

**CONSTITUTION OF
Anderson High Chapter No. 382, CSEA
Latest Revision December 15, 2008
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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 Anderson High Chapter No. 382, CSEA.

APPROVED

California School Employees Association

Date: October 16, 2023

By: *Deana M. Craig*, Executive Coordinator

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**ARTICLE I
NAME AND OBJECTS**

Section 1. Name: The name of this organization shall be Anderson High Chapter No. 382 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
2 the Association as defined in the Association's Constitution.
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4 (b) **Inactive:** Any Active member of this Chapter who (1) is granted an unpaid
5 leave of absence by the employer, or (2) is placed on a reemployment list for reasons
6 other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off
7 and elects not to continue as an Active member under provisions of paragraph (a)(1)
8 above, may continue membership in an "Inactive" status. 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 **Section 2.** Active membership shall be effective upon the completion, dating,
21 and signing of an official CSEA application form as provided by the Association, and
22 execution of a valid authorization for payroll deduction of dues or payment of at least
23 one (1) year's dues in advance. The application shall be immediately forwarded,
24 together with advance dues received if any, to the Association. The Association shall
25 send payroll deduction 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 the
34 member pays 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.
49

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. However, the dues authorization signed by a member is a contract which
4 by law is not terminable without reasonable advance written notice being provided to the
5 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as
6 being ten (10) working days.

7
8 (5) The effective date of removal from the bargaining unit, or voluntary
9 termination of employment.

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

14
15 (7) Actions pursuant to Sections 4 or 5 below.

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18 **Section 4. Delinquency & Resignation:**

19
20 (a) Members who no longer wish to retain that status may resign CSEA
21 membership by providing a ten (10) working day advance written notification to the
22 Area's assigned CSEA Field Office. Such notification must include the member's name,
23 address, employer's name or Chapter name, the last four (4) digits of their social
24 security number, and CSEA ID or Employee ID number.

25
26 (b) Any member failing to pay all dues owed for sixty (60) days shall be
27 deemed delinquent and shall not be considered to be in good standing until such
28 delinquency has been remitted.

29
30 (c) Members who have resigned shall, upon reapplication, be admitted as
31 new members.

32
33 **Section 5. Expulsion, Suspension, Discipline:**

34
35 (a) No member may be involuntarily removed from the membership rolls
36 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
37 for expulsion, suspension and discipline of members as specified in the Association
38 Constitution.

39
40 (b) All matters for proposed disciplinary action against members shall be
41 referred to the Association for action, except that members may be recalled from office
42 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 \$40.00 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.

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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, Vice President, Secretary, Treasurer, Communications Officer.
7

8 **Section 2. Executive Board:** The elected officers designated in Section 1,
9 plus the Immediate Past President, shall constitute the Executive Board of this Chapter.
10 To be eligible, the Past President must have completed at least one (1) full term in office
11 as Chapter President.
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) Nominations to fill the elective offices listed in Section 1 shall be accepted
23 annually.
24

25 (b) Nominations for these offices shall be accepted from the floor at the
26 October and November Chapter meetings.
27

28 (c) If, after nominations are closed at the November Chapter meeting there is
29 only one (1) nomination for an office, the single nominee shall be declared elected to
30 the office, and no balloting or other action shall be required. The Chapter President
31 shall so notify the membership in writing as soon thereafter as possible.
32

33 (d) When there is more than one (1) nominee for an office, an election shall
34 be conducted at the December Chapter meeting by secret ballot vote of Active
35 members in good standing present at said meeting. It shall require a plurality vote to
36 elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall
37 be determined by lot (draw) between the tied candidates.
38

39 (e) Notices of the time, date, and place for nominations and balloting, and all
40 other procedural matters relating to conducting these elections, shall be in accordance
41 with provisions of Association Policy 618.
42

43 (f) All candidates shall be provided an opportunity to address the members
44 present at the election meeting prior to the balloting, and they or their designated
45 representative shall be accorded the right to observe the ballot tally process.
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1 (g) All ballots, including used, unused, invalid and challenged ballots, tally
2 sheets and related election documents, including notices of nomination and election
3 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
4 all challenges to the election or charges of misconduct in the running of the election
5 have been resolved, whichever is the longer period.
6

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

12 **Section 6. Vacancies:**

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

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

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

36 A report on all actions taken by the Executive Board shall be made to the
37 membership at the next regular or special Chapter meeting, with such actions subject to
38 membership ratification if appropriate.
39

40 Minutes of Chapter and Executive Board meetings shall be kept on file for at least
41 five (5) years. Chapter financial records shall be kept on file for at least five (5) years.
42

43 The Executive Board shall meet at the call of the President or at such times and
44 places designated by it; the President shall call a special meeting upon the written
45 request of a majority of the Board.
46

47 A majority of the members of the Executive Board shall constitute a quorum.
48
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1 **Section 2. Duties of Officers, General:** Upon separation from office, an
2 officer shall immediately turn over to the successor or other properly designated CSEA
3 official all books, records, money and other effects of the Chapter in the possession of
4 the separating officer.

5
6 **Section 3. President:** The President shall:

7
8 (a) Be chairperson of the Executive Board, call and preside over all meetings
9 of the chapter and Executive Board at which the President is in attendance.

10
11 (b) Fix the time and place of meetings except as otherwise directed by the
12 membership.

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

14
15 (d) Appoint and direct the activities of the various committees, standing or
16 special, required by this constitution or established by the Executive Board, or as may
17 be ordered by vote of the membership, except as otherwise provided herein.

18
19 (e) Attend all regional presidents' meetings (RPMs) and such other meetings
20 as required by the Association or direction of the Chapter, and report back to the
21 Executive Board and Chapter membership at the next Chapter meeting, with
22 recommendations for Chapter action or as otherwise required.

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

26
27 (g) Perform such other duties as normally pertain to the office of President or
28 ordered by this constitution.

29
30 **Section 4. Vice President:** The Vice President shall:

31
32 (a) In the absence or disability of the President, possess all of the powers and
33 perform all of the duties of the President.

34
35 (b) At all times assist the President in the performance of his/her duties.

36
37 (c) Assume the office of President if a vacancy occurs.

38
39 (d) Serve as Chairperson of the Membership Committee, and promote and
40 participate in membership recruitment activity to build the union.

41
42 (e) Coordinate and direct the activities of the Site Representatives.

43
44 (f) In coordination with the Chief Union Steward, call and conduct periodic
45 meetings between the Site Representatives and Union Stewards to ensure an
46 appropriate level of communication and coordination between these programs.

47
48 (g) Coordinate the activities of the standing committees.

49

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

3
4 **Section 5. Secretary:** The Secretary shall:

5
6 (a) Keep an accurate record of all proceedings of Chapter and Executive
7 Board meetings, including an accurate roll of members and officers in attendance at
8 each.

9
10 (b) Keep an accurate roster of the officers of the Chapter and see that such
11 information is forwarded to the Association as required.

12
13 (c) Issue notices of all meetings of the Executive Board and Chapter
14 meetings, which shall include notice of matters for discussion at same.

15
16 (d) Notify members of all committees of their appointment/election.

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

21
22 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
23 Association and the constitution of this Chapter and see that copies of same are
24 available for reference at all Executive Board and Chapter meetings, and available for
25 inspection by the general membership upon request.

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

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

32
33 **Section 6. Treasurer:** The Treasurer shall:

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

38
39 (b) Keep or cause to be kept regular books and full accounts which shall be
40 open at all times to inspection of the President or agent and the Auditing Committee.

41
42 (c) Provide access to all records, vouchers and statements to the Auditing
43 Committee for annual inspection at the close of each fiscal year.

44
45 (d) Report at each meeting of the Executive Board and Chapter as to the
46 financial condition of the treasury with a detailed statement of receipts and expenditures
47 and accounts payable, to include per capita dues/fees paid and owed to the Association
48 if any. The report to the Executive Board should also include copies of the bank
49 statement(s)/reconciliation(s).

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

4
5 (f) Promptly forward membership applications and dues payments to the
6 Association. The Association shall send payroll deduction authorizations to the
7 appropriate district office for processing.

8
9 (g) Maintain an accurate record of members in good standing, and prepare
10 such monthly reports and remittances as may be required by the Association and
11 promptly forward to CSEA Headquarters within thirty (30) days of request.

12
13 (h) Assist in preparation of the Chapter budget.

14
15 (i) Upon leaving office, sign such bank signature cards or other documents
16 necessary for the transfer of all Chapter accounts to the new Treasurer.

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

20
21 (k) Perform such other duties as normally pertain to the office of Treasurer or
22 as may be assigned by the President/Executive Board or ordered by this constitution.

23
24 **Section 7. Communications Officer:** The Communications Officer shall:

25
26 (a) Edit and distribute a newsletter or similar publication as may be authorized
27 by the Executive Board and the Chapter membership.

28
29 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
30 and official publications of the Association.

31
32 (c) Serve as a member of the Membership Committee, and promote and
33 participate in membership recruitment activity to build the union.

34
35 (d) Perform such other duties as normally pertain to the Communications
36 Officer or as may be assigned by the President/Executive Board or ordered by this
37 constitution.

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

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**ARTICLE VI
MEETINGS**

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

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

Section 3. Meeting Notices:

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

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

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

- (1) Pledge of Allegiance to the Flag
- (2) Approval of Minutes of the Previous Meeting
- (3) Communications
- (4) Report of Executive Board Actions
- (5) Treasurer's Report
- (6) Committee Reports
 - (a) Report of the Membership Committee/Recognition of New Members
 - (b) Report of the Negotiating Committee
 - (c) Union Steward/Site Representative Reports
 - (d) Other Committees as Required
- (7) Unfinished Business
- (8) New Business
- (9) Good of the Order
- (10) Adjournment

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

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ARTICLE VII
CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name of Anderson High Chapter No. 382, CSEA, in such bank or other financial institution as approved by the Executive Board. The use of chapter debit cards is strictly prohibited. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and one (1) of the following: Vice President, Secretary.

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

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees: The following shall be the standing committees of the Chapter: Auditing, Elections, Membership, Negotiating, Political Action. Unless otherwise specified herein, the President shall, as soon as possible after January 1 of each year, appoint the chairpersons and members of the standing committees, which appointment shall be subject to the ratification of the Executive Board. The President shall determine the number of members to be appointed to each, except as otherwise provided herein.

Section 2. Ad Hoc Committees: Such other committees as the President or the Chapter membership may deem necessary to perform a specified task for the welfare of the Chapter may be appointed. The President shall determine the composition of such committees and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

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

Section 4. The Vice President shall act as coordinator of all appointed committees, and shall be Chairperson of the Membership Committee.

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

1 **Section 6. Quorum:** A majority of the members of any committee must be
2 present at any meeting to constitute a quorum.
3

4 **Section 7. Terms:** Unless otherwise provided herein, the term of office for all
5 committees shall be from January 1 until the end of the Chapter and fiscal year or until
6 their successors are appointed, provided that any committee member shall
7 automatically forfeit the office if they cease to be an Active member in good standing.
8

9 **Section 8. Auditing Committee:** It shall be the duty of this committee to
10 receive and audit the books and records of the Treasurer immediately after the close of
11 each fiscal year, and at such other times as may be directed by the President, and
12 report its findings to the Chapter membership.
13

14 **Section 9. Elections Committee:** It shall be the duty of this committee to
15 supervise and assist in the preparation, distribution, and counting of the ballots in all
16 elections (including contract ratifications) within the Chapter, and certify the results to
17 the Chapter President. In addition, the committee shall ensure that election procedures
18 are in accordance with applicable provisions of the Association's Constitution & Bylaws
19 and Policy, and this constitution.
20

21 **Section 10. Membership Committee:** It shall be the duty of this committee to
22 strive for 100% CSEA membership within the chapter, to develop and execute a
23 program designed to secure new members especially at new employee orientations,
24 and stimulate membership attendance at Chapter meetings on an ongoing basis. All
25 members of the Executive Board shall serve as members of this committee in addition
26 to any other members appointed.
27

28 **Section 11. Negotiating Committee (Team):**
29

30 (a) The Negotiating Committee shall consist of a chairperson as designated
31 by the Chapter President, plus one (1) representative from each of the major job
32 classifications represented by this Chapter, as follows: Food Service, Aides/Clerical,
33 Custodial/Maintenance, Transportation, and Technology.
34

35 (b) The committee members shall be appointed by the President from among
36 the members in good standing employed in each of the classifications designated
37 above.
38

39 (c) Term of office for the appointed members shall commence upon their
40 appointment and continue for one (1) year or until their successors are appointed. In
41 the event negotiations for any year are still in progress at the time of committee
42 appointment, the designated Negotiating Committee/Team shall remain in place until
43 negotiations have been completed and the contract ratified.
44

45 (d) Vacancies shall be filled by appointment by the President within the
46 affected classification for the remainder of the original term only.
47

48 (e) **Duties:** It shall be the duty of the Negotiating Committee to:
49

1 (1) Research issues and prepare and submit initial bargaining
2 proposals (including proposals on re-openers) for review and approval of members in
3 good standing of the bargaining unit(s) prior to commencement of negotiations.
4

5 (2) Negotiate the contract (including re-openers and modifications) for
6 and on behalf of the Chapter with assistance from CSEA field staff.
7

8 (3) Keep the Executive Board and the membership informed on the
9 progress of negotiations and solicit membership input where advisable.
10

11 (4) Ensure that all bargained agreements are submitted for ratification
12 of the bargaining unit(s) in accordance with Article XIII of this constitution.
13

14 **Section 12. Political Action Committee:** The Political Action Committee shall:
15

16 (a) Develop and implement a Chapter alert system designed for emergency
17 contact of the membership when immediate Chapter action is necessary on contract
18 matters, legislative and political issues, and other items of importance to the Association
19 and Chapter.
20

21 (b) Keep the members informed about the legislative program of the
22 Association, and may recommend to the Chapter membership legislative proposals it
23 deems desirable for submission to the Association's Legislative Committee for
24 consideration and inclusion in the Association's legislative program.
25

26 (c) Work cooperatively with the Political Action Coordinator (PAC),
27 appropriate staff and PACE and Legislative Committee area representatives in
28 furtherance of the Association's legislative and political goals, rendering regular reports
29 at Chapter meetings regarding the same and recommending any Chapter support or
30 activity it considers appropriate.
31

32 (d) Encourage all members to financially support PACE of CSEA and the
33 Victory Club, and educate the membership regarding the necessity for active
34 participation in the political process in accordance with Association and Chapter goals.
35

36 (e) Make recommendations to the Chapter membership regarding
37 endorsement of candidates for school board, in accordance with the following
38 procedures:
39

40 (1) The committee shall conduct a pre-screening of candidates to be
41 recommended for endorsement, through direct interviews or questionnaires sent to the
42 candidates. Following the pre-screening process, the committee shall present its
43 recommendations for endorsement at a designated Chapter meeting for action by the
44 Chapter membership. A majority vote shall be required for endorsement.
45

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

1 (f) The committee shall determine the amount of financial support, if any, to
2 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
3 such forms as may be required.
4

5 (g) The committee shall solicit volunteer activity by the Chapter membership
6 on behalf of endorsed candidates, and shall be responsible for coordinating and
7 directing such member activities.
8
9

10 **ARTICLE IX** 11 **UNION STEWARDS** 12

13 **Section 1. Appointment:** The Chapter President shall appoint a Chief Union
14 Steward, which appointment shall be subject to the ratification of the Chapter
15 membership. The Chapter President shall appoint Union Stewards, subject to the
16 ratification of the Executive Board, to serve each school. The President shall determine
17 the number of Stewards to be appointed for each area of representation.
18

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

28 **Section 3. Duties.** 29

30 (a) **Chief Union Steward:** The Chief Union Steward shall:
31

32 (1) Attend training sessions for Chief Union Stewards provided by the
33 Association and/or other appropriate training as directed by the President.
34

35 (2) Ensure that the Union Steward program of the Chapter functions
36 according to the requirements set forth in this constitution; ensure that all grievances
37 are handled properly in their investigation and filing, and consistent in their resolution.
38

39 (3) Maintain the necessary records on matters of contract enforcement
40 to permit the Chapter to effectively represent bargaining unit employees.
41

42 (4) Process all grievances not settled at the immediate-supervisory
43 level, unless CSEA staff assistance is required. If staff assistance is required, the
44 President shall be notified.
45

46 (5) Keep the Executive Board informed on all grievance activity.
47

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

1 **Section 3. Duties:** The Site Representative Coordinator shall:

2
3 (a) Guide, train, and direct the Chapter's Site Representative(s) in the
4 performance of their duties. Ensure that the communications network flows from
5 Association to Chapter to site, and from site to Chapter to Association.

6
7 (b) Work cooperatively with chapter leadership on all matters of
8 communication, to enable involvement of all bargaining unit members.

9
10 (c) Keep the Executive Board informed of all bargaining unit employees'
11 issues and concerns as reported by each site representative.

12
13 (d) Conduct monthly check-ins with the Site Representative(s). Attend
14 Membership Committee meetings.

15
16 **Section 4. Duties:** Site Representative(s) shall:

17
18 (a) Recruit employees into CSEA membership and educate employees about
19 CSEA.

20
21 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at the
22 worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.

23
24 (c) Conduct periodic site-level meetings to keep the members informed of
25 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to
26 keep members informed of Association and/or Chapter activity regarding grievances,
27 PERB decisions, contract negotiations, legislative and political activity, and other
28 matters of importance.

29
30 (d) Relay member concerns to the appropriate Union Steward or other
31 Chapter officer.

32
33 (e) Attend Chapter meetings; attend training workshops and other seminars
34 as directed and approved by the Chapter President; attend joint Union Steward/Site
35 Representative (site council) meetings as may be called by the Chief Union Steward
36 and/or the Vice President.

37
38
39 **ARTICLE XI**
40 **RECALL OR REMOVAL FROM OFFICE**

41
42 **Section 1. Recall of Elected Offices**

43
44 (a) Any member of the Executive Board, and conference delegates and
45 alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of
46 Active members of the Chapter in good standing present and voting at a meeting called
47 for the purpose of a recall action.

48
49

1 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive
2 Board or thirty percent (30%) of the members in good standing eligible to vote on the
3 individual being recalled. The petition shall state the specific reasons in support of the
4 recall, and the petition shall be presented to the Executive Board and to the individual.
5

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

18 **Section 2. Removal of Appointed Offices**

19

20 (a) Any appointee of the President/Executive Board may be removed from
21 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,
22 provided such person shall be provided at least five (5) days advance notice of the
23 reasons for removal and the time, date and place where the Board will meet to vote on
24 the matter. At said meeting the member shall be afforded an opportunity to provide
25 rebuttal argument prior to the vote being taken.
26

27 (b) Any appointed committee chairperson or member failing to attend three
28 (3) consecutive committee meetings, unless excused for cause, shall be automatically
29 removed from the committee.
30

31 **Section 3. Resignation from Office**

32

33 (a) A resignation by an elected officer is not effective until acknowledged by
34 the Active members in good standing present at a Chapter meeting.
35

36 (b) A resignation by any appointee of the President/Executive Board is not
37 effective until acknowledged by the President/Executive Board.
38
39

40 **ARTICLE XII**

41 **DELEGATES TO CONFERENCE**

42

43 **Section 1. Delegates:** Voting delegates to an annual conference of the
44 Association (and their alternates) shall be designated from among the Active members
45 in good standing as follows:
46

47 (a) The Chapter President.
48
49

1 (b) Additional delegates in such number as may be authorized by the Chapter
2 for attendance, but not to exceed the total number authorized by the Bylaws of the
3 Association, shall be elected as provided in Section 2 below.
4

5 **Section 2. Election:**
6

7 (a) Nominations for the authorized delegate positions, other than the
8 President, shall be taken at the regular Chapter meeting in February, and election shall
9 be by secret ballot at the regular Chapter meeting in March. Alternates in sufficient
10 numbers for each of the authorized delegates, to include an alternate for the President,
11 shall also be elected.
12

13 (b) Notification of nominations and election and all other procedural matters
14 relating to delegate and alternate election shall conform to Association Policy 618 and
15 shall be conducted under the supervision of the Elections Committee.
16

17 (c) In the event a delegate cannot attend, the Executive Board shall
18 determine which alternate shall replace the authorized delegate.
19

20 **Section 3. Responsibilities:** Delegates shall attend all conference business
21 and other sessions of importance to the Chapter. In addition, the delegates shall:
22

23 (a) Attend at least one (1) orientation meeting at the regional or area level of
24 the Association concerning the resolutions to the upcoming conference, as directed by
25 the President/Executive Board.
26

27 (b) Provide written and oral reports on conference activities to the Chapter
28 membership at the first Chapter meeting following the conference.
29

30 **Section 4. Delegate Expenses:** The Chapter shall provide delegate
31 expenses (housing, travel, per diem/meal allowances, registration fees, etc.) in
32 accordance with Association Policy and subject to the approval of the Chapter
33 membership.
34
35

36 **ARTICLE XIII**
37 **CONTRACT RATIFICATION**
38

39 **Section 1.** Contract ratification procedures will comply with the provisions of
40 Association Policy 610.
41

42 **Section 2. Initial Proposals:**
43

44 (a) The initial bargaining proposal will be determined by a vote of the
45 membership.
46

47 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
48 shall be submitted to the Field Director and Labor Relations Representative for review.
49

1 **Section 3. Negotiated Agreement:**
2

3 (a) When the Negotiating Committee has negotiated a contract, tentative
4 agreement, or modifications to an existing contract, it shall immediately submit one (1)
5 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for
6 review by the Association prior to membership ratification.
7

8 (1) All contract modifications shall be submitted to the Labor Relations
9 Representative for review by the Association. However, membership ratification shall
10 not be required for those items listed as exceptions to the definition of "modifications"
11 within the provisions of Association Policy 610, unless they are included as part of
12 contract re-opener negotiations.
13

14 **Section 4. Ratification Procedures:**
15

16 (a) A copy of the tentative agreement or a summary of the tentative
17 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the
18 ratification meeting. The Negotiating Committee shall include a statement
19 recommending ratification of the agreement. If a summary only is provided, copies of
20 the tentative agreement containing the exact language of the proposal shall be provided
21 at the meeting.
22

23 (b) The Chapter President shall set the date, time and place for the ratification
24 meeting, which shall be open to attendance by all employees within the bargaining
25 unit(s), whether or not they are CSEA members.
26

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

- 32 (1) To individual bargaining unit employees utilizing the U.S. mail or
33 the employer's mail system;
34 (2) Distribution by Site Representatives or others;
35 (3) Posting in prominent locations at each worksite.
36

37 **Exception to the above:** The Association's Executive Director, or designee,
38 may approve a notice period of less than five (5) working days upon request of the
39 Chapter President, if it is determined that an immediate ratification meeting is advisable.
40

41 **(d) Conduct of Meeting and Vote:**
42

43 (1) The Negotiating Committee shall review the provisions of the
44 tentative agreement and indicate its recommendations for ratification.
45

46 (2) If the Association recommends rejection of the tentative agreement,
47 an Association representative shall be in attendance at the ratification meeting and shall
48 be provided ample opportunity to outline the recommendation for rejection and the
49 reasons therefore.

1 (3) Polls for voting shall not be opened until the period for discussion,
2 debate, and answering of questions has begun. Non-CSEA members of the bargaining
3 unit(s) in attendance shall be granted the right to participate in the discussion and
4 debate. **They shall not, however, have the right to make motions or vote.**
5

6 (4) The ratification vote shall be by secret ballot conducted at the
7 ratification meeting under the supervision of the Elections Committee and in accordance
8 with procedures required by Association Policy 610. Only Active CSEA members of the
9 bargaining unit(s) who are in good standing and present at the ratification meeting shall
10 be entitled to vote on the ratification or rejection of the agreement. Absentee or proxy
11 votes shall not be permitted.
12

13 (5) Ballots shall be tallied and results announced prior to close of the
14 meeting. A majority vote shall ratify.
15

16 **Section 5. Executed Agreement:** Every collective bargaining agreement
17 shall be executed by both the Association and appropriate representatives of this
18 Chapter. No contract shall be valid which has not been ratified by the Chapter
19 membership.
20

21 **ARTICLE XIV**

22 **CONCERTED ACTIVITIES**

23 **Section 1.** No concerted withholding of service shall be instituted by this
24 Chapter unless such concerted action has been approved at a regular or special
25 membership meeting, advance notice having been given, by secret ballot vote of not
26 less than sixty-five percent (65%) of the Active members in good standing present and
27 voting; and approval for such concerted activity has been granted by the Association's
28 Board of Directors.
29

30 **Section 2.** If the dispute relates to contract negotiations, no concerted
31 withholding of service shall be instituted unless the last offer of the employer has been
32 submitted to the Chapter membership in accordance with Article XIII of this constitution
33 and has been rejected, and the requirements of Section 1 above shall have been met.
34
35
36

37 **ARTICLE XV**

38 **AMENDMENTS TO CONSTITUTION**

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