

**CONSTITUTION OF
North Coast School Employees Chapter No. 492, CSEA
Adopted June 6, 2000
Latest Revision May 17, 2022**

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 North Coast School Employees Chapter No. 492, CSEA.

APPROVED

California School Employees Association

Date: September 23, 2022

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 North Coast School Employees Chapter No. 492 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 immediately forwarded,
23 together with advance dues received if any, to the Association. The Association shall
24 send payroll deduction authorizations to the appropriate district office.

25
26 **Section 3. Membership "In Good Standing"**

27
28 (a) Membership "in good standing" shall be effective and shall continue upon
29 receipt of the required dues for the current month. For purposes of establishing voting
30 rights and eligibility to hold an elected or appointed office, Active members whose dues
31 are paid via payroll deduction shall not be deemed to be in good standing until the first
32 of the month following the month in which the first dues are deducted, unless s/he pays
33 dues in cash for the interim period.

34
35 (b) Membership shall terminate with:

36
37 (1) The effective date of layoff for members who are laid off and who
38 choose not to continue in either an Active or Inactive status under provisions of Sections
39 1(a)(1) or 1(b) above.

40
41 (2) The effective date of an unpaid leave of absence or placement on a
42 reemployment list for reasons other than layoff, for such members who choose not to
43 continue in an Inactive status under provisions of Section 1(b) above.

44
45 (3) The date of termination of their 39-month reemployment rights or
46 approved leave of absence for members who have continued in an Active or Inactive
47 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. 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 five (5) 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.

16
17 **Section 4. Delinquency & Resignation:**

18
19 (a) Members who no longer wish to retain that status may resign CSEA
20 membership by providing a five (5) day advance written notification to the Area's
21 assigned CSEA Field Office. Such notification must include the member's name,
22 address, employer's name or Chapter name, the last four (4) digits of his/her social
23 security number, and his/her CSEA ID number or Employee ID number.

24
25 (b) Any member failing to pay all dues owed for the current month shall be
26 deemed delinquent and shall not be considered to be in good standing until such
27 delinquency has been remitted.

28
29 (c) Members who have resigned shall, upon reapplication, be admitted as
30 new members.

31
32 **Section 5. Expulsion, Suspension, Discipline:**

33
34 (a) No member may be involuntarily removed from the membership rolls
35 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
36 for expulsion, suspension and discipline of members as specified in the Association
37 Constitution.

38
39 (b) All matters for proposed disciplinary action against members shall be
40 referred to the Association for action, except that members may be recalled from office
41 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 \$10.00 per year, payable by payroll deduction during each of the months September through June in which the member is in regular paid status; or payable annually in advance to the Chapter Treasurer.

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

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

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

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

4 **Section 1. Officers:** The following officers shall be elected by and from
5 among the total Active membership of the Chapter, regardless of the location of their
6 employment: President, 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 of the chapter who have
15 maintained such membership continuously for a period of ten (10) consecutive calendar
16 months immediately preceding the month in which they are nominated.
17

18 (a) Nominees for elected office shall be Active members of the Chapter in
19 good standing at the time of nomination and can only accept nomination for one (1)
20 Executive Board office.
21

22 **Section 4. Nominating and Election Procedures:**

23
24 (a) Nominations to fill the elective offices listed in Section 1 shall be accepted
25 in even-numbered years.
26

27 (b) Nominations for these offices shall be accepted from the floor at the
28 October and November Chapter meetings.
29

30 (c) If, after nominations are closed at the November Chapter meeting there is
31 only one (1) nomination for an office, the single nominee shall be declared elected to
32 the office, and no balloting or other action shall be required. The Chapter President
33 shall so notify the membership in writing as soon thereafter as possible.
34

35 (d) When there is more than one (1) nominee for an office, an election shall
36 be conducted at the December Chapter meeting by secret ballot vote of Active
37 members in good standing present at said meeting. It shall require a plurality vote to
38 elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall
39 be determined by lot (draw) between the tied candidates.
40

41 (e) Notices of the time, date, and place for nominations and balloting, and all
42 other procedural matters relating to conducting these elections, shall be in accordance
43 with provisions of Association Policy 618.
44

45 (f) All candidates shall be provided an opportunity to address the members
46 present at the election meeting prior to the balloting, and they or their designated
47 representative shall be accorded the right to observe the ballot tally process.
48
49

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 two
9 (2) years 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
41 least five (5) years. Chapter financial records shall be kept on file for at least five (5)
42 years.
43

44 The Executive Board shall meet at the call of the President or at such times and
45 places designated by it; the President shall call a special meeting upon the written
46 request of a majority of the Board.
47

48 A majority of the members of the Executive Board shall constitute a quorum.
49

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

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 s/he is in attendance.

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

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

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

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

24
25 (f) Coordinate the activities of the standing committees.

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 in his/her stead.

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.

40
41 (e) Coordinate and direct the activities of the Site Representatives.

42
43 (f) Serve as Chief Union Steward as follows:

44
45 (1) Attend training sessions for Chief Union Stewards provided by the
46 Association and/or other appropriate training as directed by the President.

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1 (2) Ensure that the Union Steward program of the Chapter functions
2 according to the requirements set forth in this constitution; ensure that all grievances
3 are handled properly in their investigation and filing, and consistent in their resolution.
4

5 (3) Maintain the necessary records on matters of contract enforcement
6 to permit the Chapter to effectively represent bargaining unit employees.
7

8 (4) Process all grievances not settled at the immediate-supervisory
9 level, unless CSEA staff assistance is required. If staff assistance is required, the
10 President shall be notified.
11

12 (5) Keep the Executive Board informed on all grievance activity.
13

14 (6) Review all grievances being considered for arbitration and
15 recommend to the Executive Board whether each particular case should be arbitrated.
16

17 (7) In coordination with the Vice President, call and conduct periodic
18 meetings between the Site Representatives and Union Stewards to ensure an
19 appropriate level of communication and coordination between these two (2) programs.
20

21 (g) Perform such other duties as may be assigned by the President/Executive
22 Board or ordered by this constitution.
23

24 **Section 5. Secretary:** The Secretary shall:
25

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

30 (b) Keep an accurate roster of the officers of the Chapter and see that such
31 information is forwarded to the Association as required.
32

33 (c) Issue notices of all meetings of the Executive Board and Chapter
34 meetings, which shall include notice of matters for discussion at same.
35

36 (d) Notify members of all committees of their appointment/election.
37

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

42 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
43 Association and the constitution of this Chapter and see that copies of same are
44 available for reference at all Executive Board and Chapter meetings, and available for
45 inspection by the general membership upon request.
46

47 (g) Perform such other duties as normally pertain to the office of Secretary or
48 as may be assigned by the President/Executive Board or ordered by this constitution.
49

1 **Section 6. Treasurer:** The Treasurer shall:
2

3 (a) Receive all funds of the Chapter and keep and disburse same under the
4 direction of the President and as required by the Constitution & Bylaws of the
5 Association and this Chapter.
6

7 (b) Keep or cause to be kept regular books and full accounts which shall be
8 open at all times to inspection of the President or his/her agent and the Auditing
9 Committee.
10

11 (c) Provide access to all records, vouchers and statements to the Auditing
12 Committee for annual inspection at the close of each fiscal year.
13

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

20 (e) Prepare the annual financial report to include the last day of the fiscal
21 year, and immediately submit same to the President for review and forwarding to the
22 Association, and the membership.
23

24 (f) Promptly forward membership applications and dues payments to the
25 Association. The Association shall send payroll deduction authorizations to the
26 appropriate district office for processing.
27

28 (g) Maintain an accurate record of members in good standing, and prepare
29 such monthly reports and remittances as may be required by the Association and
30 promptly forward to CSEA Headquarters within thirty (30) days of request.
31

32 (h) Assist in preparation of the Chapter budget.
33

34 (i) Upon leaving office, sign such bank signature cards or other documents
35 necessary for the transfer of all Chapter accounts to the new Treasurer.
36

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

40 **Section 7. Communications Officer:** The Communications Officer shall:
41

42 (a) Edit and distribute a newsletter or similar publication as may be authorized
43 by the Executive Board and the Chapter membership.
44

45 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
46 and official publications of the Association.
47
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1 (c) Perform such duties as normally pertain to the Communications Officer or
2 may be assigned by the President/Executive Board or ordered by the constitution.
3

4 **Section 8. Immediate Past President:** The Immediate Past President shall
5 be a member of the Executive Board and perform such duties as may be assigned by
6 the President and/or the Executive Board.
7

8 9 **ARTICLE VI** 10 **MEETINGS**

11
12 **Section 1.** Regular business meetings of this Chapter shall be held during the
13 months of September through June, inclusive. The schedule of such meetings shall be
14 established in January of each year for the succeeding twelve (12) month period and
15 shall be provided to the membership.
16

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

22 **Section 3. Meeting Notices:**

23
24 (a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice
25 shall precede all Chapter meetings at least five (5) days in advance to allow members a
26 reasonable opportunity to attend. Said notice shall include a summary of the business
27 to be acted upon, and the time, date and place of the meeting.
28

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

34 **Section 4. Electronic Meeting.** Meetings of the Chapter may be conducted
35 through use of Internet meeting services designated by the President that support
36 voting, support visible displays identifying those participating, identifying those seeking
37 recognition to speak, showing (or permitting the retrieval of) the text of pending motions,
38 and showing the results of votes.
39

40 Meetings of the Chapter may be held electronically when the Chapter President
41 has obtained consent from two-thirds (2/3) of the Executive Board; or, in the case of
42 Special Meetings, when so directed by those calling the special meeting. Meetings held
43 electronically shall be subject to the following rules:
44

45 (a) **Meeting notices.** Appropriate login information necessary to connect to
46 the meeting and information on how to participate in the meeting shall be included in the
47 meeting notice including phone login information to participate aurally by telephone.
48 Members joining by phone should announce themselves at the direction of the chair at
49 the first opportunity.

1 (b) **Voting.** Votes shall be taken by the voting feature of the Internet meeting
2 service, unless a different method such as a roll call or raised hand vote is approved by
3 the members. Members participating by phone only shall vote by roll call at the direction
4 of the chair. Internet meeting service shall not be used for secret ballot votes.

5
6 (c) **Obtaining the floor or interrupting a member.** A member has the floor
7 and may unmute once recognized by the chair. A member may only interrupt a speaker
8 for a specific motion or request which under the rules permits a member to do so. A
9 member who intends to make such a motion or request shall so indicate to the chair and
10 then shall wait a reasonable time for the chair's instructions before attempting to
11 interrupt the speaker by voice.

12
13 (d) **Member participation and forced disconnections.** All chapter members
14 in attendance have the right to participate in the meeting including making motions and
15 speaking in debate. However, the chair may cause or direct the muting or disconnection
16 of a member's connection if it is causing interference with the meeting (such as
17 interrupting other members when not permitted by the rules or when not recognized by
18 the chair or if there is repeated, disruptive background noise). The chair's decision to do
19 so must be announced to all participants prior to any action taken and is subject only to
20 an undebatable appeal that can be made by any member present. To be in order, the
21 appeal must be made immediately, before business moves onto the next subject. If
22 appealed, a majority vote of members present is required to overturn the decision of the
23 chair.

24
25 (e) **Technical requirements.** Each member is responsible for their own audio
26 and Internet connections. No action shall be invalidated on the grounds that the loss of,
27 or poor quality of, a member's individual connection prevented participation in the
28 meeting.

29
30 **Section 5.** Unless otherwise ordered by two-thirds (2/3) vote of the members
31 present, the order of business at regular Chapter meetings shall be:

- 32
33
34 (1) Pledge of Allegiance to the Flag
35 (2) Approval of Minutes of the Previous Meeting
36 (3) Communications
37 (4) Report of Executive Board Actions
38 (5) Treasurer's Report
39 (6) Committee Reports
40 (a) Report of the Membership Committee/Recognition of New Members
41 (b) Report of the Negotiating Committee
42 (c) Union Steward/Site Representative Reports
43 (d) Other Committees as Required
44 (7) Unfinished Business
45 (8) New Business
46 (9) Good of the Order
47 (10) Adjournment
48

1 **Section 6. Quorum for Meetings:** It shall require at least five (5) members in
2 good standing in attendance at any Chapter meeting for business to be conducted.

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5 **ARTICLE VII**
6 **CONTROL OF FUNDS / BUDGET**

7
8 **Section 1.** All funds received shall be deposited in the name of North Coast
9 School Employees Chapter No. 492, CSEA, in such bank or other financial institution as
10 approved by the Executive Board. The use of chapter debit cards is strictly prohibited.
11 No funds shall be disbursed except by check, duly authorized and signed by the
12 Treasurer and the President. In the event of absence of, inability to act by, or vacancy
13 in the office of Treasurer, funds shall only be disbursed upon signature of the President
14 and one (1) of the following: Vice President, Secretary.

15
16 **Section 2.** The Executive Board shall prepare an annual budget for approval
17 of the Chapter membership no later than January of each year, which shall contain
18 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve
19 fund, if any. The approved budget shall then regulate the expenditures of the Chapter.
20 Expenditures in excess of those approved in the budget must have prior approval of the
21 Chapter membership, except that expenditures under \$100 may be approved by the
22 Executive Board and reported to the Chapter membership at the next Chapter Meeting.

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25 **ARTICLE VIII**
26 **COMMITTEES**

27
28 **Section 1. Standing Committees:** The following shall be the standing
29 committees of the Chapter: Auditing, Elections, Membership, Negotiating, and Political
30 Action. Unless otherwise specified herein, the President shall, as soon as possible after
31 January 1 of each year, appoint the chairpersons and members of the standing
32 committees, which appointment shall be subject to the ratification of the Executive
33 Board. The President shall determine the number of members to be appointed to each,
34 except as otherwise provided herein.

35
36 **Section 2. Ad Hoc Committees:** Such other committees as the President or
37 the Chapter membership may deem necessary to perform a specified task for the
38 welfare of the Chapter may be appointed. The President shall determine the
39 composition of such committees and the timelines for completion of their assigned
40 duties. Such ad hoc committees shall cease to function upon completion of their
41 specified task.

42
43 **Section 3.** The President shall act as coordinator of all appointed committees.

44
45 **Section 4. Quorum:** A majority of the members of any committee must be
46 present at any meeting to constitute a quorum.

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

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

11 **Section 7. Elections Committee:** It shall be the duty of this committee to
12 supervise and assist in the preparation, distribution, and counting of the ballots in all
13 elections (including contract ratifications) within the Chapter, and certify the results to
14 the Chapter President. In addition, the committee shall ensure that election procedures
15 are in accordance with applicable provisions of the Association's Constitution & Bylaws
16 and Policy, and this constitution.
17

18 **Section 8. Membership Committee:** It shall be the duty of this committee to:

19 (a) Strive for 100% CSEA membership within the represented bargaining unit.
20

21 (b) Prepare and execute a program designed to secure new members and
22 stimulate membership attendance at Chapter meetings on an ongoing basis.
23
24

25 **Section 9. Negotiating Committee (Team):**

26 (a) The Negotiating Committee shall consist of the Chapter President and two
27 (2) representatives from the membership-at-large.
28

29 (b) The committee member shall be appointed by the President from among
30 the members in good standing and ratified by the membership.
31
32

33 (c) Term of office for the appointed member shall commence upon his/her
34 appointment and continue until negotiations in progress are completed. In the event
35 negotiations for any year are still in progress at the time of committee appointment, the
36 designated Negotiating Committee/Team shall remain in place until negotiations have
37 been completed and the contract ratified.
38

39 (d) Vacancies shall be filled by special appointment by the President for the
40 remainder of the original term only.
41

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

43 (1) Research issues and prepare and submit initial bargaining
44 proposals (including proposals on re-openers) for review and approval of members in
45 good standing of the bargaining unit(s) prior to commencement of negotiations.
46
47

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

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

4 (4) Ensure that all bargained agreements are submitted for ratification
5 of the bargaining unit(s) in accordance with Article XIII of this constitution.
6

7 **Section 10. Political Action Committee:** It shall be the duty of this committee
8 to:
9

10 (a) Develop and implement a Chapter alert system designed for emergency
11 contact of the membership when immediate Chapter action is necessary on contract
12 matters, legislative and political issues, and other items of importance to the Association
13 and Chapter.
14

15 (b) Keep the members informed about the legislative program of the
16 Association, and may recommend to the Chapter membership legislative proposals it
17 deems desirable for submission to the Association's Legislative Committee for
18 consideration and inclusion in the Association's legislative program.
19

20 (c) Work cooperatively with the Political Action Coordinator (PAC),
21 appropriate staff and PACE and Legislative Committee area representatives in
22 furtherance of the Association's legislative and political goals, rendering regular reports
23 at Chapter meetings regarding the same and recommending any Chapter support or
24 activity it considers appropriate.
25

26 (d) Encourage all members to financially support PACE of CSEA and the
27 Victory Club, and educate the membership regarding the necessity for active
28 participation in the political process in accordance with Association and Chapter goals.
29

30 (e) Make recommendations to the Chapter membership regarding
31 endorsement of candidates for school board, in accordance with the following
32 procedures:
33

34 (1) The committee shall conduct a pre-screening of candidates to be
35 recommended for endorsement, through direct interviews or questionnaires sent to the
36 candidates. Following the pre-screening process, the committee shall present its
37 recommendations for endorsement at a designated Chapter meeting for action by the
38 Chapter membership. A majority vote shall be required for endorsement.
39

40 (2) Whenever possible, the committee shall arrange for a candidates'
41 forum to provide Chapter members an opportunity to hear and question the candidates
42 on relevant issues prior to hearing the committee's recommendation and the
43 endorsement vote being taken.
44

45 (f) The committee shall determine the amount of financial support, if any, to
46 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
47 such forms as may be required.
48
49

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

5
6 **ARTICLE IX**
7 **UNION STEWARDS**
8

9 **Section 1. Appointment:** The Chapter President shall appoint Union
10 Stewards, subject to the ratification of the Executive Board, to serve each worksite. The
11 President shall determine the number of Stewards to be appointed for each area of
12 representation.
13

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

23 **Section 3. Duties.** The Union Steward(s) shall:
24

25 (a) Attend annual training sessions for Union Stewards provided by the
26 Association and/or other appropriate training as directed by the President.
27

28 (b) Attend periodic Site Representative/site council meetings as directed by
29 the Chief Union Steward.
30

31 (c) Educate bargaining unit employees about their rights under the contract
32 and determine how problems arising under the contract can best be handled.
33

34 (d) Act as the basic channel of communication between the employees and
35 the Chapter and relay specific member concerns to the Chapter's Negotiating
36 Committee for incorporation into the bargaining proposals.
37

38 (e) Investigate and prepare grievances for processing and handle grievances
39 at the immediate-supervisory level, and be present as required during other steps of the
40 grievance procedure.
41

42 (f) Immediately inform the Chief Union Steward of all grievances received;
43 immediately report to the Chief Union Steward the settlement of grievances processed
44 or the failure to settle within contractual timelines.
45

46 (g) Preserve the confidentiality of personal grievances, resolve differences
47 among the membership in grievance handling; maintain a file on all grievances handled
48 which shall be turned over to the Chief Union Steward upon completion.
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ARTICLE X
SITE REPRESENTATIVES

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

Section 2. Site Representative duties shall be to:

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

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

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

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

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

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ARTICLE XI
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

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

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

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, including presentation and cross-examination of witnesses as may be appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting

1 shall be restricted to members of the Executive Board and members of the Chapter in
2 good standing who are eligible to vote on the particular recall action, authorized
3 representatives of the Association, and such witnesses as may be pertinent to the
4 action. Notice specifying time, date, and place and the specific nature/purpose of the
5 meeting shall be issued to those eligible for attendance at least ten (10) days in
6 advance.

7
8 **Section 2. Removal of Appointed Offices**
9

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

16
17 (b) Any appointed committee chairperson or member failing to attend three
18 (3) consecutive committee meetings, unless excused for cause, shall be automatically
19 removed from the committee.

20
21 **Section 3. Resignation from Office**
22

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

25
26 (b) A resignation by any appointee of the President/Executive Board is not
27 effective until accepted by the President/Executive Board.

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29
30 **ARTICLE XII**
31 **DELEGATES TO CONFERENCE**
32

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

36
37 (a) The Chapter President.

38
39 (b) Additional delegates in such number as may be authorized by the Chapter
40 for attendance, but not to exceed the total number authorized by the Bylaws of the
41 Association, shall be elected as provided in Section 2 below.

42
43 **Section 2. Election:**
44

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

1 (b) Notification of nominations and election and all other procedural matters
2 relating to delegate and alternate election shall conform to Association Policy 618 and
3 shall be conducted under the supervision of the Elections Committee.
4

5 (c) In the event a delegate cannot attend, the Executive Board shall
6 determine which alternate shall replace the authorized delegate.
7

8 **Section 3. Responsibilities:** Delegates shall attend all conference business
9 and other sessions of importance to the Chapter. In addition, the delegates shall:
10

11 (a) Attend at least one (1) orientation meeting at the regional or area level of
12 the Association concerning the resolutions to the upcoming conference, as directed by
13 the President/Executive Board.
14

15 (b) Provide written and oral reports on conference activities to the Chapter
16 membership at the first Chapter meeting following the conference.
17

18 **Section 4. Delegate Expenses:** The Chapter shall provide delegate
19 expenses (housing, travel, per diem/meal allowances, registration fees, etc.) in
20 accordance with Association Policy and subject to the approval of the Chapter
21 membership.
22

23
24 **ARTICLE XIII**
25 **CONTRACT RATIFICATION**
26

27 **Section 1.** Contract ratification procedures will comply with the provisions of
28 Association Policy 610.
29

30 **Section 2. Initial Proposals:**
31

32 (a) The initial bargaining proposal will be determined by a vote of the
33 membership.
34

35 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
36 shall be submitted to the Field Director and Labor Relations Representative for review.
37

38 **Section 3. Negotiated Agreement:**
39

40 (a) When the Negotiating Committee has negotiated a contract, tentative
41 agreement, or modifications to an existing contract, it shall immediately submit one (1)
42 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for
43 review by the Association prior to membership ratification.
44

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

1 **Section 4. Ratification Procedures:**
2

3 (a) A copy of the tentative agreement or a summary of the tentative
4 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the
5 ratification meeting. The Negotiating Committee shall include a statement
6 recommending ratification of the agreement. If a summary only is provided, copies of
7 the tentative agreement containing the exact language of the proposal shall be provided
8 at the meeting.
9

10 (b) The Chapter President shall set the date, time and place for the ratification
11 meeting, which shall be open to attendance by all employees within the bargaining
12 unit(s), whether or not they are CSEA members.
13

14 (c) Notice of the ratification meeting shall be issued to all bargaining unit
15 employees no later than five (5) working days in advance of the scheduled date.
16 Distribution of said meeting notice shall be at the discretion of the Chapter President,
17 utilizing any of the following methods which s/he determines to be most efficient:
18

- 19 (1) To individual bargaining unit employees utilizing the U.S. mail or
20 the employer's mail system;
- 21 (2) Distribution by Site Representatives or others;
- 22 (3) Posting in prominent locations at each worksite.
23

24 **Exception to the above:** The Association's Executive Director, or designee,
25 may approve a notice period of less than five (5) working days upon request of the
26 Chapter President, if it is determined that an immediate ratification meeting would be
27 advisable.
28

29 **(d) Conduct of Meeting and Vote:**
30

31 (1) The Negotiating Committee shall review the provisions of the
32 tentative agreement and indicate its recommendations for ratification.
33

34 (2) If the Association recommends rejection of the tentative agreement,
35 an Association representative shall be in attendance at the ratification meeting and shall
36 be provided ample opportunity to outline the recommendation for rejection and the
37 reasons therefore.
38

39 (3) Polls for voting shall not be opened until the period for discussion,
40 debate, and answering of questions has begun. Non-CSEA members of the bargaining
41 unit(s) in attendance shall be granted the right to participate in the discussion and
42 debate. **They shall not, however, have the right to make motions or vote.**
43

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

1 (5) Ballots shall be tallied and results announced prior to close of the
2 meeting. A majority vote shall ratify.
3

4 **Section 5. Executed Agreement:** Every collective bargaining agreement
5 shall be executed by both the Association and appropriate representatives of this
6 Chapter. No contract shall be valid which has not been ratified by the Chapter
7 membership.
8
9

10 **ARTICLE XIV**
11 **CONCERTED ACTIVITIES**
12

13 **Section 1.** No concerted withholding of service shall be instituted by this
14 Chapter unless such concerted action has been approved at a regular or special
15 membership meeting, advance notice having been given, by secret ballot vote of not
16 less than sixty-five percent (65%) of the Active members in good standing present and
17 voting; and approval for such concerted activity has been granted by the Association's
18 Board of Directors.
19

20 **Section 2.** If the dispute relates to contract negotiations, no concerted
21 withholding of service shall be instituted unless the last offer of the employer has been
22 submitted to the Chapter membership in accordance with Article XIII of this constitution
23 and has been rejected, and the requirements of Section 1 above shall have been met.
24
25

26 **ARTICLE XV**
27 **AMENDMENTS TO CONSTITUTION**
28

29 **Section 1.** This Constitution shall at all times conform to all provisions of the
30 Association Constitution & Bylaws and Policy, and where any conflict should occur, the
31 Association Constitution & Bylaws and/or Policy shall prevail.
32

33 **Section 2.** Any member in good standing of the Chapter (or the Executive
34 Board) may submit a written proposal to amend this constitution (containing the exact
35 text of the proposed change) at any Chapter meeting, which shall constitute a first
36 reading. The Chapter President shall then cause the proposed amendment(s) to be
37 placed on the agenda of the next regular or a special Chapter meeting where the matter
38 will be read a second time and acted upon, and shall cause written notification of the
39 proposed amendment(s) and the date, time, and place of the designated Chapter
40 meeting to be issued to all members in good standing at least ten (10) days in advance
41 of said meeting. Said notification shall include at least a written summary of the
42 proposed changes. The exact text of the proposed changes shall be made available for
43 review by members upon request prior to the second reading if not provided with said
44 notification, and shall be distributed to all members in attendance at the second reading.
45

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

