

**CONSTITUTION OF
Santa Monica College Chapter No. 36, CSEA
Latest Revision July 20, 2017**

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: September 19, 2017

By: *Arnold J. Morin*, 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
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 1/2 the rate required of them as an Active member
12 at the time the leave or placement on the reemployment list occurred. Such dues shall
13 be paid annually in advance, or for the number of months of the approved leave if less
14 than one year. Such members shall be eligible to continue to receive such membership
15 benefits as are generally made available to the Active membership, unless specifically
16 excluded by contract. They shall not, however, be accorded voice or vote in Chapter or
17 Association affairs.

18
19 (c) **Lifetime Retired:** Any person who was a member of the Chapter at the
20 time of retirement may become a "Lifetime Retired" member of this Chapter upon
21 payment of a one-time fee of \$25.00. Such members shall be permitted to attend
22 Chapter meetings and social functions and to receive the Chapter newsletter as long as
23 they live in the local area. They shall not otherwise be accorded voice, vote or other
24 participation in Chapter affairs.

25
26 (d) **Active Retired:** Any person who was a member of the Chapter at the
27 time of retirement and **who also maintains a retired membership in good standing**
28 **with the Association** may continue as an Active member of this Chapter upon
29 payment of the regular Chapter dues required of Active members. Such dues shall be
30 paid annually in advance or monthly in advance direct to the Chapter Treasurer. Such
31 members shall be entitled to continued full participation in Chapter affairs, including the
32 right to hold appointive or elective offices and the right to vote, with the exception of the
33 right to vote in contract ratification and concerted activities matters.

34
35 Should such member cease to be a retired member in good standing of the
36 Association, his/her Chapter membership shall automatically terminate.

37
38 **Section 2.** Active membership shall be effective upon the completion, dating,
39 and signing of an official CSEA application form as provided by the Association, and
40 execution of a valid authorization for payroll deduction of dues or payment of at least
41 one (1) year's dues in advance. The application shall be immediately forwarded,
42 together with advance dues received if any, to the Association. The Association shall
43 send payroll deduction authorizations to the appropriate district office.

44
45 **Section 3. Membership "In Good Standing"**

46
47 (a) Membership "in good standing" shall be effective and shall continue upon
48 receipt of the required dues for the current month. For purposes of establishing voting

1 rights and eligibility to hold an elected or appointed office, Active members whose dues
2 are paid via payroll deduction shall not be deemed to be in good standing until the first
3 of the month following the month in which the first dues are deducted, unless s/he pays
4 dues in cash for the interim period.

5
6 (b) Membership shall terminate with:

7
8 (1) The effective date of layoff for members who are laid off and who
9 choose not to continue in either an Active or Inactive status under provisions of Sections
10 1(a)(1) or 1(b) above.

11
12 (2) The effective date of an unpaid leave of absence or placement on a
13 reemployment list for reasons other than layoff, for such members who choose not to
14 continue in an Inactive status under provisions of Section 1(b) above.

15
16 (3) The date of termination of their 39-month reemployment rights or
17 approved leave of absence for members who have continued in an Active or Inactive
18 status, if such members have not been returned to active employment.

19
20 (4) The date of execution of a document terminating payroll deduction
21 of dues, unless arrangements have been made with the Chapter Treasurer for advance
22 cash payment.

23
24 (5) The effective date of removal from the bargaining unit, or voluntary
25 termination of employment.

26
27 (6) The effective date of involuntary termination of employment, unless
28 the member is eligible to continue and elects to retain Active status as permitted under
29 provisions of Section 1(a)(2) above.

30
31 (7) Actions pursuant to Sections 5 or 6 below.

32
33 **Section 4. Fair Share Service Fee Payers:** Employees obligated to pay
34 either dues or fair share service fees to CSEA pursuant to organizational security
35 provisions in the collective bargaining agreement and who choose not to be Active
36 members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service
37 Fee Payers". Such persons shall pay fair share service fees in an amount equal to the
38 dues required of Active members of the Chapter (less any local Chapter fees unless
39 collection of local Chapter fees has been approved by the Association) subject to
40 annual requests for advance refunds of the portion of fair share service fees that CSEA
41 determines will be used for purposes not related to collective bargaining, in accordance
42 with the policies of the Association.

43
44 Fair share service fee payers shall be entitled to full rights of representation in all
45 matters related to their collective bargaining agreement. They shall not, however, have
46 the right of voice, vote, or other participation in Chapter or Association affairs, unless
47 otherwise provided herein or required by law.

1 **Section 5. Delinquency & Resignation:**

2
3 (a) Members who no longer wish to retain that status may resign CSEA
4 membership by written notification to the Chapter Treasurer. They shall become fair
5 share service fee payers subject to the same fair share service fees and rights, benefits
6 and burdens as provided under Section 4 of this article.

7
8 (b) Any member failing to pay all dues owed for the current month shall be
9 deemed delinquent and shall not be considered to be in good standing until such
10 delinquency has been remitted.

11
12 (c) Members who have resigned shall, upon reapplication, be admitted as
13 new members.

14
15 **Section 6. Expulsion, Suspension, Discipline:**

16
17 (a) No member may be involuntarily removed from the membership rolls
18 except as provided for in Sections 3 and 5 above, or in accordance with the procedures
19 for expulsion, suspension and discipline of members as specified in the Association
20 Constitution.

21
22 (b) All matters for proposed disciplinary action against members shall be
23 referred to the Association for action, except that members may be recalled from office
24 in accordance with provisions of Article X of this Constitution.

25
26
27 **ARTICLE III**
28 **DUES and ASSESSMENTS**

29
30 **Section 1. Association Per Capita Dues**
31 *(Effective October 1, 2017)*

32
33 (a) Per capita dues to the Association for Active members shall be assessed
34 at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but
35 *including* longevity, professional growth and anniversary increments), but not to exceed
36 a maximum of \$472.50 for the 12-month period commencing each September 1st and
37 continuing through the following August 31st. Said dues shall be payable by payroll
38 deduction or annually in advance direct to the Association.

39
40 (1) Payroll deduction shall commence in September of each year and
41 continue through the following August for each month the member is in a paid status, or
42 until the maximum of \$472.50 has been deducted, whichever comes first.

43
44 (2) Annual in advance payments must be remitted direct to the
45 Association's accounting office no later than September 30, or within 30 days following
46 membership application for new members after September. Such annual payments
47 shall be as calculated by the Association's Accounting Office in accordance with the
48 Association's Bylaws.

1 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
2 Chapter shall be \$40.00 per year, and further increased by \$.25 per month after each
3 pay raise implemented, payable in equal amounts by payroll deduction during each of
4 the months October through July in which the member is in regular paid status; or
5 payable annually in advance to the Chapter Treasurer.

6
7 **Section 3.** The local Chapter dues plus the Association per capita dues equals
8 the member's total dues requirement.

9
10 **Section 4. Assessments:** No assessments shall be levied in this Chapter
11 other than those approved by 3/4 of the Chapter membership present and voting on the
12 question by secret ballot, provided that each member has been notified in writing at
13 least ten days in advance of the nature of the proposal and the time, date and place
14 where the matter will be voted on.

15
16 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
17 Chapter without authorization of the Executive Board. All funds collected (together with
18 an accounting of source) shall be delivered to the Chapter Treasurer within five working
19 days of receipt, for deposit in the Chapter's account.
20

21
22 **ARTICLE IV**
23 **OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES**
24

25 **Section 1. Officers:** The following officers shall be elected by and from
26 among the total Active membership of the Chapter, regardless of the location of their
27 employment: President, 1st Vice President, 2nd Vice President, Recording Secretary,
28 Corresponding Secretary, Treasurer, Chapter Development Officer, Communications
29 Officer, Chief Union Steward, Parliamentarian.
30

31 **Section 2. Executive Board:** The elected officers designated in Section 1,
32 plus the Immediate Past President, shall constitute the Executive Board of this Chapter.
33

34 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
35 the Active members of the Chapter who are in good standing who are not elected (or
36 interim appointed) officers or executives of another classified employee organization.
37

38 (a) Nominees for elected office shall be Active members of the Chapter in
39 good standing at the time of nomination and can only accept nomination for one
40 Executive Board office.
41

42 (b) Nominees for Chapter office must have also maintained Active
43 membership in good standing in the Chapter for a period of not less than six (6)
44 consecutive calendar months preceding the month in which they are nominated.
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1 **Section 4. Nominating and Election Procedures:**

2
3 (a) A Certification Committee shall be appointed no later than September of
4 each year to duly certify that all who submit letters of intent to run or who are nominated
5 from the floor for the offices of President, 1st Vice President, 2nd Vice President,
6 Corresponding Secretary, Recording Secretary, Treasurer, Reporter, Chief Union
7 Steward, and Parliamentarian are members in good standing. This certification shall be
8 submitted at the November Chapter meeting.
9

10 (1) Letters of intent to run for the above offices shall be in letter form to
11 the Certification Committee c/o Recording Secretary indicating a candidate's intent and
12 ability to serve. Such letters must be received no later than the last day in the month of
13 October.
14

15 (2) Nominations for these offices shall also be accepted from the floor
16 at the October and November Chapter meetings.
17

18 (b) The Certification Committee will then review the official treasurer's record
19 to determine eligibility as defined in member in good standing. Candidates so certified
20 shall be submitted formally to the Chapter no later than the close of the November
21 Chapter meeting.
22

23 (c) All candidates certified as eligible shall be offered equal space and
24 opportunity to state their individual qualifications for the office in the Chapter's official
25 publication "The Classified Focus."
26

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

32 (e) When there is more than one nominee for an office, a secret ballot
33 election shall be conducted on the day scheduled for the December Chapter meeting.
34 Balloting shall be conducted at such times and at campus site locations as determined
35 by the Chapter President. Hours for balloting shall be set so that polls will close prior to
36 the start of the Chapter meeting.
37

38 (f) Every member shall be notified, at least fifteen (15) working days in
39 advance of the date set for balloting, of the exact location of their balloting site, the
40 specific date and time (hours) during which balloting will take place, and the candidates
41 and offices which will appear on the ballot. At least two election tellers will be present at
42 each balloting site to verify voter eligibility and secure the balloting process.
43

44 (g) Immediately following the appointed hour for close of polls, the election
45 tellers shall deliver the ballot boxes, sign-in sheets and related materials to a pre-
46 determined location where the tally will then take place.
47

1 (h) All procedural matters relating to the site balloting process and tally shall
2 be conducted in accordance with Association Policy 618 and *Robert's Rules of Order*.
3 All candidates shall be permitted to appoint an observer at each site to observe the
4 balloting procedures, and each candidate or his/her representative shall be permitted to
5 observe the ballot tally.
6

7 (i) It shall require a plurality vote to elect an officer. Write-in votes shall not
8 be accepted. The official ballot tally shall be provided in writing to all candidates within
9 five working days, and shall be announced at the December Chapter meeting, where
10 the presiding officer shall officially declare the winning candidates or announce such
11 other action as may be necessary. In addition, the final vote count shall be posted in
12 the next edition of "The Classified Focus."
13

14 (j) All ballots, including used, unused, invalid and challenged ballots, sign-in
15 sheets, tally sheets and related election documents, including notices of nomination and
16 election, shall be retained by the Chapter Secretary for one year, or until any and all
17 challenges to the election or charges of misconduct in running the election have been
18 resolved, whichever is the longer period.
19

20 **Section 5. Terms of Office:** Elected officers shall take office and assume
21 their duties on the January 1 following their election and shall continue to serve for one
22 (1) year or until their successors are elected, provided that any officer shall
23 automatically forfeit such office if they cease to be an Active member in good standing
24 or if they become an elected (or interim appointed) officer or executive of another
25 classified employee organization.
26

27 **Section 6. Installation:** Installation of officers shall be held no later than
28 January 31.
29

30 **Section 7. Vacancies:**

31
32 (a) A vacancy in the office of President shall be filled by the 1st Vice
33 President.
34

35 (b) A vacancy in any other Executive Board office shall be filled by special
36 election to fill the vacancy for the remainder of the term.
37
38

39 **ARTICLE V**
40 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**

41
42 **Section 1. Executive Board:** The Executive Board shall have general
43 supervision of the affairs of the Chapter between the general membership meetings. It
44 shall transact the necessary business of the Chapter and approve the plans of the
45 various committees, except that none of its actions shall conflict with orders or actions
46 taken by the membership. A report on all actions taken by the Executive Board shall be
47 made to the membership at the next regular or special Chapter meeting.
48

1 Minutes of Chapter and Executive Board meetings shall be kept on file for at
2 least five (5) years. Chapter financial records shall be kept on file for at least five years.
3

4 The Executive Board shall meet at the call of the President or at such times and
5 places designated by it; the President shall call a special meeting upon the written
6 request of a majority of the Board.
7

8 A majority of the members of the Executive Board shall constitute a quorum.
9

10 **Section 2. Duties of Officers, General:** Upon separation from office, an
11 officer shall immediately turn over to his/her successor or other properly designated
12 CSEA official all books, records, money and other effects of the Chapter in his/her
13 possession.
14

15 **Section 3. President:** The President shall:
16

17 (a) Be chairperson of the Executive Board, call and preside over all meetings
18 of the Chapter and Executive Board at which s/he is in attendance.
19

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

24 (c) Attend, or send designee to, all Regional Presidents' Meetings (RPMs)
25 and other meetings as required by the Association or direction of the Chapter, and
26 report back to the membership at the next Chapter meeting, with recommendations for
27 Chapter action or as otherwise required.
28

29 (d) Be an ex-officio member of all committees, except the Auditing and
30 Elections Committees.
31

32 (e) Serve as a Chapter delegate to the Association's Annual Conference.
33

34 (f) 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 in his/her stead.
41

42 (b) At all times assist the President in the performance of his/her 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

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

10
11 **Section 5. 2nd Vice President:** The 2nd Vice President shall:

12
13 (a) In the absence or disability of the President and 1st Vice President,
14 possess all of the powers and perform all of the duties in their stead.

15
16 (b) At all times assist the President in the performance of his/her duties.

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

20
21 (d) As assigned by the President or Executive Board, additional duties may
22 include serving on college-wide committees; representing the Chapter at monthly Board
23 of Trustees and Personnel Committee meetings; and serving as the Chapter liaison with
24 other groups including faculty and student organizations, community groups,
25 government agencies, legislative officials and the California Community College
26 Chancellor's office.

27
28 (e) Perform such other duties as may be assigned by the President/Executive
29 Board or ordered by this constitution.

30
31 **Section 6. Recording Secretary:** The Recording Secretary shall:

32
33 (a) In the absence or disability of the President, 1st Vice President and 2nd
34 Vice President, possess all of the powers and perform all of the duties in their stead.

35
36 (b) Keep an accurate record of all proceedings of Chapter and Executive
37 Board meetings, including an accurate roll of members and officers in attendance at
38 each.

39
40 (c) Keep an accurate roster of the officers of the Chapter and see that such
41 information is forwarded to the Association as required.

42
43 (d) Notify members of all committees of their appointment.

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

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

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

9
10 **Section 7. Corresponding Secretary:** The Corresponding Secretary shall:

11
12 (a) Obtain reserved room assignments for all Chapter and special meetings,
13 and issue notices of all meetings of the Executive Board and Chapter meetings, which
14 shall include notice of matters for discussion at same.

15
16 (b) Prepare correspondence related to Chapter business.

17
18 (c) Assist the Communications Officer with preparation of newsletter, press
19 releases, flyers and other Chapter communications.

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

24
25 **Section 8. Treasurer:** The Treasurer shall:

26
27 (a) Receive all funds of the Chapter and keep and disburse same under the
28 direction of the President and as required by the Constitution & Bylaws of the
29 Association and this Chapter.

30
31 (b) Keep or cause to be kept regular books and full accounts which shall be
32 open at all times to inspection of the President or his/her agent and the Auditing
33 Committee.

34
35 (c) Provide access to all records, vouchers and statements to the Auditing
36 Committee for annual inspection at the close of each fiscal year.

37
38 (d) Report at each meeting of the Executive Board and Chapter as to the
39 financial condition of the treasury with a detailed statement of receipts and expenditures
40 and accounts payable, to include per capita dues/fees paid and owed to the Association
41 if any. The report to the Executive Board should also include copies of the bank
42 statement(s)/reconciliation(s).

43
44 (e) Prepare the annual financial report to include the last day of the fiscal
45 year, and immediately submit same to the President for review and forwarding to the
46 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) Perform such other duties as normally pertain to the office of Treasurer or
21 as may be assigned by the President/Executive Board or ordered by this constitution.
22

23 **Section 9. Chapter Development Officer:** The Chapter Development Officer
24 shall:
25

26 (a) Chair the Membership Committee.
27

28 (b) On a monthly basis, provide a list of the newly-hired classified employees
29 to the Membership Chairperson.
30

31 (c) Send to each new Chapter member a welcome packet containing a
32 current CSEA/District contract, a Chapter constitution, a Member Benefits Guide, and
33 information on the Association.
34

35 (d) Conduct regular member orientations to explain the benefits and
36 advantages of CSEA membership.
37

38 (e) Coordinate officer and member training and information sessions.
39

40 (f) Perform such other duties as normally pertain to the office of Chapter
41 Development Officer or as may be assigned by the President/Executive Board or
42 ordered by this constitution.
43

44 **Section 10. Communications Officer:** The Communications Officer shall:
45

46 (a) Chair the Publicity Committee.
47

1 (b) Produce and distribute a Chapter newsletter or similar publication as may
2 be authorized by the Chapter membership, President, or Executive Board.

3
4 (c) Write and distribute press releases pertaining to Chapter affairs for local
5 newspapers and the Association's official publication(s).

6
7 (d) Coordinate Chapter communications program including the bulletin board
8 program, the Chapter website, and other electronic communications.

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

13
14 **Section 11. Chief Union Steward:** The Chief Union Steward shall:

15
16 (a) Ensure that the Union Steward program of the Chapter functions
17 according to the requirements set forth in this constitution; and maintain the necessary
18 records on matters of contract enforcement to permit the Chapter to effectively
19 represent bargaining unit employees.

20
21 (b) Process all grievances not settled at the immediate-supervisory level,
22 unless CSEA staff assistance is required.

23
24 (c) Shall serve as Chairperson of the Grievance Committee, and keep the
25 President and Executive Board informed on all grievance activity.

26
27 (d) Call and conduct periodic meetings with Union Stewards to ensure an
28 appropriate level of communication and coordination.

29
30 **Section 12. Parliamentarian:** The Parliamentarian shall:

31
32 (a) Effectively assist the President and the membership by being thoroughly
33 familiar with the Chapter's constitution and parliamentary procedures, and by providing
34 advice and rulings, when requested, on all actions involving the constitution and/or
35 parliamentary procedures.

36
37 (b) Ensure that all rulings are founding in fact and are incontrovertible so that
38 the matter at issue can be thoroughly debated and expeditiously resolved.

39 (c) Serve as a member of the Constitution Committee.

40
41 (d) Perform such other duties as normally pertain to the Parliamentarian or as
42 may be assigned by the President/Executive Board or ordered by this constitution.

43
44 **Section 13. Immediate Past President:** The Immediate Past President shall
45 be an advisor of the Executive Board and perform such duties as may be assigned by
46 the President, Executive Board, or required by this constitution.

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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 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 2/3 of the Executive Board or upon petition to the President of 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 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 days, but not less than 24 hours in advance, may be given in an emergency situation.

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

- (1) Pledge of Allegiance to the Flag
- (2) Approval of Minutes of the previous meeting
- (3) Report of Executive Board Actions & Officer Reports
- (4) Treasurer's Report
- (5) Committee Reports
- (6) CSEA Staff Reports
- (7) Unfinished Business
- (8) New Business
- (9) Good of the Order
- (10) Adjournment

Section 5. Quorum for Meetings: It shall require at least twelve (12) members in good standing in attendance at any Chapter meeting for business to be conducted.

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

1 shall be disbursed except by check, duly authorized and signed by the Treasurer and
2 the President. In the event of absence of, inability to act by, or vacancy in the office of
3 Treasurer, funds shall only be disbursed upon signature of the President and one of the
4 following: Vice President, Recording Secretary.

5
6 **Section 2.** The Executive Board shall prepare an annual budget for approval
7 of the Chapter membership no later than January of each year, which shall contain
8 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve
9 fund, if any. The approved budget shall then regulate the expenditures of the Chapter,
10 except that the Treasurer shall submit any single expenditure in excess of \$100 to the
11 Executive Board for prior approval. Any expenditure in excess of those approved in the
12 budget must have prior approval of the Chapter membership.

13
14
15 **ARTICLE VIII**
16 **COMMITTEES**
17

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

<u>Committee</u>	<u>Minimum Membership</u>	<u>Section</u>
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	3	18
Merit/Board Rules Review	3	19
Political Action	3	21
Publicity	3	22
Research & Negotiations	3	23
Resolutions	3	24
Safety	3	25
Scholarship	3	26
Social/Hospitality	3	27
Technology Maintenance	3	28
Committee of Chairs	n/a	5

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42
43 (a) In addition, a Negotiating Team shall be elected by the membership.

44
45 (b) Committee members should be chosen so as to provide the strongest
46 possible group for the handling of any task that may arise within the providence of the
47 committee.
48

1 **Section 2. Special Committees:** The Executive Board or the Chapter
2 membership may establish other committees as necessary for the welfare of the
3 Chapter. The Executive Board shall determine the composition of such committees and
4 the duration of appointment, which shall not extend beyond the close of the calendar
5 year.

6
7 (a) Special committee members should be chosen so as to provide the
8 strongest possible group for the handling of any task that may arise within the
9 providence of the committee. The purpose for which a special committee is established
10 should affect the size and composition as follows:

11
12 (1) **Action Committees:** When a special committee is appointed to
13 implement an order of the Chapter, it should be small and should consist only of those
14 in favor of the action to be carried out. If anyone not in sympathy with the action is
15 appointed, s/he should ask to be excused.

16
17 (2) **Research Committees:** When a special committee is appointed
18 for deliberation or investigation, it should often be larger than an action committee, and
19 it should represent, as far as possible, all points of view of the Chapter so that its
20 opinion will carry maximum weight. When such a committee is properly selected, its
21 recommendations most often reflect the will of the Chapter. The usefulness of this
22 committee will be greatly impaired if any important faction of the Chapter is not
23 represented.

24
25 (3) *Robert's Rules of Order, Newly Revised* will also provide further
26 information on proper committee composition.

27
28 **Section 3. Other Committees:** Unless otherwise specified, the President
29 shall appoint CSEA representatives to any committee or group where CSEA has
30 representation. All appointments shall be subject to the ratification of the Executive
31 Board.

32
33 **Section 4. Committee Chairs:** Committees whose members are elected by
34 the Chapter shall elect their own chairperson. Unless otherwise specified herein, the
35 President shall appoint one (1) person on each committee to be chair for those
36 committees appointed by the President/Executive Board.

37
38 (a) Each chair shall submit written committee reports to the Committee of
39 Chairs monthly.

40
41 (b) Chairs who wish to make a presentation must make a timely request to
42 the President prior to the Chapter meeting.

43
44 **Section 5. Committee of Chairs:** This committee is chaired by the Chapter
45 President and is composed of all of the chairs of the Chapter committees. The 1st Vice
46 President is an ex-officio member.

1 (a) **Purpose:** The purpose of the Committee of Chairs is to have a center
2 that connects all of the Chapter committees.
3

4 (b) **Duties:** The Committee of Chairs shall connect all Chapter committees
5 by allowing the free exchange of information. Each member shall make available
6 reports of all meetings of his/her committee and shall report latest actions or concerns
7 of his/her committee.
8

9 **Section 6.** The 1st Vice President shall coordinate all standing and special
10 committees.
11

12 **Section 7.** The President shall be an ex-officio member of all committees,
13 except the Auditing, Certification, and Elections Committees.
14

15 **Section 8. Quorum:** A majority of the members of any committee must be
16 present at any meeting to constitute a quorum.
17

18 **Section 9. Terms:** Unless otherwise provided herein, the term of office for all
19 committees shall be from appointment until the end of the calendar year, provided that
20 any committee member shall automatically forfeit the office if they cease to be an Active
21 member in good standing.
22

23 **Section 10. Auditing Committee:**
24

25 (a) The President shall appoint the chair of the Auditing Committee.
26

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

29 (1) Receive and audit the books and records of the Treasurer
30 immediately after the close of each fiscal year, and at such other times as may be
31 directed by the President.
32

33 (2) Report its findings to the Chapter membership.
34

35 **Section 11. Benefits Committee:**
36

37 (a) The President shall appoint the chair of the Benefits Committee.
38

39 (b) It shall be the duty of this committee to:
40

41 (1) Gather input from membership on issues dealing with benefits.
42

43 (2) Keep membership informed of new benefits issues through official
44 Chapter publications.
45

46 **Section 12. Certification Committee:**
47

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

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

2
3 (1) Certify that all who submit letters of intent to run or who are
4 nominated from the floor for Executive Board office are eligible members in good
5 standing

6
7 (2) Review the official treasurer's record to determine eligibility as
8 defined in member in good standing.

9
10 (3) Submit certification at the November Chapter meeting.

11
12 **Section 13. Constitution Committee:**

13
14 (a) The President shall appoint the chair of the Constitution Committee. The
15 Parliamentarian shall be a member of the Constitution Committee.

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

18
19 (1) Annually review CSEA's "Chapter Constitution Format Guide" and
20 update the Chapter's constitution to adhere to its mandatory language.

21
22 (2) Review recommendations for changes from the Association.

23
24 (3) Review Chapter constitution and recommend appropriate changes
25 to be approved by the membership (outdated language, ambiguous language, etc.).

26
27 (4) Seek broad input from the Chapter membership for changes to the
28 constitution.

29
30 (5) Submit to the Executive Board all recommendations for changes of
31 the constitution.

32
33 (6) Comply with the Association's Policy of providing opportunities for
34 the membership to review all recommendations for changes to the constitution.

35
36 (7) Establish standard forms for Chapter motions, committee reports,
37 and other forms as necessary.

38
39 **Section 14. Elections Committee:**

40
41 (a) The President shall appoint the chair of the Elections Committee.

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

44
45 (1) Supervise and assist in the preparation, distribution, and counting
46 of the ballots in **all** elections (including contract ratifications) within the Chapter, and
47 certify the results to the Chapter President.

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

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

6
7 **Section 15. Fundraising Committee:**

8
9 (a) The Treasurer shall chair the Fundraising Committee.

10
11 (b) It shall be the duty of this committee to conduct the Chapter's fundraising
12 programs.

13
14 **Section 16. Grievance Committee:**

15
16 (a) The Chief Union Steward shall chair the Grievance Committee, with all of
17 the Union Stewards as committee members.

18
19 (b) It shall be the duty of the Grievance Committee to supervise and assist the
20 operation of the Chapter's Union Steward program. The committee shall ensure that all
21 grievances are handled properly in their investigation and filing, and consistent in their
22 resolution.

23
24 (c) The committee shall be empowered to review proposed settlements of
25 grievances undertaken by individual members of the bargaining unit to ensure they are
26 consistent with the contract.

27
28 (d) The committee shall review all grievances being considered for arbitration
29 and file a report with the Executive Board.

30
31 **Section 17. Hiring Watch Committee:**

32
33 (a) The President shall appoint the chair of the Hiring Watch Committee.

34
35 (b) It shall be the duty of this committee to:

36
37 (1) Strive to attend all meetings of the Personnel Commission and
38 Board of Trustees.

39
40 (2) Regularly scrutinize District documents (e.g., Board of Trustee and
41 Personnel Commission meeting minutes, agendas, SMC budget, DPAC and Budget
42 Committee minutes) for deletions/additions to classified hiring lists.

43
44 (3) Regularly scrutinize District documents for contracting out of
45 classified work.

46
47 (4) Research and suggest language to justify retaining/re-instating
48 dropped classified positions.

1 **Section 18. Membership Committee:**

2
3 (a) The Chapter Development Officer shall chair the Membership Committee.

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

6
7 (1) Strive for 100% CSEA membership and attendance.

8
9 (2) Prepare and execute a program designed to secure new members.

10
11 (3) Prepare and execute a program designed to stimulate attendance
12 at the regular Chapter meetings.

13
14 **Section 19. Merit/Board Rules Review Committee:**

15
16 (a) The President shall appoint the chair of the Merit/Board Rules Review
17 Committee.

18
19 (b) It shall be the duty of this committee to:

20
21 (1) Strive to attend all meetings of the Personnel Commission and
22 Board of Trustees.

23
24 (2) Regularly scrutinize agenda and minutes of Personnel Commission
25 and Board of Trustees meetings for rule or policy changes that would affect the terms
26 and conditions of employment for the membership.

27
28 (3) Inform Negotiating Team, Grievance Committee, and the Executive
29 Board of Merit Rule or Board Policy changes.

30
31 (4) Suggest possible changes to the Merit Rules, Board Policy, or
32 Administrative Regulations to the Executive Board.

33
34 **Section 20. Negotiating Team:**

35
36 (a) The Negotiating Committee shall consist of the Chapter President plus
37 four (4) elected representatives. The Negotiating Team shall elect one (1) member of
38 the team as chair.

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

42
43 (c) The election shall be conducted at the same time as the annual election
44 for Executive Board officers. All procedural matters relating to these elections, including
45 timelines for notice to the affected members, shall be in accordance with Association
46 Policy 618.

47

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

7
8 (d) The elected team members shall take office and assume their duties on
9 the January 1 following their election and shall continue to serve for two (2) years. A
10 team member shall automatically forfeit his/her position if s/he ceases to be an Active
11 member in good standing who is an elected or appointed officer of the Santa Monica
12 College Classified Senate (by whatever name).

13
14 (e) Vacancies shall be filled by the elected alternates for the remainder of the
15 original term only. If there are simultaneous vacancies, the alternate receiving the
16 higher number of votes shall serve the longer term.

17
18 If a vacancy occurs and no alternates remain available to fill the position, a
19 special election shall be called to fill the vacancy/vacancies (including alternate
20 vacancies) for the remainder of the term(s).

21
22 (f) **Duties:** It shall be the duty of the Negotiating Committee to negotiate the
23 contract (including reopeners and modifications) for and on behalf of the Chapter with
24 assistance from CSEA field staff.

25
26 **Section 21. Political Action Committee:**

27
28 (a) The President shall appoint the chair of the Political Action Committee.

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

31
32 (1) Keep the members informed about the legislative program of the
33 Association.

34
35 (2) May recommend to the Chapter membership legislative proposals it
36 deems desirable for submission to the Association's annual conference or to the
37 Association's Board of Directors for consideration and inclusion in the Association's
38 legislative program.

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

44
45 (4) Keep abreast of political activities affecting the Chapter and the
46 Association as relates to school board elections, appropriate state assembly and senate
47 districts, support of candidates for statewide offices, support or opposition of initiatives
48 and propositions.

1 (5) Render regular reports at Chapter meetings, and recommend any
2 political action or activity it considers appropriate; submit such recommendations as
3 may be approved to PACE of CSEA.
4

5 (6) Work cooperatively with the Political Action Coordinator (PAC),
6 appropriate Association standing committees in furtherance of the Association's
7 legislative and political goals.
8

9 (7) Recruit Victory Club membership and education the Chapter
10 members of the necessity for active participation in the political process, especially for
11 gubernatorial, school board, and local assembly/senate district elections.
12

13 **Section 22. Publicity Committee:**

14 (a) The Communications Officer shall chair the Publicity Committee.
15
16

17 (b) It shall be the duty of this committee to:
18

19 (1) Assist the Communications Officer with all duties.
20

21 (2) Develop, implement, and sustain a coordinated Communications
22 program.
23

24 (3) Improve the membership's knowledge of Chapter goals, objectives,
25 and activities by developing better communications and information distribution
26 systems.
27

28 **Section 23. Research & Negotiations Committee:**

29 (a) The President shall appoint the chair of the Research & Negotiations
30 Committee.
31
32

33 (b) It shall be the duty of this committee to support the Negotiating Team.
34
35

36 **Section 24. Resolutions Committee:**

37 (a) The President shall appoint the chair of the Resolutions Committee.
38

39 (b) It shall be the duty of this committee to prepare resolutions for the
40 Association's Annual Conference.
41

42 **Section 25. Safety Committee:**

43 (a) The President shall appoint the chair of the Safety Committee.
44
45

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

48 (1) Gather input from membership on safety issues.

1 (2) Keep membership informed a new safety issues through official
2 Chapter publications.
3

4 **Section 26. Scholarship Committee:**
5

6 (a) The President shall appoint the chair of the Scholarship Committee.
7

8 (b) It shall be the duty of this committee to provide information to the
9 membership, through Chapter newsletter and/or bulletins/flyers and functions, about
10 financial assistance available to members and their dependents.
11

12 **Section 27. Social/Hospitality Committee:**
13

14 (a) The President shall appoint the chair of the Social/Hospitality Committee.
15

16 (b) It shall be the duty of this committee to:
17

18 (1) Coordinate events and activities for Classified School Employee
19 Week (CSEW).
20

21 (2) Build unity and friendship among the membership through social
22 events, gatherings, and activities.
23

24 (3) Coordinate CSEA social clubs.
25

26 (4) Send appropriate cards/messages to members during personal
27 special occasions.
28

29 **Section 28. Technology Maintenance Committee:**
30

31 (a) The President shall appoint the chair of the Technology Maintenance
32 Committee.
33

34 (b) It shall be the duty of this committee to:
35

36 (1) Research and review new technologies for efficient Chapter
37 communications.
38

39 (2) Maintain CSEA website and other mediums of electronic
40 communication for the Chapter.
41

42 **ARTICLE IX**
43 **UNION STEWARDS**
44

45 **Section 1. Appointment:** The President shall appoint Union Stewards in
46 sufficient numbers to serve the needs of the membership. The Executive Board shall
47 ratify all appointments.
48

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

11 12 **Section 2. Removal of Appointed Offices**

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

20
21 (b) Any appointed committee chairperson or member failing to attend three
22 consecutive committee meetings, unless excused for cause, shall be automatically
23 removed from the committee.

24 25 **Section 3. Resignation from Office**

26
27 (a) A resignation by an elected officer is not effective until accepted by the
28 Active members in good standing present at a Chapter meeting.

29
30 (b) A resignation by any appointee of the President/Executive Board is not
31 effective until accepted by the President/Executive Board.

32 33 **ARTICLE XI** 34 **DELEGATES TO CONFERENCE**

35
36
37 **Section 1. Delegates:** Voting delegates to an annual conference of the
38 Association (and their alternates) shall be designated from among the Active members
39 in good standing as follows:

40
41 (a) The Chapter President.

42
43 (b) Additional delegates in such number as may be authorized by the Chapter
44 for attendance, but not to exceed the total number authorized by the Bylaws of the
45 Association, shall be elected as provided in Section 2 below.

46
47
48

1 **Section 2. Election:**

2
3 (a) Nominations for the authorized delegate positions, other than the
4 President, shall be taken at the regular Chapter meeting in March, and election shall be
5 by secret ballot at the regular Chapter meeting in April. Alternates in sufficient numbers
6 for each of the authorized delegates shall also be elected in the same manner as for
7 delegates, including an alternate for the President. In the event an elected delegate
8 cannot attend, the Executive Board shall determine which alternate shall replace the
9 authorized delegate.

10
11 (b) Notification of nominations and election and all other procedural matters
12 relating to delegate and alternate election shall conform to Association Policy 618 and
13 shall be conducted under the supervision of the Elections Committee.

14
15 **Section 3. Responsibilities:** Delegates shall attend all conference business
16 and other sessions of importance to the Chapter. In addition, the delegates shall:

17
18 (a) Attend at least one (1) orientation meeting at the regional or area level of
19 the Association concerning the resolutions to the upcoming conference.

20
21 (b) Submit a written report of expenses with receipts to the Executive Board
22 within three (3) weeks after conclusion of a conference.

23
24 (c) Render an oral report on conference activities to the Chapter membership
25 at the first Chapter meeting following the conference, which shall also be set forth in
26 written form and distributed to all members.

27
28 **Section 4.** A discussion of and a vote on the allocation of delegate expenses
29 shall occur no later than the May Chapter meeting.

30
31
32 **ARTICLE XII**
33 **CONTRACT RATIFICATION**

34
35 **Section 1.** Contract ratification procedures will comply with the provisions of
36 Association Policy 610.

37
38 **Section 2. Initial Proposals:**

39
40 (a) The initial bargaining proposal will be determined by a vote of the
41 membership.

42
43 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
44 shall be submitted to the Field Director and Labor Relations Representative for review.

45
46
47
48

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

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

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

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

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

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

27 (b) The Executive Board shall set the date, time and place for one or more
28 "contract information" meetings, which shall be open to attendance by all employees
29 within the bargaining unit(s), whether or not they are CSEA members.
30

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

- 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 work site.
40

41 **Exception to the above:** The Association's Executive Director, or designee,
42 may approve a notice period of less than five working days upon request of the Chapter
43 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.

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 conducted by secret ballot at
14 designated voting sites. The location and number of voting sites and the date and times
15 for conducting the balloting shall be as determined by the Chapter President, except
16 that the balloting shall not be earlier than the day following the informational meeting(s).

17
18 (2) Only Active CSEA members in good standing employed within the
19 bargaining unit(s) shall be entitled to vote. Members shall be notified of the date,
20 time(s) and location where the balloting will be conducted for their designated site.
21 Such notice shall be issued at least five working days in advance unless an exception is
22 granted by the Association's Executive Director under provisions of Policy 610.

23
24 (3) The balloting process and vote tally shall be conducted in
25 accordance with procedures proscribed by Association Policy 610. It shall require a
26 majority vote to ratify.

27
28 (4) The results of the balloting shall be provided to the membership no
29 later than five days following the vote tally, and shall be announced at the next following
30 Chapter meeting.

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

36
37
38 **ARTICLE XIII**
39 **CONCERTED ACTIVITIES**

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

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

5
6
7 **ARTICLE XIV**
8 **AMENDMENTS TO CONSTITUTION**
9

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

13
14 **Section 2.** Any member in good standing of the Chapter (or the Executive
15 Board) may submit a written proposal to amend this constitution (containing the exact
16 text of the proposed change) at any Chapter meeting, which shall constitute a first
17 reading. The Chapter President shall then cause the proposed amendment(s) to be
18 placed on the agenda of the next regular or a special Chapter meeting where the matter
19 will be read a second time and acted upon, and shall cause written notification of the
20 proposed amendment(s) and the date, time, and place of the designated Chapter
21 meeting to be issued to all members in good standing at least ten days in advance of
22 said meeting. Said notification shall include at least a written summary of the proposed
23 changes. The exact text of the proposed changes shall be made available for review by
24 members upon request prior to the second reading if not provided with said notification,
25 and shall be distributed to all members in attendance at the second reading.

26
27 **Section 3.** Approval by 2/3 of the Active members in good standing present
28 and voting at the second reading shall be required to adopt the amendment(s). If the
29 amendment relates to a revision of Chapter dues, the vote shall be conducted by secret
30 ballot.

31
32 **Section 4.** All amendments shall be submitted to the Association's Executive
33 Director immediately following their adoption by the Chapter. **No amendment shall**
34 **become operative until approved by the Executive Director, or designee, or action**
35 **of the Association's Board of Directors in accordance with Article III, Section 8 of**
36 **the Association's Constitution.**

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

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

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

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

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11 **ARTICLE XVI**
12 **PARLIAMENTARY AUTHORITY**

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

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20 **ARTICLE XVII**
21 **FISCAL YEAR**

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