documents, including notices of nomination and election
7 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
8 all challenges to the election or charges of misconduct in the running of the election
9 have been resolved, whichever is the longer period.
10

11 **Section 5. Terms of Office:** Elected officers shall take office and assume
12 their duties on the January 1 following their election and shall continue to serve for
13 two (2) years or until their successors are elected, provided that any officer shall
14 automatically forfeit such office if they cease to be an Active member in good standing.
15

16 **Section 6. Vacancies:**

17
18 (a) A vacancy in the office of President shall be filled by the 1st Vice
19 President.
20

21 (b) For vacancies in any other elected office, the Executive Board shall submit
22 its recommendation to fill the office in writing to the Chapter membership at least five (5)
23 working days in advance of a designated Chapter meeting. Nominations from the floor
24 shall also be accepted at said meeting. If there are no nominations from the floor, the
25 Executive Board's candidate shall be declared elected. If nominations from the floor are
26 made, a secret ballot election shall be conducted among the Active members in good
27 standing present.
28
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30 **ARTICLE V**
31 **AUTHORITY OF EXECUTIVE BOARD/DUTIES OF OFFICERS**
32

33 **Section 1. Executive Board:** The Executive Board shall have general
34 supervision of the affairs of the Chapter between the general membership meetings. It
35 shall transact the routine business of the Chapter as authorized and required herein,
36 prioritize and determine recommendations on matters requiring discussion and action
37 by the general membership, and perform such other duties as are specified in this
38 constitution. The Board shall be subject to the orders of the Chapter membership, and
39 none of its actions shall conflict with actions taken by the Chapter membership.
40

41 A report on all actions taken by the Executive Board shall be made to the
42 membership at the next regular or special Chapter meeting, with such actions subject to
43 membership ratification if appropriate.
44

45 Minutes of Chapter and Executive Board meetings shall be kept on file for at least
46 five (5) years. Chapter financial records shall be kept on file for at least five (5) years.
47
48

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

4
5 A majority of the members of the Executive Board shall constitute a quorum.

6
7 **Section 2. Duties of Officers, General:** Upon separation from office, an
8 officer shall immediately turn over to his/her successor or other properly designated
9 CSEA official all books, records, money and other effects of the Chapter in his/her
10 possession.

11
12 **Section 3. President:** The President shall:

13
14 (a) Be chairperson of the Executive Board, call and preside over all meetings
15 of the Chapter and Executive Board at which s/he is in attendance.

16
17 (b) Fix the time and place of meetings except as otherwise directed by the
18 membership.

19
20 (c) Set the agenda for Chapter meetings, as noted in Article VI.

21
22 (d) Appoint and direct the activities of the various committees, standing or
23 special, required by this constitution or established by the Executive Board, or as may
24 be ordered by vote of the membership, except as otherwise provided herein.

25
26 (e) Appoint the Chief Union Steward of this Chapter.

27
28 (f) 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 (g) Perform such other duties as normally pertain to the office of President or
34 ordered by this constitution.

35
36 **Section 4. 1st Vice President:** The 1st Vice President shall:

37
38 (a) In the absence or disability of the President, possess all of the powers and
39 perform all of the duties in his/her stead.

40
41 (b) At all times assist the President in the performance of his/her duties.

42
43 (c) Assume the office of President if a vacancy occurs.

44
45 (d) Serve as Chairperson of the Membership Committee.

46
47 (e) Coordinate the activities of the standing committees.

48

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

3
4 **Section 5. 2nd Vice President/Site Representative Coordinator:** The 2nd
5 Vice President/Site Representative Coordinator shall:

6
7 (a) Serve as the Chapter's Site Representative Coordinator, as follows:

8
9 (1) Endeavor to assure that each site has a Site Representative to
10 maintain the lines of communication and the flow of information between the Executive
11 Board and the individual member worksites of this Chapter.

12
13 (2) Assure that every site is equipped with an Association bulletin
14 board and is kept up to date with the most recent information from the Association and
15 the Chapter.

16
17 (3) Assure that the Site Representatives get the appropriate training
18 and materials to keep the membership informed of current events and actions of the
19 Association and Chapter affecting them.

20
21 (4) Hold regular joint meetings with the Site Representatives, the Chief
22 Union Steward, and the Site Union Stewards to maintain and keep current information
23 regarding the moral and needs of the membership.

24
25 (b) Perform such other duties as may be assigned by the President/Executive
26 Board or ordered by this constitution.

27
28 **Section 6. Secretary:** The Secretary shall:

29
30 (a) Keep an accurate record of all proceedings of Chapter and Executive
31 Board meetings, including an accurate roll of members and officers in attendance at
32 each.

33
34 (b) Keep an accurate roster of the officers of the Chapter and see that such
35 information is forwarded to the Association as required.

36
37 (c) Issue notices of all meetings of the Executive Board and Chapter
38 meetings, which shall include notice of matters for discussion at same.

39
40 (d) Notify members of all committees of their appointment.

41
42 (e) Have custody of all correspondence, official documents and historical
43 records of the Chapter, which shall be open at all times for the inspection of the
44 President or his/her agent and members of the Executive Board.

45
46 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
47 Association and the constitution of this Chapter and see that copies of same are

1 available for reference at all Executive Board and Chapter meetings, and available for
2 inspection by the general membership upon request.

3
4 (g) Perform such other duties as normally pertain to the office of Secretary or
5 as may be assigned by the President/Executive Board or ordered by this constitution.

6
7 **Section 7. Treasurer:** The Treasurer shall:

8
9 (a) Receive all funds of the Chapter and keep and disburse same under the
10 direction of the President and as required by the Constitution & Bylaws of the
11 Association and this Chapter.

12
13 (b) Keep or cause to be kept regular books and full accounts which shall be
14 open at all times to inspection of the President or his/her agent and the Auditing
15 Committee.

16
17 (c) Provide access to all records, vouchers and statements to the Auditing
18 Committee for annual inspection at the close of each fiscal year.

19
20 (d) Report at each meeting of the Executive Board and Chapter as to the
21 financial condition of the treasury with a detailed statement of receipts and expenditures
22 and accounts payable, to include per capita dues/fees paid and owed to the Association
23 if any. The report to the Executive Board should also include copies of the bank
24 statement(s)/reconciliation(s).

25
26 (e) Prepare the annual financial report to include the last day of the fiscal
27 year, and immediately submit same to the President for review and forwarding to the
28 Association, and the membership.

29
30 (f) Promptly process and forward membership applications and dues
31 payments to CSEA Headquarters and payroll deduction authorizations to proper district
32 office for processing.

33
34 (g) Maintain an accurate record of members in good standing, and prepare
35 such monthly reports and remittances as may be required by the Association and
36 promptly forward to CSEA Headquarters within thirty (30) days of request.

37
38 (h) Assist in preparation of the Chapter budget.

39
40 (i) Upon leaving office, sign such bank signature cards or other documents
41 necessary for the transfer of all Chapter accounts to the new Treasurer.

42
43 (j) Perform such other duties as normally pertain to the office of Treasurer or
44 as may be assigned by the President/Executive Board or ordered by this constitution.

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1 **Section 8. Communications Officer:** The Communications Officer shall:

2
3 (a) Edit and distribute a newsletter or similar publication as may be authorized
4 by the Executive Board and the Chapter membership.

5
6 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
7 and official publications of the Association.

8
9 (c) Perform such other duties as normally pertain to the Communications
10 Officer or as may be assigned by the President/Executive Board or ordered by this
11 constitution.

12
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14 **ARTICLE VI**
15 **MEETINGS**
16

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

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

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

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

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

38
39 **Section 4.** Unless otherwise ordered by two-thirds (2/3) vote of the members
40 present, the order of business at regular Chapter meetings shall be:

- 41
42 (1) Sign-in and collection of meeting materials
43 (2) Call to Order
44 (3) Pledge of Allegiance to the Flag
45 (4) Roll Call and Introductions
46 (5) Approval of Minutes of the Previous Meeting
47 (6) Communications
48 (7) Report of Executive Board Actions

- 1 (8) Treasurer's Report
- 2 (9) Committee Reports
- 3 (a) Membership
- 4 (b) Scholarship
- 5 (c) Negotiating
- 6 (d) Insurance
- 7 (10) Unfinished Business
- 8 (11) New Business
- 9 (12) Good of the Order
- 10 (13) Adjournment

11
12 **Section 5. Quorum for Meetings:** It shall require at least ten (10) members
13 in good standing in attendance at any Chapter meeting for business to be conducted.
14

15
16 **ARTICLE VII**
17 **CONTROL OF FUNDS / BUDGET**
18

19 **Section 1.** All funds received shall be deposited in the name of Anaheim High
20 Chapter No. 74, CSEA, in such bank or other financial institution as approved by the
21 Executive Board. No funds shall be disbursed except by check, duly authorized and
22 signed by the Treasurer and the President. In the event of absence of, inability to act
23 by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature
24 of the President and one (1) of the following: 1st Vice President, Secretary.
25

26 **Section 2.** The Executive Board shall prepare an annual budget for approval
27 of the Chapter membership no later than January of each year, which shall contain
28 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve
29 fund, if any. The approved budget shall then regulate the expenditures of the Chapter,
30 except that the Treasurer shall submit any single expenditure in excess of \$100 to the
31 Executive Board for prior approval. Expenditures in excess of those approved in the
32 budget must have prior approval of the Chapter membership.
33

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35 **ARTICLE VIII**
36 **COMMITTEES**
37

38 **Section 1. Standing Committees:** The following shall be the standing
39 committees of the Chapter: Auditing, Elections, Insurance, Membership, Negotiating,
40 Political Action, Scholarship. Unless otherwise specified herein, the President shall, as
41 soon as possible after January 1 of each year, appoint the chairpersons and members
42 of the standing committees, which appointment shall be subject to the ratification of the
43 Executive Board. The President shall determine the number of members to be
44 appointed to each, except as otherwise provided herein.
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1 **Section 2. Ad Hoc Committees:** Such other committees as the President or
2 the Chapter membership may deem necessary to perform a specified task for the
3 welfare of the Chapter may be appointed. The President shall determine the
4 composition of such committees and the timelines for completion of their assigned
5 duties. Such ad hoc committees shall cease to function upon completion of their
6 specified task.
7

8 **Section 3. Joint Chapter/Employer Committees:** Unless otherwise
9 specified within this document or a collectively bargained agreement, the President shall
10 appoint representatives to joint Chapter/employer committees.
11

12 **Section 4.** The 1st Vice President shall act as coordinator of all appointed
13 committees, and shall be Chairperson of the Membership Committee.
14

15 **Section 5.** The President shall be an ex-officio member of all committees,
16 except the Auditing and Elections Committees.
17

18 **Section 6. Quorum:** A majority of the members of any committee must be
19 present at any meeting to constitute a quorum.
20

21 **Section 7. Terms:** Unless otherwise provided herein, the term of office for all
22 committees shall be from January 1 until the end of the Chapter and fiscal year or until
23 their successors are appointed, provided that any committee member shall
24 automatically forfeit the office if they cease to be an Active member in good standing.
25

26 **Section 8. Auditing Committee:** It shall be the duty of this committee to
27 receive and audit the books and records of the Treasurer immediately after the close of
28 each fiscal year, and at such other times as may be directed by the President, and
29 report its findings to the Chapter membership.
30

31 **Section 9. Elections Committee:** It shall be the duty of this committee to
32 supervise and assist in the preparation, distribution, and counting of the ballots in all
33 elections (including contract ratifications) within the Chapter, and certify the results to
34 the Chapter President. In addition, the committee shall ensure that election procedures
35 are in accordance with applicable provisions of the Association's Constitution & Bylaws
36 and Policy, and this constitution.
37

38 **Section 10. Insurance Committee:** *insert duty statement*
39

40 **Section 11. Membership Committee:** It shall be the duty of this committee to
41 strive for 100% CSEA membership within the represented bargaining unit(s), and to
42 prepare and execute a program designed to secure new members and stimulate
43 membership attendance at Chapter meetings on an ongoing basis.
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1 **Section 12. Negotiating Committee (Team):**
2

3 (a) The Negotiating Committee shall consist of a chairperson as designated
4 by the Chapter President, plus a member from each of the major job classifications
5 represented by this Chapter, as follows: Account Techs, Instructional Assistants, Health
6 Techs, Library Media Techs, and Secretaries.
7

8 (b) The committee members shall be appointed by the President from among
9 the members in good standing employed in each of the classifications designated
10 above.
11

12 (c) Term of office for the appointed members shall commence upon their
13 appointment and continue until their resignation or appointment of their successors.
14

15 (d) Vacancies shall be filled by appointment by the President within the
16 affected classification.
17

18 (e) **Duties:** It shall be the duty of the Negotiating Committee to:
19

20 (1) Research issues and prepare and submit initial bargaining
21 proposals (including proposals on re-openers) for review and approval of members in
22 good standing of the bargaining unit(s) prior to commencement of negotiations.
23

24 (2) Negotiate the contract (including re-openers and modifications) for
25 and on behalf of the Chapter with assistance from CSEA field staff.
26

27 (3) Keep the Executive Board and the membership informed on the
28 progress of negotiations and solicit membership input where advisable.
29

30 (4) Ensure that all bargained agreements are submitted for ratification
31 of the bargaining unit(s) in accordance with Article XIII of this constitution.
32

33 **Section 13. Political Action Committee:** It shall be the duty of this committee
34 to:
35

36 (a) Develop and implement a Chapter alert system designed for emergency
37 contact of the membership when immediate Chapter action is necessary on contract
38 matters, legislative and political issues, and other items of importance to the Association
39 and Chapter.
40

41 (b) Keep the members informed about the legislative program of the
42 Association, and may recommend to the Chapter membership legislative proposals it
43 deems desirable for submission to the Association's Legislative Committee for
44 consideration and inclusion in the Association's legislative program.
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1 (c) Work cooperatively with the Political Action Coordinator (PAC),
2 appropriate staff and PACE and Legislative Committee area representatives in
3 furtherance of the Association's legislative and political goals, rendering regular reports
4 at Chapter meetings regarding the same and recommending any Chapter support or
5 activity it considers appropriate.

6
7 (d) Encourage all members to financially support PACE of CSEA and the
8 Victory Club, and educate the membership regarding the necessity for active
9 participation in the political process in accordance with Association and Chapter goals.

10
11 (e) Make recommendations to the Chapter membership regarding
12 endorsement of candidates for school board, in accordance with the following
13 procedures:

14
15 (1) The committee shall conduct a pre-screening of candidates to be
16 recommended for endorsement, through direct interviews or questionnaires sent to the
17 candidates. Following the pre-screening process, the committee shall present its
18 recommendations for endorsement at a designated Chapter meeting for action by the
19 Chapter membership. A majority vote shall be required for endorsement.

20
21 (2) Whenever possible, the committee shall arrange for a candidates'
22 forum to provide Chapter members an opportunity to hear and question the candidates
23 on relevant issues prior to hearing the committee's recommendation and the
24 endorsement vote being taken.

25
26 (f) The committee shall determine the amount of financial support, if any, to
27 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
28 such forms as may be required.

29
30 (g) The committee shall solicit volunteer activity by the Chapter membership
31 on behalf of endorsed candidates, and shall be responsible for coordinating and
32 directing such member activities.

33
34 **Section 14. Scholarship Committee:** *insert duty statement*

35
36
37 **ARTICLE IX**
38 **UNION STEWARDS**

39
40 **Section 1. Appointment:** The Chapter President shall appoint a Chief Union
41 Steward, which appointment shall be subject to the ratification of the Chapter
42 membership. The Chapter President shall appoint Union Stewards, subject to the
43 ratification of the Executive Board, to serve each classification or worksite. The
44 President shall determine the number of Stewards to be appointed for each area of
45 representation.

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1 **Section 2. Term of Office:** Term of office for Union Stewards shall be from
2 their appointment to the end of the Chapter and fiscal year, or until their successors are
3 appointed, provided that any Union Steward shall automatically forfeit such office if they
4 cease to be an Active member in good standing employed within the designated service
5 area. Vacancies shall be filled by appointment of the President, ratified by the
6 Executive Board, from among the qualified members in good standing employed within
7 the affected service area, for the remainder of the original term only.

8
9 **Section 3. Duties.**

10
11 **(a) Chief Union Steward:** The Chief Union Steward shall:

12
13 (1) Attend training sessions for Chief Union Stewards provided by the
14 Association and/or other appropriate training as directed by the President.

15
16 (2) Ensure that the Union Steward program of the Chapter functions
17 according to the requirements set forth in this constitution; ensure that all grievances
18 are handled properly in their investigation and filing, and consistent in their resolution.

19
20 (3) Maintain the necessary records on matters of contract enforcement
21 to permit the Chapter to effectively represent bargaining unit employees.

22
23 (4) Process all grievances not settled at the immediate-supervisory
24 level, unless CSEA staff assistance is required. If staff assistance is required, the
25 President shall be notified.

26
27 (5) Keep the Executive Board informed on all grievance activity.

28
29 (6) Review all grievances being considered for arbitration and
30 recommend to the Executive Board whether each particular case should be arbitrated.

31
32 (7) In coordination with the 2nd Vice President/Site Representative
33 Coordinator, call and conduct periodic meetings between the Site Representatives and
34 Union Stewards to ensure an appropriate level of communication and coordination
35 between these two programs.

36
37 **(b) Union Steward(s):** The Union Steward(s) shall:

38
39 (1) Attend annual training sessions for Union Stewards provided by the
40 Association and/or other appropriate training as directed by the President.

41
42 (2) Attend joint Union Steward/ Site Representative (site council)
43 meetings as directed by the Chief Union Steward.

44
45 (3) Educate bargaining unit employees about their rights under the
46 contract and determine how problems arising under the contract can best be handled.

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

4
5 (5) Investigate and prepare grievances for processing and handle
6 grievances at the immediate-supervisory level, and be present as required during other
7 steps of the grievance procedure.

8
9 (6) Immediately inform the Chief Union Steward of all grievances
10 received; immediately report to the Chief Union Steward the settlement of grievances
11 processed or the failure to settle within contractual timelines.

12
13 (7) **Preserve the confidentiality** of personal grievances, resolve
14 differences among the membership in grievance handling; maintain a file on all
15 grievances handled which shall be turned over to the Chief Union Steward upon
16 completion.

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19 **ARTICLE X**
20 **SITE REPRESENTATIVES**

21
22 **Section 1.** Site Representatives to serve each worksite shall be appointed by
23 the President and ratified by the Executive Board.

24
25 **Section 2.** Site Representative duties shall be to:

26
27 (a) Recruit employees into CSEA membership and educate employees about
28 CSEA.

29
30 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at the
31 worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.

32
33 (c) Conduct periodic site-level meetings to keep the members informed of
34 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to
35 keep members informed of Association and/or Chapter activity regarding grievances,
36 PERB decisions, contract negotiations, legislative and political activity, and other
37 matters of importance.

38
39 (d) Relay member concerns to the appropriate Union Steward or other
40 Chapter officer.

41
42 (e) Attend Chapter meetings; attend training workshops and other seminars
43 as directed and approved by the Chapter President; attend joint Union Steward/Site
44 Representative (site council) meetings as may be called by the Chief Union Steward
45 and/or the 2nd Vice President/Site Representative Coordinator.

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2 **ARTICLE XI**
3 **RECALL OR REMOVAL FROM OFFICE**

4 **Section 1. Recall of Elected Offices**
5

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

10
11 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive
12 Board or thirty percent (30%) of the members in good standing eligible to vote on the
13 individual being recalled. The petition shall state the specific reasons in support of the
14 recall, and the petition shall be presented to the Executive Board and to the individual.
15

16 (c) Upon receipt of the petition, the Executive Board shall arrange for a
17 special meeting to be held not less than fifteen (15) days nor more than thirty (30) days
18 following its receipt, at which the charged person shall be afforded opportunity to rebut
19 the charges, including presentation and cross-examination of witnesses as may be
20 appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting
21 shall be restricted to members of the Executive Board and members of the Chapter in
22 good standing who are eligible to vote on the particular recall action, authorized
23 representatives of the Association, and such witnesses as may be pertinent to the
24 action. Notice specifying time, date, and place and the specific nature/purpose of the
25 meeting shall be issued to those eligible for attendance at least ten (10) days in
26 advance.
27

28 **Section 2. Removal of Appointed Offices**
29

30 (a) Any appointee of the President/Executive Board may be removed from
31 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,
32 provided such person shall be provided at least five (5) days advance notice of the
33 reasons for removal and the time, date and place where the Board will meet to vote on
34 the matter. At said meeting the member shall be afforded an opportunity to provide
35 rebuttal argument prior to the vote being taken.

36 (b) Any appointed committee chairperson or member failing to attend three
37 (3) consecutive committee meetings, unless excused for cause, shall be automatically
38 removed from the committee.
39

40 **Section 3. Resignation from Office**
41

42 (a) A resignation by an elected officer is not effective until accepted by the
43 Active members in good standing present at a Chapter meeting.
44

45 (b) A resignation by any appointee of the President/Executive Board is not
46 effective until accepted by the President/Executive Board.
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ARTICLE XII
DELEGATES TO CONFERENCE

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

(a) The Chapter President.

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

Section 2. Election:

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

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

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

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

(a) Attend at least one (1) orientation meeting at the regional or area level of the Association concerning the resolutions to the upcoming conference, as directed by the President/Executive Board.

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

Section 4. Delegate Expenses: The Chapter shall provide delegate expenses (housing, travel, per diem/meal allowances, registration fees, etc.) in accordance with Association Policy and subject to the approval of the Chapter membership.

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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 (1) 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 ratification 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 at the meeting.

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

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

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

1 **Exception to the above:** The Association's Executive Director, or designee,
2 may approve a notice period of less than five (5) working days upon request of the
3 Chapter President, if it is determined that an immediate ratification meeting would be
4 advisable.

5
6 (d) **Conduct of Meeting and Vote:**

7
8 (1) The Negotiating Committee shall review the provisions of the
9 tentative agreement and indicate its recommendations for ratification.

10
11 (2) If the Association recommends rejection of the tentative agreement,
12 an Association representative shall be in attendance at the ratification meeting and shall
13 be provided ample opportunity to outline the recommendation for rejection and the
14 reasons therefore.

15
16 (3) Polls for voting shall not be opened until the period for discussion,
17 debate, and answering of questions has begun. Non-CSEA members (including fair
18 share service fee payers) of the bargaining unit(s) in attendance shall be granted the
19 right to participate in the discussion and debate. **They shall not, however, have the**
20 **right to make motions or vote.**

21
22 (4) The ratification vote shall be by secret ballot conducted at the
23 ratification meeting under the supervision of the Elections Committee and in accordance
24 with procedures required by Association Policy 610. Only Active CSEA members of the
25 bargaining unit(s) who are in good standing and present at the ratification meeting shall
26 be entitled to vote on the ratification or rejection of the agreement. Absentee or proxy
27 votes shall not be permitted.

28
29 (5) Ballots shall be tallied and results announced prior to close of the
30 meeting. A majority vote shall ratify.

31
32 **Section 5. Executed Agreement:** Every collective bargaining agreement
33 shall be executed by both the Association and appropriate representatives of this
34 Chapter. No contract shall be valid which has not been ratified by the Chapter
35 membership.

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38 **ARTICLE XIV**
39 **CONCERTED ACTIVITIES**

40
41 **Section 1.** No concerted withholding of service shall be instituted by this
42 Chapter unless such concerted action has been approved at a regular or special
43 membership meeting, advance notice having been given, by secret ballot vote of not
44 less than sixty-five percent (65%) of the Active members in good standing present and
45 voting; and approval for such concerted activity has been granted by the Association's
46 Board of Directors.

1 **Section 2.** If the dispute relates to contract negotiations, no concerted
2 withholding of service shall be instituted unless the last offer of the employer has been
3 submitted to the Chapter membership in accordance with Article XIII of this constitution
4 and has been rejected, and the requirements of Section 1 above shall have been met.
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7 **ARTICLE XV**
8 **AMENDMENTS TO CONSTITUTION**
9

10 **Section 1.** This Constitution shall at all times conform to all provisions of the
11 Association Constitution & Bylaws and Policy, and where any conflict should occur, the
12 Association Constitution & Bylaws and/or Policy shall prevail.
13

14 **Section 2.** Any member in good standing of the Chapter (or the Executive
15 Board) may submit a written proposal to amend this constitution (containing the exact
16 text of the proposed change) at any Chapter meeting, which shall constitute a first
17 reading. The Chapter President shall then cause the proposed amendment(s) to be
18 placed on the agenda of the next regular or a special Chapter meeting where the matter
19 will be read a second time and acted upon, and shall cause written notification of the
20 proposed amendment(s) and the date, time, and place of the designated Chapter
21 meeting to be issued to all members in good standing at least ten (10) days in advance
22 of said meeting. Said notification shall include at least a written summary of the
23 proposed changes. The exact text of the proposed changes shall be made available for
24 review by members upon request prior to the second reading if not provided with said
25 notification, and shall be distributed to all members in attendance at the second reading.
26

27 **Section 3.** Approval by two-thirds (2/3) of the Active members in good
28 standing present and voting at the second reading shall be required to adopt the
29 amendment(s). If the amendment relates to a revision of Chapter dues, the vote shall
30 be conducted by secret ballot.
31

32 **Section 4.** All amendments shall be submitted to the Association's Executive
33 Director immediately following their adoption by the Chapter. **No amendment shall
34 become operative until approved by the Executive Director, or designee, or action
35 of the Association's Board of Directors in accordance with Article III, Section 8 of
36 the Association's Constitution.**
37

38
39 **ARTICLE XVI**
40 **DISBANDMENT OF CHAPTER**
41

42 **Section 1.** Should the Chapter disband for any reason, all financial accounts
43 shall be transferred to the control of the Association, and a final audit of the financial
44 books and records of the Chapter shall be made in conjunction with the Association's
45 Analyst/Auditor. Upon conclusion and certification of such audit, final distribution of
46 funds shall be as follows:
47
48

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

2
3 (b) All funds due and owing the Association shall be promptly remitted to the
4 Association's general fund.

5
6 (c) Funds then remaining shall then be distributed for purposes as
7 appropriate and authorized in accordance with provisions contained in Association
8 Policy 612.

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11 **ARTICLE XVII**
12 **PARLIAMENTARY AUTHORITY**

13
14 The rules contained in the current edition of *Robert's Rules of Order, Newly*
15 *Revised* shall govern the Chapter in all cases in which they are not inconsistent with this
16 constitution, the Constitution & Bylaws or Policy of the Association, and any special
17 rules the Chapter may adopt.

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20 **ARTICLE XVIII**
21 **FISCAL YEAR**

22
23 The fiscal year of this Chapter shall extend from January 1 through December
24 31, inclusive.

25
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27 **ARTICLE XIX**
28 **CHAPTER PRE-RETIREMENT RESOURCE PERSON**

29
30 **Section 1.** A Chapter Pre-Retirement Resource Person shall be appointed by
31 the President and ratified by the Executive Board.

32
33 **Section 2.** His/her duties shall be to:

34
35 (a) Direct Chapter members to the right sources so they receive the best
36 retirement information available.

37
38 (b) Attend Chapter meetings and training workshops/seminars as directed
39 and approved by the Chapter President.