

**CONSTITUTION OF
Santa Monica College Chapter No. 36, CSEA
Latest Revision April 27, 2023**

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 Santa Monica College Chapter No. 36, CSEA.

APPROVED

California School Employees Association

Date: August 25, 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 Santa Monica College Chapter No. 36 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 unpaid
5 leave of absence by the employer, or (2) is placed on a reemployment list for reasons
6 other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off
7 and elects not to continue as an Active member under provisions of paragraph (a)(1)
8 above, may continue membership in an "Inactive" status. Such status may be
9 maintained until expiration of the approved leave of absence or reemployment list, or
10 until returned to paid employment status in an eligible position [as defined by paragraph
11 (a) above], whichever occurs first. Such status requires continued payment of dues at
12 half (1/2) the rate required of them as an Active member at the time the leave or
13 placement on the reemployment list occurred. Such dues shall be paid annually in
14 advance, or for the number of months of the approved leave if less than one (1) year.
15 Such members shall be eligible to continue to receive such membership benefits as are
16 generally made available to the Active membership, unless specifically excluded by
17 contract. They shall not, however, be accorded voice or vote in Chapter or Association
18 affairs.
19

20 (c) **Lifetime Retired:** Any person who was a member of the Chapter at the
21 time of retirement may become a "Lifetime Retired" member of this Chapter upon
22 payment of a one-time fee of \$25.00. Such members shall be permitted to attend
23 Chapter meetings and social functions and to receive the Chapter newsletter as long as
24 they live in the local area. They shall not otherwise be accorded voice, vote or other
25 participation in Chapter affairs.
26

27 (d) **Active Retired:** Any person who was a member of the Chapter at the
28 time of retirement and who also maintains a retired membership in good standing with
29 the Association may continue as an Active member of this Chapter upon payment of the
30 regular Chapter dues required of Active members. Such dues shall be paid annually in
31 advance or monthly in advance direct to the Chapter Treasurer. Such members shall be
32 entitled to continued full participation in Chapter affairs, including the right to hold
33 appointive or elective offices and the right to vote, with the exception of the right to vote
34 in contract ratification and concerted activities matters.
35

36 Should such member cease to be a retired member in good standing of the
37 Association, the Chapter membership shall automatically terminate.
38

39 **Section 2.** Active membership shall be effective upon the completion, dating,
40 and signing of an official CSEA application form as provided by the Association, and
41 execution of a valid authorization for payroll deduction of dues or payment of at least
42 one (1) year's dues in advance. The application shall be immediately forwarded,
43 together with advance dues received if any, to the Association. The Association shall
44 send payroll deduction authorizations to the appropriate district office.
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1 **Section 3. Membership "In Good Standing"**
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3 (a) Membership "in good standing" shall be effective and shall continue upon
4 receipt of the required dues for the current month. For purposes of establishing voting
5 rights and eligibility to hold an elected or appointed office, Active members whose dues
6 are paid via payroll deduction shall not be deemed to be in good standing until the first
7 of the month following the month in which the first dues are deducted, unless the
8 member pays dues in cash for the interim period.
9

10 (b) Membership shall terminate with:

11 (1) The effective date of layoff for members who are laid off and who
12 choose not to continue in either an Active or Inactive status under provisions of Sections
13 1(a)(1) or 1(b) above.
14

15 (2) The effective date of an unpaid leave of absence or placement on a
16 reemployment list for reasons other than layoff, for such members who choose not to
17 continue in an Inactive status under provisions of Section 1(b) above.
18

19 (3) The date of termination of their 39-month reemployment rights or
20 approved leave of absence for members who have continued in an Active or Inactive
21 status, if such members have not been returned to active employment.
22

23 (4) The date of execution of a document terminating payroll deduction
24 of dues, unless arrangements have been made with the Chapter Treasurer for advance
25 cash payment. However, the dues authorization signed by a member is a contract which
26 by law is not terminable without reasonable advance written notice being provided to the
27 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as
28 being ten (10) working days.
29

30 (5) The effective date of removal from the bargaining unit, or voluntary
31 termination of employment.
32

33 (6) The effective date of involuntary termination of employment, unless
34 the member is eligible to continue and elects to retain Active status as permitted under
35 provisions of Section 1(a)(2) above.
36

37 (7) Actions pursuant to Sections 4 or 5 below.
38

39 **Section 4. Delinquency & Resignation:**
40

41 (a) Members who no longer wish to retain that status may resign CSEA
42 membership by providing a ten (10) working day advance written notification to the
43 Area's assigned CSEA Field Office. Such notification must include the member's name,
44 address, employer's name or Chapter name, the last four (4) digits of their social
45 security number, and CSEA ID or Employee ID number.
46
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1 (b) Any member failing to pay all dues owed for sixty (60) days shall be
2 deemed delinquent and shall not be considered to be in good standing until such
3 delinquency has been remitted.

4
5 (c) Members who have resigned shall, upon reapplication, be admitted as
6 new members.

7
8 **Section 5. Expulsion, Suspension, Discipline:**

9
10 (a) No member may be involuntarily removed from the membership rolls
11 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
12 for expulsion, suspension and discipline of members as specified in the Association
13 Constitution.

14
15 (b) All matters for proposed disciplinary action against members shall be
16 referred to the Association for action, except that members may be recalled from office
17 in accordance with provisions of Article XI of this Constitution.

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19
20 **ARTICLE III**
21 **DUES and ASSESSMENTS**

22
23 **Section 1. Association Per Capita Dues**

24
25 (a) Per capita dues to the Association for Active members shall be assessed
26 at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but
27 *including* longevity, professional growth and anniversary increments), but not to exceed
28 a maximum of \$472.50 for the 12-month period commencing each September 1st and
29 continuing through the following August 31st. Said dues shall be payable by payroll
30 deduction or annually in advance direct to the Association.

31
32 (1) Payroll deduction shall commence in September of each year and
33 continue through the following August for each month the member is in a paid status, or
34 until the maximum of \$472.50 has been deducted, whichever comes first.

35
36 (2) Annual in advance payments must be remitted direct to the
37 Association's accounting office no later than September 30, or within thirty (30) days
38 following membership application for new members after September. Such annual
39 payments shall be as calculated by the Association's Accounting Office in accordance
40 with the Association's Bylaws.

41
42 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
43 Chapter shall be \$45.00 per year, payable in equal amounts by payroll deduction during
44 each of the months October through July in which the member is in regular paid status;
45 or payable annually in advance to the Chapter Treasurer.

46
47 **Section 3.** The local Chapter dues plus the Association per capita dues equals
48 the member's total dues requirement.

1 **Section 4. Assessments:** No assessments shall be levied in this Chapter
2 other than those approved by three-fourths (3/4) of the Chapter membership present
3 and voting on the question by secret ballot, provided that each member has been
4 notified in writing at least ten (10) days in advance of the nature of the proposal and the
5 time, date and place where the matter will be voted on.
6

7 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
8 Chapter without authorization of the Executive Board. All funds collected (together with
9 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)
10 working days of receipt, for deposit in the Chapter's account.
11

12
13 **ARTICLE IV**
14 **OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES**
15

16 **Section 1. Officers:** The following officers shall be elected by and from
17 among the total Active membership of the Chapter, regardless of the location of their
18 employment: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer,
19 Chapter Development Officer, Communications Officer, Chief Union Steward.
20

21 **Section 2. Executive Board:** The elected officers designated in Section 1,
22 plus the Immediate Past President, shall constitute the Executive Board of this Chapter.
23

24 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
25 the Active members of the Chapter who are in good standing who are not elected (or
26 interim appointed) officers or executives of another classified employee organization.
27

28 (a) Nominees for elected office shall be Active members of the Chapter in
29 good standing at the time of nomination and can only accept nomination for one (1)
30 Executive Board office.
31

32 (b) Nominees for Chapter office must have also maintained Active
33 membership in good standing in the Chapter for a period of not less than six (6)
34 consecutive calendar months preceding the month in which they are nominated.
35

36 **Section 4. Nominating Procedures:**
37

38 (a) A Certification Committee shall be appointed no later than September of
39 each year to duly certify that all who submit letters of intent to run or who are nominated
40 from the floor for the offices designated in Section 1 are members in good standing.
41 This certification shall be submitted at the November Chapter meeting.
42

43 (1) Letters of intent to run for the above offices shall be in letter form to
44 the Certification Committee c/o Secretary indicating a candidate's intent and ability to
45 serve. Such letters must be received no later than the last day in the month of October.
46

47 (2) Nominations for these offices shall also be accepted from the floor
48 at the October and November Chapter meetings.
49

1 (b) The Certification Committee will then review the official treasurer's record
2 to determine eligibility as defined in member in good standing. Candidates so certified
3 shall be submitted formally to the Chapter no later than the close of the November
4 Chapter meeting.

5
6 (c) All candidates certified as eligible shall be offered equal space and
7 opportunity to state their individual qualifications for the office in the Chapter's official
8 publication "The Classified Focus."
9

10 (d) If, after nominations are closed at the November Chapter meeting there is
11 only one (1) nomination for an office, the single nominee shall be declared elected to
12 the office, and no balloting or other action shall be required. The Executive Board shall
13 so notify the membership in writing as soon thereafter as possible.
14

15 **Section 5. Election Procedures:**

16
17 (a) When there is more than one (1) nominee for an office, the Elections
18 Committee, as selected pursuant to Article VIII of the constitution, shall oversee the
19 election process and retrieve the results of the online balloting. All procedural matters
20 relating to the online balloting process and tally shall be conducted in accordance with
21 Association Policy 618.
22

23 (1) The Elections Committee shall request an online ballot from the
24 CSEA Executive Department. Upon verification that the online ballot is available, the
25 Elections Committee shall prepare an election notice. Each notice shall include the
26 appropriate information needed to cast an online ballot, such as the dates of balloting,
27 instructions on how to access the online ballot via the internet, the member's
28 identification and password code.
29

30 (b) The Chapter President shall set the dates for online balloting, which shall
31 begin no sooner than December 1. The online balloting shall be available on the same
32 day the election notice is mailed and shall remain open until the date set to close.
33

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

40 (d) The Chapter President shall provide advance notice to all candidates so
41 that they or their representative may be present to observe the entire balloting process,
42 including the preparation and distribution of the online election notices.
43

44 (e) It shall require a plurality vote to elect. If a tie exists, the election shall be
45 determined by lot (draw) between the tied candidates. Write-in votes shall not be
46 accepted. The official ballot tally shall be provided in writing to all candidates and
47 notices posted accessible to all Chapter members within five (5) working days and shall
48 be announced at the next following Chapter meeting at which the presiding officer shall
49 officially declare the winning candidates or announce such other action as necessary.

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

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

12
13 **Section 7. Installation:** Installation of officers shall be held no later than
14 January 31.

15
16 **Section 8. Vacancies:**

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

20
21 (b) For vacancies in any other elected office, the Executive Board may submit
22 its -nomination to fill the office in writing to the Chapter membership at least five (5)
23 working days in advance of a designated Chapter meeting. Nominations from the floor
24 shall also be accepted at said meeting, if approved by the nominee.

25
26 If, after nominations are closed at the Chapter meeting there is only one (1)
27 nomination for an office, the single nominee shall be declared elected to the office, and
28 no balloting or other action shall be required. The Executive Board shall so notify the
29 membership in writing as soon thereafter as possible.

30
31 If nominations from the floor are made, a secret ballot election shall be
32 conducted among the Active members in good standing.

33
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35 **ARTICLE V**
36 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**

37
38 **Section 1. Executive Board:** The Executive Board shall have general
39 supervision of the affairs of the Chapter between the general membership meetings. It
40 shall transact the necessary business of the Chapter and approve the plans of the
41 various committees, except that none of its actions shall conflict with orders or actions
42 taken by the membership. A report on all actions taken by the Executive Board shall be
43 made to the membership at the next regular or special Chapter meeting.

44
45 Minutes of Chapter and Executive Board meetings shall be kept on file for at
46 least five (5) years. Chapter financial records shall be kept on file for at least five (5)
47 years.

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

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

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

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

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

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

20
21 (c) Attend, or send designee to, all Regional Presidents' Meetings (RPMs)
22 and other meetings as required by the Association or direction of the Chapter, and
23 report back to the membership at the next Chapter meeting, with recommendations for
24 Chapter action or as otherwise required.

25
26 (d) Be an ex-officio member of all committees, except the Auditing and
27 Elections Committees.

28
29 (e) Serve as a Chapter delegate to the Association's Annual Conference.

30
31 (f) Serve as a member of the Membership Committee, and promote and
32 participate in membership recruitment activity to build the union.

33
34 (g) Perform such other duties as normally pertain to the office of President or
35 ordered by this constitution.

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

38
39 (a) In the absence or disability of the President, possess all of the powers and
40 perform all of the duties of the President.

41
42 (b) At all times assist the President in the performance of their duties.

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

45
46 (d) Coordinate and monitor the activities of the standing and special
47 committees, including the compilation of each committee's annual report.

48
49

1 (e) As assigned by the President or Executive Board, additional duties may
2 include serving on college-wide committees; representing the Chapter at monthly Board
3 of Trustees and Personnel Committee meetings; and serving as the Chapter liaison with
4 other groups including faculty and student organizations, community groups,
5 government agencies, legislative officials and the California Community College
6 Chancellor's office.

7
8 (f) Serve as a member of the Membership Committee, and promote and
9 participate in membership recruitment activity to build the union.

10
11 (g) Perform such other duties as may be assigned by the President/Executive
12 Board or ordered by this constitution.

13
14 **Section 5. 2nd Vice President:** The 2nd Vice President shall:

15
16 (a) In the absence or disability of the President and 1st Vice President,
17 possess all of the powers and perform all of the duties in their stead.

18
19 (b) At all times assist the President in the performance of their duties.

20
21 (c) Effectively assist the President and the membership by being thoroughly
22 familiar with the Chapter's constitution and parliamentary procedures, and by providing
23 advice and rulings, when requested, on all actions involving the constitution and/or
24 parliamentary procedures.

25
26 (d) Ensure that all rulings are founding in fact and are incontrovertible so that
27 the matter at issue can be thoroughly debated and expeditiously resolved.

28
29 (e) As assigned by the President or Executive Board, additional duties may
30 include serving on college-wide committees; representing the Chapter at monthly Board
31 of Trustees and Personnel Committee meetings; and serving as the Chapter liaison with
32 other groups including faculty and student organizations, community groups,
33 government agencies, legislative officials and the California Community College
34 Chancellor's office.

35
36 (f) Serve as a member of the Membership Committee, and promote and
37 participate in membership recruitment activity to build the union.

38
39 (g) Perform such other duties as may be assigned by the President/Executive
40 Board or ordered by this constitution.

41
42 **Section 6. Secretary:** The Secretary shall:

43
44 (a) In the absence or disability of the President, 1st Vice President and 2nd
45 Vice President, possess all of the powers and perform all of the duties in their stead.

46
47 (b) Keep an accurate record of all proceedings of Chapter and Executive
48 Board meetings, including an accurate roll of members and officers in attendance at
49 each.

1 (c) Keep an accurate roster of the officers of the Chapter and see that such
2 information is forwarded to the Association as required.

3
4 (d) Issue notices of all meetings of the Executive Board and Chapter
5 meetings, which shall include notice of matters for discussion at same.

6
7 (e) Notify members of all committees of their appointment/election.

8
9 (f) Have custody of all correspondence, official documents and historical
10 records of the Chapter, which shall be open at all times for the inspection of the
11 President or agent and members of the Executive Board.

12
13 (g) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
14 Association and the constitution of this Chapter and see that copies of same are
15 available for reference at all Executive Board and Chapter meetings, and available for
16 inspection by the general membership upon request.

17
18 (h) Obtain reserved room assignments for all Chapter and special meetings,
19 and issue notices of all meetings of the Executive Board and Chapter meetings, which
20 shall include notice of matters for discussion at same.

21
22 (i) Serve as a member of the Membership Committee, and promote and
23 participate in membership recruitment activity to build the union.

24
25 (j) Perform such other duties as normally pertain to the office of Secretary or
26 as may be assigned by the President/Executive Board or ordered by this constitution.

27
28 **Section 7. Treasurer:** The Treasurer shall:

29
30 (a) Receive all funds of the Chapter and keep and disburse same under the
31 direction of the President and as required by the Constitution & Bylaws of the
32 Association and this Chapter.

33
34 (b) Keep or cause to be kept regular books and full accounts which shall be
35 open at all times to inspection of the President or agent and the Auditing Committee.

36
37 (c) Provide access to all records, vouchers and statements to the Auditing
38 Committee for annual inspection at the close of each fiscal year.

39
40 (d) Report at each meeting of the Executive Board and Chapter as to the
41 financial condition of the treasury with a detailed statement of receipts and expenditures
42 and accounts payable, to include per capita dues/fees paid and owed to the Association
43 if any. The report to the Executive Board should also include copies of the bank
44 statement(s)/reconciliation(s).

45
46 (e) Prepare the annual financial report to include the last day of the fiscal
47 year, and immediately submit same to the President for review and forwarding to the
48 Association, and the membership.

1 (f) Promptly forward membership applications and dues payments to the
2 Association. The Association shall send payroll deduction authorizations to the
3 appropriate district office for processing.

4
5 (g) Maintain an accurate record of members in good standing, and prepare
6 such monthly reports and remittances as may be required by the Association and
7 promptly forward to CSEA Headquarters within thirty (30) days of request.

8
9 (h) Assist in preparation of the Chapter budget.

10
11 (i) Upon leaving office, sign such bank signature cards or other documents
12 necessary for the transfer of all Chapter accounts to the new Treasurer.

13
14 (i) Chair the Fundraising Committee.

15
16 (j) Arrange for bond coverage under the Association's blanket bond in such
17 amount as determined by the Executive Board. Premium for said bond shall be at the
18 expense of the Chapter and through the Association.

19
20 (k) Serve as a member of the Membership Committee, and promote and
21 participate in membership recruitment activity to build the union.

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

25
26 **Section 8. Chapter Development Officer:** The Chapter Development Officer
27 shall:

28
29 (a) Serve as Chairperson of the Membership Committee, and promote and
30 participate in membership recruitment activity to build the union.

31
32 (b) Recruit employees into CSEA membership and educate employees about
33 CSEA.

34
35 (c) On a monthly basis, provide a list of the newly-hired classified employees
36 to the Membership Chairperson.

37
38 (d) Send to each new Chapter member a welcome packet containing a
39 current CSEA/District contract, a Chapter constitution, a Member Benefits Guide, and
40 information on the Association.

41
42 (e) Conduct regular member orientations to explain the benefits and
43 advantages of CSEA membership.

44
45 (f) Coordinate officer and member training and information sessions.

46
47 (g) Perform such other duties as normally pertain to the office of Chapter
48 Development Officer or as may be assigned by the President/Executive Board or
49 ordered by this constitution.

1 **Section 9. Communications Officer:** The Communications Officer shall:

2
3 (a) Chair the Publicity Committee.

4
5 (b) Prepare correspondence related to Chapter business.

6
7 (c) Produce and distribute a Chapter newsletter or similar publication as may
8 be authorized by the Chapter membership, President, or Executive Board.

9
10 (d) Attend CSEA events and Chapter affairs. Write and distribute articles of
11 interest pertaining to Chapter affairs for local newspapers and the Association's official
12 publication(s).

13
14 (e) Coordinate Chapter communications program including the bulletin board
15 program, the Chapter website, and other electronic communications.

16
17 (f) Compile an annual report of activities and achievements of the Chapter
18 and distribute to Chapter membership.

19
20 (g) Serve as a member of the Membership Committee, and promote and
21 participate in membership recruitment activity to build the union.

22
23 (h) Perform such other duties as normally pertain to the Communications
24 Officer or as may be assigned by the President/Executive Board or ordered by this
25 constitution.

26
27 **Section 10. Chief Union Steward:** The Chief Union Steward shall:

28
29 (a) Ensure that the Union Steward program of the Chapter functions
30 according to the requirements set forth in this constitution; and maintain the necessary
31 records on matters of contract enforcement to permit the Chapter to effectively
32 represent bargaining unit employees.

33
34 (b) Process all grievances not settled at the immediate-supervisory level,
35 unless CSEA staff assistance is required.

36
37 (c) Shall serve as Chairperson of the Grievance Committee, and keep the
38 President and Executive Board informed on all grievance activity.

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

42
43 (e) Call and conduct periodic meetings with Union Stewards to ensure an
44 appropriate level of communication and coordination.

45
46 **Section 11. Immediate Past President:** The Immediate Past President shall
47 be an advisor of the Executive Board and perform such duties as may be assigned by
48 the President, Executive Board, or required by this constitution.

49

**ARTICLE VI
MEETINGS**

Section 1. Regular business meetings of this Chapter shall be held each month. A tentative 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. Electronic Meeting. Meetings of the Chapter may be conducted through use of Internet meeting services designated by the President that support voting, support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

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

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

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

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

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

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

25 **Section 5.** Unless otherwise ordered by two-thirds (2/3) vote of the members
26 present, the order of business at regular Chapter meetings shall be:
27

- 28 (1) Pledge of Allegiance to the Flag
- 29 (2) Approval of Minutes of the previous meeting
- 30 (3) Report of Executive Board Actions & Officer Reports
- 31 (4) Treasurer's Report
- 32 (5) Committee Reports
- 33 (6) CSEA Staff Reports
- 34 (7) Unfinished Business
- 35 (8) New Business
- 36 (9) Good of the Order
- 37 (10) Adjournment
38

39 **Section 6. Quorum for Meetings:** It shall require at least twelve (12)
40 members in good standing in attendance at any Chapter meeting for business to be
41 conducted.
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**ARTICLE VII
CONTROL OF FUNDS / BUDGET**

Section 1. All funds received shall be deposited in the name of Santa Monica College Chapter No. 36, 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.

(a) Gift cards may be disbursed at no more than two (2) Chapter events in one (1) calendar year and are to be used specifically for the purpose of increasing attendance. The amount of the gift card shall not exceed fifteen dollars (\$15.00). The Social Committee, with the approval of the Executive Board, decides at which events the gift cards will be disbursed. A member must be present to enter their name and may only submit their name once per event. The Chapter shall keep a log which shall include the type of gift card, the amount of the gift card, and a signature line for the recipient. The recipient does not have to be present to win but must sign the gift card log in order to receive the gift card. Completed gift card log and any remaining gift cards must be turned in to the Treasurer within two (2) weeks of the event.

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. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership, except that expenditures under \$100 may be approved by the Executive Board and reported to the Chapter membership at the next Chapter Meeting.

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**ARTICLE VIII
COMMITTEES**

Section 1. Standing Committees: The President shall appoint the following standing committees, which appointment shall be subject to the ratification of the Executive Board:

<u>Committee</u>	<u>Minimum Membership</u>	<u>Section</u>
Committee of Chairs	n/a	5
Auditing	2	10
Benefits	3	11
Certification	3	12
Constitution	3	13
Elections	4	14
Fundraising	3	15
Grievance	# of Union Stewards	16
Hiring Watch	3	17
Membership	Executive Board	18

1	Merit/Board Rules Review	3	19
2	Political Action	3	21
3	Publicity	3	22
4	Research & Negotiations	3	23
5	Resolutions	3	24
6	Safety	3	25
7	Scholarship	3	26
8	Social/Hospitality	3	27
9	Technology Maintenance	3	28

10
11 (a) In addition, a Negotiating Team shall be elected by the membership.

12
13 (b) Committee members should be chosen so as to provide the strongest
14 possible group for the handling of any task that may arise within the providence of the
15 committee.

16
17 **Section 2. Special Committees:** The Executive Board or the Chapter
18 membership may establish other committees as necessary for the welfare of the
19 Chapter. The Executive Board shall determine the composition of such committees and
20 the duration of appointment, which shall not extend beyond the close of the calendar
21 year.

22
23 (a) Special committee members should be chosen so as to provide the
24 strongest possible group for the handling of any task that may arise within the
25 providence of the committee. The purpose for which a special committee is established
26 should affect the size and composition as follows:

27
28 (1) **Action Committees:** When a special committee is appointed to
29 implement an order of the Chapter, it should be small and should consist only of those
30 in favor of the action to be carried out. If anyone not in sympathy with the action is
31 appointed, they should ask to be excused.

32
33 (2) **Research Committees:** When a special committee is appointed
34 for deliberation or investigation, it should often be larger than an action committee, and
35 it should represent, as far as possible, all points of view of the Chapter so that its
36 opinion will carry maximum weight. When such a committee is properly selected, its
37 recommendations most often reflect the will of the Chapter. The usefulness of this
38 committee will be greatly impaired if any important faction of the Chapter is not
39 represented.

40
41 (3) *Robert's Rules of Order, Newly Revised* will also provide further
42 information on proper committee composition.

43
44 **Section 3. Other Committees:** Unless otherwise specified, the President
45 shall appoint CSEA representatives to any committee or group where CSEA has
46 representation. All appointments shall be subject to the ratification of the Executive
47 Board.

48

1 **Section 4. Committee Chairs:** Committees whose members are elected by
2 the Chapter shall elect their own chairperson. Unless otherwise specified herein, the
3 President shall appoint one (1) person on each committee to be chair for those
4 committees appointed by the President/Executive Board.

5
6 (a) Each chair shall submit written committee reports to the Committee of
7 Chairs monthly.

8
9 (b) Chairs who wish to make a presentation must make a timely request to
10 the President prior to the Chapter meeting.

11
12 **Section 5. Committee of Chairs:** This committee is chaired by the Chapter
13 President and is composed of all of the chairs of the Chapter committees. The 1st Vice
14 President is an ex-officio member.

15
16 (a) **Purpose:** The purpose of the Committee of Chairs is to have a center
17 that connects all of the Chapter committees.

18
19 (b) **Duties:** The Committee of Chairs shall connect all Chapter committees
20 by allowing the free exchange of information. Each member shall make available
21 reports of all meetings of their committee and shall report latest actions or concerns of
22 said committee.

23
24 **Section 6.** The 1st Vice President shall coordinate all standing and special
25 committees.

26
27 **Section 7.** The President shall be an ex-officio member of all committees,
28 except the Auditing, Certification, and Elections Committees.

29
30 **Section 8. Quorum:** A majority of the members of any committee must be
31 present at any meeting to constitute a quorum.

32
33 **Section 9. Terms:** Unless otherwise provided herein, the term of office for all
34 committees shall be from appointment until the end of the calendar year, provided that
35 any committee member shall automatically forfeit the office if they cease to be an Active
36 member in good standing.

37
38 **Section 10. Auditing Committee:**

39
40 (a) The President shall appoint the chair of the Auditing Committee.

41
42 (b) It shall be the duty of this committee to:

43
44 (1) Receive and audit the books and records of the Treasurer
45 immediately after the close of each fiscal year, and at such other times as may be
46 directed by the President.

47
48 (2) Report its findings to the Chapter membership.
49

1 **Section 11. Benefits Committee:**

2
3 (a) The President shall appoint the chair of the Benefits Committee.

4
5 (b) It shall be the duty of this committee to:

6
7 (1) Gather input from membership on issues dealing with benefits.

8
9 (2) Keep membership informed of new benefits issues through official
10 Chapter publications.

11
12 **Section 12. Certification Committee:**

13
14 (a) The President shall appoint the chair of the Certification Committee.

15
16 (b) It shall be the duty of this committee to:

17
18 (1) Certify that all who submit letters of intent to run or who are
19 nominated from the floor for Executive Board office are eligible members in good
20 standing.

21
22 (2) Review the official treasurer's record to determine eligibility as
23 defined in member in good standing.

24
25 (3) Submit certification at the November Chapter meeting.

26
27 **Section 13. Constitution Committee:**

28
29 (a) The President shall appoint the chair of the Constitution Committee. The
30 2nd Vice President shall be a member of the Constitution Committee.

31
32 (b) It shall be the duty of this committee to:

33
34 (1) Annually review CSEA's "Chapter Constitution Format Guide" and
35 update the Chapter's constitution to adhere to its mandatory language.

36
37 (2) Review recommendations for changes from the Association.

38
39 (3) Review Chapter constitution and recommend appropriate changes
40 to be approved by the membership (outdated language, ambiguous language, etc.).

41
42 (4) Seek broad input from the Chapter membership for changes to the
43 constitution.

44
45 (5) Submit to the Executive Board all recommendations for changes of
46 the constitution.

47
48 (6) Comply with the Association's Policy of providing opportunities for
49 the membership to review all recommendations for changes to the constitution.

1 (7) Establish standard forms for Chapter motions, committee reports,
2 and other forms as necessary.

3
4 **Section 14. Elections Committee:**

5
6 (a) The President shall appoint the chair of the Elections Committee.

7
8 (b) It shall be the duty of this committee to:

9
10 (1) Supervise and assist in the preparation, distribution, and counting
11 of the ballots in all elections (including contract ratifications) within the Chapter, and
12 certify the results to the Chapter President.

13
14 (2) Ensure that election procedures are in accordance with applicable
15 provisions of the Association's Constitution & Bylaws and Policy, and this constitution.

16
17 (3) Recommend to the Executive Board, for their ratification, a list of
18 Active members in good standing to act as tellers.

19
20 **Section 15. Fundraising Committee:**

21
22 (a) The Treasurer shall chair the Fundraising Committee.

23
24 (b) It shall be the duty of this committee to conduct the Chapter's fundraising
25 programs.

26
27 **Section 16. Grievance Committee:**

28
29 (a) The Chief Union Steward shall chair the Grievance Committee, with all of
30 the Union Stewards as committee members.

31
32 (b) It shall be the duty of the Grievance Committee to supervise and assist the
33 operation of the Chapter's Union Steward program. The committee shall ensure that all
34 grievances are handled properly in their investigation and filing, and consistent in their
35 resolution.

36
37 (c) The committee shall be empowered to review proposed settlements of
38 grievances undertaken by individual members of the bargaining unit to ensure they are
39 consistent with the contract.

40
41 (d) The committee shall review all grievances being considered for arbitration
42 and file a report with the Executive Board.

43
44 **Section 17. Hiring Watch Committee:**

45
46 (a) The President shall appoint the chair of the Hiring Watch Committee.

47
48 (b) It shall be the duty of this committee to:

49

1 (1) Strive to attend all meetings of the Personnel Commission and
2 Board of Trustees.

3
4 (2) Regularly scrutinize District documents (e.g., Board of Trustee and
5 Personnel Commission meeting minutes, agendas, SMC budget, DPAC and Budget
6 Committee minutes) for deletions/additions to classified hiring lists.

7
8 (3) Regularly scrutinize District documents for contracting out of
9 classified work.

10
11 (4) Research and suggest language to justify retaining/re-instating
12 dropped classified positions.

13
14 **Section 18. Membership Committee:**

15
16 (a) The Chapter Development Officer shall chair the Membership Committee.

17
18 (b) It shall be the duty of this committee to strive for 100% CSEA membership
19 within the chapter, to develop and execute a program designed to secure new members
20 especially at new employee orientations, and stimulate membership attendance at
21 Chapter meetings on an ongoing basis. All members of the Executive Board shall serve
22 as members of this committee in addition to any other members appointed.

23
24 **Section 19. Merit/Board Rules Review Committee:**

25
26 (a) The President shall appoint the chair of the Merit/Board Rules Review
27 Committee.

28
29 (b) It shall be the duty of this committee to:

30
31 (1) Strive to attend all meetings of the Personnel Commission and
32 Board of Trustees.

33
34 (2) Regularly scrutinize agenda and minutes of Personnel Commission
35 and Board of Trustees meetings for rule or policy changes that would affect the terms
36 and conditions of employment for the membership.

37
38 (3) Inform Negotiating Team, Grievance Committee, and the Executive
39 Board of Merit Rule or Board Policy changes.

40
41 (4) Suggest possible changes to the Merit Rules, Board Policy, or
42 Administrative Regulations to the Executive Board.

43
44 **Section 20. Negotiating Committee (Team):**

45
46 (a) The Negotiating Committee shall consist of the Chapter President plus
47 four (4) elected representatives. The Negotiating Team shall elect one (1) member of
48 the team as chair.

1 (b) The committee members shall be elected by and from among the Active
2 members in good standing who are not elected or appointed officers of the Santa
3 Monica College Classified Senate (by whatever name).

4
5 (c) The election shall be conducted at the same time as the annual election
6 for Executive Board officers. All procedural matters relating to these elections, including
7 timelines for notice to the affected members, shall be in accordance with Article IV of
8 this constitution and Association Policy 618.

9
10 (1) Two (2) members of the team shall be elected in the even-
11 numbered years; and two (2) members of the team shall be elected in the odd-
12 numbered years. The nominees who receive the first (1st) and second (2nd) highest
13 number of votes shall be the elected team members. The nominees who receive the
14 third (3rd) and fourth (4th) highest number of votes shall be the designated alternates
15 for the next calendar year.

16
17 (d) The elected team members shall take office and assume their duties on
18 the January 1 following their election and shall continue to serve for two (2) years. A
19 team member shall automatically forfeit their position if they cease to be an Active
20 member in good standing who is an elected or appointed officer of the Santa Monica
21 College Classified Senate (by whatever name).

22
23 (e) Vacancies shall be filled by the elected alternates for the remainder of the
24 original term only. If there are simultaneous vacancies, the alternate receiving the
25 higher number of votes shall serve the longer term.

26
27 If a vacancy occurs and no alternates remain available to fill the position, a
28 special election shall be called to fill the vacancy/vacancies (including alternate
29 vacancies) for the remainder of the term(s).

30
31 (f) **Duties:** It shall be the duty of the Negotiating Committee to negotiate the
32 contract (including reopeners and modifications) for and on behalf of the Chapter with
33 assistance from CSEA field staff.

34
35 **Section 21. Political Action Committee:**

36
37 (a) The President shall appoint the chair of the Political Action Committee.

38
39 (b) It shall be the duty of this committee to:

40
41 (1) Keep the members informed about the legislative program of the
42 Association.

43
44 (2) May recommend to the Chapter membership legislative proposals it
45 deems desirable for submission to the Association's annual conference or to the
46 Association's Board of Directors for consideration and inclusion in the Association's
47 legislative program.

1 (3) Develop and implement a Chapter alert system (telephone tree)
2 designed for emergency contact of the membership when immediate Chapter action is
3 necessary on contract matters, legislative and political issues, and other items of
4 importance to the Association and Chapter.

5
6 (4) Keep abreast of political activities affecting the Chapter and the
7 Association as relates to school board elections, appropriate state assembly and senate
8 districts, support of candidates for statewide offices, support or opposition of initiatives
9 and propositions.

10
11 (5) Render regular reports at Chapter meetings, and recommend any
12 political action or activity it considers appropriate; submit such recommendations as
13 may be approved to PACE of CSEA.

14
15 (6) Work cooperatively with the Political Action Coordinator (PAC),
16 appropriate Association standing committees in furtherance of the Association's
17 legislative and political goals.

18
19 (7) Recruit Victory Club membership and education the Chapter
20 members of the necessity for active participation in the political process, especially for
21 gubernatorial, school board, and local assembly/senate district elections.

22
23 **Section 22. Publicity Committee:**

24
25 (a) The Communications Officer shall chair the Publicity Committee.

26
27 (b) It shall be the duty of this committee to:

28
29 (1) Assist the Communications Officer with all duties.

30
31 (2) Develop, implement, and sustain a coordinated Communications
32 program.

33
34 (3) Improve the membership's knowledge of Chapter goals, objectives,
35 and activities by developing better communications and information distribution
36 systems.

37
38 **Section 23. Research & Negotiations Committee:**

39
40 (a) The President shall appoint the chair of the Research & Negotiations
41 Committee.

42
43 (b) It shall be the duty of this committee to support the Negotiating Team.

44
45 **Section 24. Resolutions Committee:**

46
47 (a) The President shall appoint the chair of the Resolutions Committee.

1 (b) It shall be the duty of this committee to prepare resolutions for the
2 Association's Annual Conference.

3
4 **Section 25. Safety Committee:**

5
6 (a) The President shall appoint the chair of the Safety Committee.

7
8 (b) It shall be the duty of this committee to:

9
10 (1) Gather input from membership on safety issues.

11
12 (2) Keep membership informed a new safety issues through official
13 Chapter publications.

14
15 **Section 26. Scholarship Committee:**

16
17 (a) The President shall appoint the chair of the Scholarship Committee.

18
19 (b) It shall be the duty of this committee to provide information to the
20 membership, through Chapter newsletter and/or bulletins/flyers and functions, about
21 financial assistance available to members and their dependents.

22
23 **Section 27. Social/Hospitality Committee:**

24
25 (a) The President shall appoint the chair of the Social/Hospitality Committee.

26
27 (b) It shall be the duty of this committee to:

28
29 (1) Coordinate events and activities for Classified School Employee
30 Week (CSEW).

31
32 (2) Build unity and friendship among the membership through social
33 events, gatherings, and activities.

34
35 (3) Coordinate CSEA social clubs.

36
37 (4) Send appropriate cards/messages to members during personal
38 special occasions.

39
40 **Section 28. Technology Maintenance Committee:**

41
42 (a) The President shall appoint the chair of the Technology Maintenance
43 Committee.

44
45 (b) It shall be the duty of this committee to:

46
47 (1) Research and review new technologies for efficient Chapter
48 communications.

49

1 (2) Maintain CSEA website and other mediums of electronic
2 communication for the Chapter.
3

4
5 **ARTICLE IX**
6 **UNION STEWARDS**
7

8 **Section 1. Appointment:** The President shall appoint Union Stewards in
9 sufficient numbers to serve the needs of the membership. The Executive Board shall
10 ratify all appointments.
11

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

20 **Section 3. Duties.** The Union Steward(s) shall:
21

22 (a) Educate bargaining unit employees about their rights under the contract
23 and determine how problems arising under the contract can best be handled.
24

25 (b) Investigate and prepare grievances for processing and handle grievances
26 at the immediate-supervisory level, and be present as required during other steps of the
27 grievance procedure.
28

29 (c) Preserve the confidentiality of personal grievances, resolve differences
30 among the membership in grievance handling; maintain a file on all grievances handled.
31

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

36 (e) Recruit employees into CSEA membership.
37

38 (f) Annually attend at least one (1) Union Steward training workshop
39 conducted by the Association.
40

41 **Section 4.** The authority of the Union Steward to settle grievances shall be
42 determined by rule of the Executive Board or Chapter, consistent with applicable
43 provisions of the collective bargaining agreement.
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ARTICLE X
SITE REPRESENTATIVES

Section 1. Appointment: A Site Representative Coordinator and Site Representative(s) shall be appointed by the President and ratified by the Executive Board.

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

Section 3. Duties: The Site Representative Coordinator shall:

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

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

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

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

Section 4. Duties: Site Representative(s) shall:

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

(b) Distribute the 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, and keep members informed of Association and/or Chapter activity regarding contract negotiations, contract enforcement, legislative and political activity, and other such matters.

(d) Relay specific member concerns to the Site Representative Coordinator or the appropriate Chapter officer.

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ARTICLE XI
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

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

Section 2. Removal of Appointed Offices

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

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

Section 3. Resignation from Office

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

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

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ARTICLE XII
DELEGATES TO CONFERENCE

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

(a) The Chapter President.

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

Section 2. Nominating and Election Procedures:

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

(b) If, after nominations are closed at the March chapter meeting there is only one (1) nomination for each authorized delegate and alternate position, the nominees shall be declared elected as conference delegates or alternates, and no balloting or other action shall be required. The Chapter President shall so notify the membership in writing as soon thereafter as possible.

(c) When there is more than one (1) nominee for each authorized delegate and alternate position, the Elections Committee, as selected pursuant to Article VIII of the constitution, shall oversee the election process and retrieve the results of the online balloting. All procedural matters relating to the online balloting process and tally shall be conducted in accordance with Association Policy 618.

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

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

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

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

5 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be
6 determined by lot (draw) between the tied candidates. Write-in votes shall not be
7 accepted. The official ballot tally shall be provided in writing to all candidates and
8 notices posted accessible to all Chapter members within five (5) working days and shall
9 be announced at the next following Chapter meeting at which the presiding officer shall
10 officially declare the winning candidates or announce such other action as may be
11 necessary.
12

13 (h) All election documents, including notices of nomination and election
14 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
15 all challenges to the election or charges of misconduct in running the election have
16 been resolved, whichever is the longer period.
17

18 (i) In the event a delegate cannot attend, the Executive Board shall
19 determine which alternate shall replace the authorized delegate.
20

21 **Section 3. Responsibilities:** Delegates shall attend all conference business
22 and other sessions of importance to the Chapter. In addition, the delegates shall:
23

24 (a) Attend at least one (1) orientation meeting at the regional or area level of
25 the Association concerning the resolutions to the upcoming conference.
26

27 (b) The chapter shall provide delegates Conference travel and per diem/meal
28 allowances, which does not require receipts, in amounts approved by Chapter
29 Membership. The Chapter will also provide delegate expenses for registration fees and
30 accommodations at recommended Conference hotels.
31

32 (c) Render an oral report on conference activities to the Chapter membership
33 at the first Chapter meeting following the conference, which shall also be set forth in
34 written form and distributed to all members.
35

36 **Section 4.** A discussion of and a vote on the allocation of delegate expenses
37 shall occur no later than the May Chapter meeting.
38
39

40 **ARTICLE XIII**

41 **CONTRACT RATIFICATION**

42

43 **Section 1.** Contract ratification procedures will comply with the provisions of
44 Association Policy 610.
45

46 **Section 2. Initial Proposals:**

47

48 (a) The initial bargaining proposal will be determined by a vote of the
49 membership.

1 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
2 shall be submitted to the Field Director and Labor Relations Representative for review.
3

4 **Section 3. Negotiated Agreement:**
5

6 (a) When the Negotiating Committee has negotiated a contract, tentative
7 agreement, or modifications to an existing contract, it shall immediately submit one (1)
8 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for
9 review by the Association prior to membership ratification.
10

11 (1) All contract modifications shall be submitted to the Labor Relations
12 Representative for review by the Association. However, membership ratification shall
13 not be required for those items listed as exceptions to the definition of "modifications"
14 within the provisions of Association Policy 610, unless they are included as part of
15 contract re-opener negotiations.
16

17 **Section 4. Ratification Procedures:**
18

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

26 (b) The Chapter President shall set the date, time and place for one (1) or
27 more "contract information" meetings, which shall be open to attendance by all
28 employees within the bargaining unit(s), whether or not they are CSEA members.
29

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

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

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

45 **(d) Conduct of Informational Meeting(s):**
46

47 (1) The Negotiating Committee shall review the provisions of the
48 tentative agreement and indicate its recommendations for ratification.
49

1 (2) If the Association recommends rejection of the tentative agreement,
2 an Association representative shall be in attendance at the meeting and shall be
3 provided ample opportunity to outline the recommendation for rejection and the reasons
4 therefore.

5
6 (3) Adequate opportunity for discussion, debate, and answering of
7 questions shall be provided. Non-CSEA members of the bargaining unit(s) in
8 attendance shall be granted the right to participate in the discussion and debate. They
9 shall not, however, have the right to make motions or vote.

10
11 (e) **Ratification Vote:**

12
13 (1) The ratification vote shall be by online balloting following the
14 informational meeting(s). The Chapter Elections Committee shall oversee the ratification
15 process and conduct the vote tally. All procedural matters relating to the online balloting
16 process and tally shall be conducted in accordance with Association Policy 610.

17
18 (2) The Elections Committee shall request an online ballot from the
19 CSEA Executive Department. Upon verification that the online ballot is available, the
20 Elections Committee shall prepare a ballot notice. Each notice shall include the
21 appropriate information needed to cast an online ballot, such as the dates of balloting,
22 instructions on how to access the online ballot via the internet, the member's
23 identification and password code.

24
25 (3) The Chapter President shall set the dates for online balloting, which
26 shall begin no sooner than the day after the final informational meeting. The online
27 balloting shall be available on the same day the ballot notice is distributed and shall
28 remain open until the date set to close.

29
30 (4) The ballot notice shall be sent at least five (5) working days in
31 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
32 Class mail to each CSEA member in good standing employed in the bargaining unit(s)
33 at the last known home address, except that notice may be e-mailed to such members
34 who have an e-mail address on file with the Chapter.

35
36 (5) It shall require a majority of the votes cast to ratify. The results of
37 the balloting shall be provided to the membership no later than five (5) days following
38 the vote tally and shall be announced at the next Chapter meeting.

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

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ARTICLE XIV CONCERTED ACTIVITIES

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

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

ARTICLE XV AMENDMENTS TO CONSTITUTION

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

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

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

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

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**ARTICLE XVI
DISBANDMENT OF CHAPTER**

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

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

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

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

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**ARTICLE XVII
PARLIAMENTARY AUTHORITY**

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

**ARTICLE XVIII
FISCAL YEAR**

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