

CONSTITUTION OF
BEATRICE CHAPTER NO. 509, CSEA
Latest Revision May 21, 2004

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 Beatrice Chapter No. 509, CSEA.

Article I

NAME, OBJECTIVES, AND DEFINITIONS

Section 1. The name of the organization shall be the Beatrice Chapter No. 509, California School Employees Association.

Section 2. The objectives 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

Section 3. Definitions. Where the following words are used in the Constitution they shall mean:

- a) Chapter - Beatrice Chapter No. 509, California School Employees Association;
- b) Parent Organization or Association - The California School Employees Association;
- c) District - The Redwoods Community College District;
- d) Board - the Board of Trustees of the District;
- e) Administration - the Administration of the District;
- f) Gender - where the masculine gender is used it shall also include the feminine gender.

Article II

MEMBERSHIP

Section 1. Membership. Membership in this chapter shall be as follows:

- a) Active - "Active" membership, which carries with it the right to 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, disability or political belief.
 - 1) "Active" members who are laid off and placed on a reemployment list may continue in "Active" status until expiration of the reemployment period or until reemployed, whichever occurs first, upon continued payment of the established dues in effect at the time of layoff.
 - 2) "Active" members of this chapter must also be "Active" members of the State Association as defined in the State Association's Constitution.
 - 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 employment related matters. However, retention of "Active" status shall be required for such employees to continue to be eligible to hold elective or appointive offices within the State Association or chapter and to have a voice and vote and otherwise participate in chapter and State Association affairs.
 - 4) "Active" members of this chapter must also be "Active" members of the State Association as defined in the State Association's Constitution.

- b) Inactive - Any "Active" member of this chapter who is granted an unpaid leave of absence by the employer or is placed on a reemployment list and is not otherwise in a paid status with the employer and elects NOT to continue as an "Active" member under provisions of subsection (a), above, may continue membership in an "Inactive" status upon continued payment of dues at ½ the rate required of them as an "Active" member at the time the leave or layoff occurred, provided they pay annually in advance, or for the actual number of months of the leave if less than one year. Such members shall be eligible for representation in any matter appropriate to ensure their employment status. They shall not otherwise be accorded voice or vote in chapter affairs.

- c) Lifetime Retired: Any person who was a member at the time of retirement may become a lifetime retired member of this chapter upon payment of a one-time fee of \$20.00. Such members shall be permitted to attend chapter meetings and social functions and to receive the chapter newsletter as long as they live in the local area. They shall not otherwise be accorded voice, vote or other participation in chapter affairs.

- d) Active Retired - Any person who was a member at the time of retirement and who also maintains a Retired Membership in good standing with the State Association shall be eligible for "Active Retired" membership in this chapter upon payment of required monthly chapter dues. Such members shall be entitled to full participation in chapter affairs, including the right to vote, with the exception of the right to vote in contract ratification and concerted activities matters.

Section 2. Membership shall be effective upon the completion, dating, and signing of an official CSEA application form as provided by the State Association, and execution of a valid authorization for payroll deduction of dues or payment of at least one year's dues in advance. The

application shall be promptly countersigned by the Chapter Treasurer who shall immediately forward the approved application, together with the advance dues received, if any, to the State Association, and submit payroll deduction authorizations to the appropriate district office.

Section 3. Membership "In Good Standing"

- a) Membership "in good standing" for purposes of establishing voting rights and eligibility to hold an elected or appointed office shall be effective upon receipt of the required dues for the current month. Members whose dues are paid via payroll deduction shall be deemed to be "in good standing" effective with the first of the month following the month in which the first dues are deducted, unless he/she pays dues in cash for the interim period.
- b) Membership "in good standing" shall terminate effective with:
 - 1) The date the member become eligible for "Inactive" status under Section 1(b) above;
 - 2) Execution of a document terminating payroll deduction of dues, unless arrangements have been made in advance with the Chapter Treasurer for cash payment;
 - 3) Termination of employment, or removal from the bargaining unit;
 - 4) Removal under Sections 5 or 6 below.

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

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

Section 5. Resignation: Any member whose dues are paid other than via payroll deduction allowing his/her arrearage for dues to run over 90 days shall be conclusively presumed to have resigned his/her membership effective on said date, unless the Treasurer is notified 30 days prior thereto that he/she has not resigned, and arrangements for payment of arrearage are made. A member removed from the membership rolls in accordance with this subsection may only be reinstated to membership "in good standing" upon payment of at least all dues arrearage, three months dues in advance, and the sum of \$3.00, \$1.00 of which shall be retained by the chapter and \$2.00 of which shall be paid to the State Association, unless payment of any of said amounts is waived by action of the State Association Board of Directors.

Section 6. Expulsion, Suspension, Discipline:

- a) No member may be forcibly removed from the membership rolls, other than for nonpayment of dues or termination of employment, except in accordance with the procedures for Expulsion, Suspension and Discipline of members as specified in the State Association Constitution.
- b) All matters for proposed disciplinary action against members shall be referred to the State Association for action.

Article III

DUES, ASSESSMENTS, AND FUNDS

Section 1. State Per Capita Dues. Per capita dues to the State Association for "Active" members shall be assessed at the rate of 1.5% of the first \$2,450 of monthly gross salary (excluding overtime, but including longevity, professional growth and anniversary increments), but not to exceed a maximum of \$367.50 for the 12-month period commencing each July 1st and continuing through the following June 30th. Said dues shall be payable by payroll deduction or annually in advance direct to the State Association.

- a) Payroll deduction shall commence in July of each year and continue through the following June 30th for each month the member is in paid status, or until the maximum of \$367.50 has been deducted.
- b) Annual in advance payments must be remitted direct to the Association's Accounting Office no later than July 31, or within 30 days following membership application for new members after July. Such annual payments shall be as calculated by the Association's Accounting Office in accordance with the State Association's Bylaws.

Section 2. Chapter Dues. The dues of this Chapter shall be \$2.50 per month, payable during each of the months July through June in which the member is in regular paid status, but not to exceed 10 payments in any 12 month period.

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

Section 4. No assessments shall be levied other than those approved by a majority of the Chapter membership, provided that any assessments of obligations levied by the parent organization in accordance with its constitution and bylaws shall be added to the dues established in this article and shall be forwarded monthly to the parent organization.

Section 5. Fund solicitation. No funds shall be solicited in the name of the Chapter without authorization of the Executive Committee.

Section 6. On December 31st of each year, commencing in 2002, the person holding the position of Chapter President, Beatrice 509 shall be reimbursed the amount of State Per Capita Dues they paid to CSEA for the previous 6 months up to a maximum of 12 months in one calendar year. The amount of reimbursement shall equal that amount paid by the President as calculated in Article VII (Dues and Assessments), Section 1 (Annual Per Capita Dues) of the California School Employees Association Constitution & Bylaws and Standing Rules. To be eligible for reimbursement, the person holding the position of President must have served in this capacity for the prior six consecutive months.

Article IV

CHAPTER OFFICERS AND EXECUTIVE COMMITTEE & THEIR ELECTION.

Section 1. Officers and Executive Committee.

- a) The following offices shall constitute the officer personnel of this chapter: President, Vice President, Secretary, Treasurer, Public Relations Officer, Junior Past President, Chief Job Steward and Co-Vice President College of the Redwoods, Del Norte, and Co-Vice President College of the Redwoods, Mendocino.
- b) Executive Committee. The officers shall constitute the Executive Committee of the chapter.

Section 2. Eligibility to Hold Office. The officers of this chapter shall be elected from among the members in good standing and shall continue in office, unless otherwise herein provided, until completion of the term of office, but shall automatically forfeit such office if at any time during the prescribed term of office such officer is not a member in good standing.

Section 3. Term of Office. The term of office shall be two years for the offices of President, Vice President, Secretary, Treasurer, Public Relations Officer, Chief Job Steward and Co-Vice Presidents. The Junior Past President shall serve until replaced by the new Junior Past President. The offices of President, Secretary and Public Relations Officer shall be elected in even years. The offices of Vice President, Treasurer, Co-Vice Presidents and Chief Job Steward shall be elected in odd years.

Section 4. Election Procedures:

- a) A Nominating Committee, appointed as hereinafter provided, shall provide recommendations (nominations) to fill the elected offices listed in Section 1, which shall be submitted at the October chapter meeting.
- b) Nominations for these offices shall also be accepted from the floor at the October meeting, and also at the November meeting.
- c) If, after all nominations are closed, there is only one nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required.
- d) In the event there is more than one nominee for an office, a secret ballot election shall be held in the month of December, on the day of the scheduled chapter meeting. Balloting shall be conducted at such times and at campus site locations as determined by the Executive Board. Hours for balloting shall be set so that polls will close prior to the start of the chapter meeting.
- e) Every member shall be notified, at least fifteen (15) days in advance of the date set for balloting, of the exact location of their balloting site, the specific date and time (hours) during which balloting will take place, and the candidates/offices which will appear on the ballot. At least two Election Tellers will be present at each balloting site to verify voter eligibility and secure the balloting process.
- f) The Election Tellers shall ensure that all procedural matters relating to the site balloting process are conducted in accordance with State Association Policy 618.

- g) Ballots shall be tallied and the results announced at the December chapter meeting. It shall require a plurality vote to elect an officer. Write-in candidates shall not be accepted.
- h) All ballots, including used, unused, invalid and challenged ballots, sign-in sheets, tally sheets and related election documents, including notices of nomination and election, shall be retained by the Chapter Secretary for one year, or until any and all challenges to the election or charges of misconduct in the running of the election have been resolved.
- i) Absentee Ballots
 - 1) Notice of the procedure for requesting absentee ballots and eligibility requirements for casting absentee ballots shall be included in the notice of election sent to each member.
 - 2) The Chairperson of Tellers shall mail a ballot to the absentee voter to his/her home address within 48 hours, along with instructions for completion of the ballot, notice of the deadline for receipt, a pre-addressed return envelope and inner envelope for enclosing the ballot.
 - 3) The chapter shall arrange for rental of a special post office box to be used exclusively to receive the absentee ballots. Absentee ballots will be collected only once at the specified time on the date of the election by the Chairperson of Tellers accompanied by the candidates or their observers.
 - 4) The marked ballot(s) must be received at the special post office box no later than 10:00 a.m. on the election date.
 - 5) Absentee ballots received shall first be verified as to voter eligibility, and verification made that the absentee voter has not been recorded as already having voted at the polls. Acceptable absentee ballots shall then be removed from the inner envelope, and deposited for tally with all other ballots cast, prior to commencement of the tally.

Section 6. Vacancies.

- a) A vacancy in the office of President shall be filled by the Vice President.
- b) A vacancy in any other elected office shall be filled by recommendation of the Executive Board subject to ratification by majority vote conducted by secret ballot at a chapter meeting. The recommendation and notice of the ratification vote shall be provided in writing to all "Active" members in good standing at least fifteen (15) days prior to the designated meeting.

Article V

DUTIES OF OFFICERS

Section 1. President. The President shall:

- a) Preside at all Chapter meetings at which he/she is in attendance;
- b) Appoint the various committees, standing or special, required by the constitution or established by the membership as herein otherwise provided, or ordered by a vote of the Chapter;
- c) Perform such other duties as normally pertain to the office of President;
- d) Be chairman of the Executive Committee;
- e) Represent the Association at Board Meetings.

Section 2. Vice President. The Vice President shall:

- a) In the absence or disability of the President, possess all the powers, and perform all the duties in his stead, and shall at all times assist the President in the performance of his duties as may be required;
- b) Shall be the Chairman of the Membership Committee;
- c) Because of the Legislative Alert, shall be responsible for maintaining the Chapter's alert system, structure and telephone tree.
- d) Coordinate and direct the activities of the Site Representatives.
- e) In coordination with the Chief Job Steward, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.

Section 3. Secretary. The Secretary shall:

- a) In the absence or disability of the President and Vice President, possess all the powers and perform all the duties of the office of President;
- b) Keep a record of all the proceedings of the Chapter and the Executive Committee;
- c) Keep an accurate roll of the officers with the dates of attendance of each;
- d) Issue notices of meetings to the Chapter;
- e) Notify the members of all committees of their appointment;
- f) Have custody of the books, papers, and all property of the Chapter which shall be open at all times for the inspection of the President and members of the Executive Committee;
- g) Perform such other duties as may be required by the President.

Section 4. Treasurer. The Treasurer shall:

- a) Receive all funds of the Chapter and disburse same under the direction of the President and with the approval or ratification of the Chapter;
- b) Collect all dues from the members, including per capita tax and assessments of the parent organization, and shall remit same together with all forms relative thereto, properly completed, to that organization;
- c) Keep or cause to be kept regular books and full accounts which shall be open at all times to the inspection of the President and/or Audit Committee;
- d) Report at each meeting of the Chapter as to the financial condition of the treasury with a detailed statement of receipts and expenditures. No funds shall be disbursed by the Treasurer except by check, duly authorized or ratified at each Chapter meeting;
- e) Perform such other duties as may be required by the President;
- f) Prepare an annual report to include the last day of the fiscal year, and shall, when audited, turn over all records, vouchers, statements to the newly-elected Treasurer which shall not be later than the first regular Chapter meeting in January;
- g) Prepare an annual PERB financial report and submit the report to the Chapter President and the Executive Director of CSEA.

Section 5. Public Relations. It shall be the duty of the Public Relations Officer to edit and distribute any newsletter or similar publication that may be authorized by the Chapter membership or the Executive Committee and to write articles of interest pertaining to Chapter affairs for local newspapers and the "California School Employee" and shall perform such other public relations activities as directed by the President.

Section 6. Junior Past President. The Junior Past President shall be a member of the Executive Committee and shall assist and support the officers of the Chapter and perform such duties as may be assigned by the President and/or Executive Committee.

Section 7. Chief Steward. The Chief Steward shall attend all training sessions that are appropriate, assign grievances to be handled by the job stewards, maintain a file of all grievances, keep the Executive Committee advised on the status of grievances, advise the contract committee on items that should be included or deleted from new contracts, do everything in his/her power to insure the confidentiality of a grievance or disciplinary action when appropriate.

- a) The Chief Steward shall be the Chairman of the Grievance Committee.
- b) In coordination with the Vice President, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.

Section 8. Co-Vice Presidents. Co-Vice Presidents shall be members of the Executive Committee, representing the interests of the Chapter members at College of the Redwoods, Del Norte and College of the Redwoods, Mendocino. The Co-Vice Presidents shall be the primary conduits of information and action between the Chapter and the Del Norte and Mendocino campuses, keeping the Del Norte and Mendocino members in the mainstream of Chapter activities.

Article VI

ORDER OF BUSINESS, GIFTS, MEETINGS, AND MISCELLANEOUS MATTERS

Section 1. Order of Business. At each meeting of the Chapter the order of business shall be as follows unless otherwise ordered by the Chapter:

- i. Call to order and Pledge of Allegiance to the Flag
- ii. Roll call of officers
- iii. Approval of the minutes
- iv. Treasurer's report/disbursements
- v. New members
- vi. Old business
- vii. New business
- viii. Communications
- ix. Good of the order
- x. Adjournment

Section 2. Meetings.

- a. Regular meetings. Unless otherwise designated by the President, regular monthly meetings of this Chapter shall be held monthly from 12:00 p.m. to 1:00 p.m. and shall be scheduled in such a way as to enable the attendance of a majority of the membership.
- b. Special meetings. The Executive Committee of the Chapter may designate time, date, and place of any special meetings that may be deemed necessary but shall be governed by other sections of this constitution and bylaws pertaining thereto.
- c. Quorum for Meetings. It shall require at least 10 members in good standing in attendance at any chapter meeting for business to be conducted.

Section 3. Participation. Participation in Chapter business, including ratification of collective bargaining agreements between CSEA and the District, shall be limited to active members of CSEA and the Chapter. Non-CSEA members of the bargaining unit have the right to VOICE ONLY at contract ratification meetings.

Article VII

CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name Beatrice Chapter No. 509, CSEA, in such bank or other financial institution as approved by the Executive Board. 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 of the following: Vice President, Secretary.

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

Article VIII

COMMITTEES

Section 1. Committees. The President shall appoint the following committees, from members in good standing. Such appointments shall be subject to ratification by the Executive Committee:

COMMITTEE MINIMUM MEMBERSHIP

Grievance	5
Problem Solving	2
Membership	3
Negotiating	3
Parliamentarian	1
Safety	3
Social/Sunshine	2
Audit	2
Nominations	3
Elections (Tellers)	2 at each site

Section 2. Such other committees as in the judgment of the Executive Committee are necessary for the welfare of the Chapter shall be established by a vote of the membership and members appointed by the President and ratified by a vote of the membership. Duration of these committees shall not be extended beyond the close of the fiscal year.

Section 3. The President shall be an ex-officio member of all committees except the nominating committee.

Section 4. General.

- a) A majority of the members of any committee present at any meeting of such committee shall constitute a quorum thereof. Any question should be put to a vote;
- b) Each committee chairman shall notify the Chapter President and each member of the committee in advance of meeting times, places, and dates, and shall thereafter submit a written report of the meeting to the President;
- c) All committees shall continue to function from appointment to the end of the fiscal and Chapter year unless otherwise herein provided;
- d) Committee chairperson shall be required to make an oral report of committee activities at a regular or special Chapter meeting.

Section 5. The Executive Committee. The Executive Committee of the Chapter shall be the policy making body of the Chapter in the intervals between Chapter meetings. It shall transact necessary business of the Chapter, and shall cause bills to be paid and disburse funds with a quorum of the Executive Committee or majority vote of the Chapter, and shall approve the plans of the various committees. The Executive Committee shall meet once a month whether there is a Chapter meeting or not.

Section 6. Grievance Committee. It shall be the duty of this committee to:

- a) This committee shall consist of all job stewards;

- b) Act as liaison between classified employees and the administration;
- c) Be a forum for the free exchange of ideas pertaining to matters concerning the classified employees;
- d) Process grievances for bargaining unit members under collective bargaining agreement between CSEA and the District;
- e) Shall represent bargaining unit members during a disciplinary action when appropriate.

Section 7. Membership Committee. It shall be the duty of this committee to plan and see implemented an aggressive membership campaign. The Vice President shall be Chairman of this committee.

Section 8. Negotiation Committee. It shall be the duty of the Negotiation Committee to:

- a) Meet on behalf of the Chapter on matters related to its responsibilities to administration or the Board of Trustees or other entities when approved by the Executive Committee and/or Chapter membership;
- b) Be responsible for conducting annual contract negotiations;
- c) Prepare for the approval of the Executive Committee an outline of procedures to be followed by the Committee in handling all matters properly brought before it.

Section 9. Nominating Committee. It shall be the duty of this committee to investigate the qualifications of members for prospective offices and recommend such nominees as in its judgment will best serve the interest of the Chapter, for office. Nominations shall be reported to the Chapter as required by Article III, Section 4 (a) of this Constitution.

Section 10. Parliamentarian. It shall be the duty of the Parliamentarian to attend all regular and special meetings of the Chapter and to express opinions on points in question when requested by the presiding officer to do so. Opinions rendered by the Parliamentarian shall be based on the Chapter's constitution and bylaws and the constitution and bylaws of the parent organization. In all matters not governed by the foregoing, "Robert's Rules of Order Newly Revised" shall govern. The presiding officer shall be guided by the opinion rendered by the Parliamentarian.

Section 11. Safety Committee. It shall be the duty of this committee to report to the Executive Committee any unsafe standards and practices within the District. It shall be the duty of the Safety Committee to investigate all unsafe conditions brought to its attention as they see fit. It is the responsibility of this committee to see that a timely and thorough resolution of said unsafe conditions be made.

Section 12. Social/Sunshine Committee. It shall be the duty of this committee to plan social activities and promote fellowship among the classified staff and their families and to send cards in time of illness and upon births, deaths, marriages and other special occasions.

Section 13. Audit Committee. Annually audits the Chapter's financial records to insure a proper accounting of all funds. Submits a written report to Chapter on completion of audit.

Section 14. Problem Solving Committee. The Problem Solving Committee shall meet at least once per month with representative(s) of the Human Resources Department in an effort to

resolve, at the most informal level possible, minor issues related to classified employment. The Problem Solving Committee shall consist of the Chief Job Steward (or designee) and the chapter President (or designee).

While the intent of Problem Solving meetings is to resolve issues informally, some guidelines are nonetheless necessary. The members of the Problem Solving Committee shall, to the best of their ability;

- a) Encourage communication between affected parties before presenting an issue.
- b) Verify the existence of, and obtain facts regarding, a problem before bring it to Problem Solving.
- c) Obtain permission from the person(s) involved before presenting an issue specific to one employee / supervisor relationship
- d) Consider the consequences of repeating "rumors". Especially when doing so could inadvertently identify, and have a negative impact on, a specific individual.

Article IX

SITE REPRESENTATIVES

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

Section 2. Site Representative duties shall be to:

- a) Recruit employees into CSEA membership and educate employees about CSEA.
- b) Distribute Chapter newsletter, bulletins, and other CSEA information at the work site; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
- c) Conduct periodic site-level meetings to keep the members informed of actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to keep members informed of Association and/or Chapter activity regarding grievances, PERB decisions, contract negotiations, legislative and political activity, and other matters of importance.
- d) Relay member concerns to the appropriate Job Steward or other Chapter officer.
- e) Attend Chapter meetings; attend training workshops and other seminars as directed and approved by the Chapter President; attend Joint Job Steward/Site Representative
- f) (Site Council) meetings as may be called by the Chief Job Steward and/or the 1st Vice President.

Article X

RECALL OR REMOVAL OF AN OFFICER OR COMMITTEE MEMBER

Section 1. Recall of Elected Offices

- a) Any member of the Executive Board, and conference delegates and alternates, may be recalled from office upon a 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. If elected, Negotiating Committee members and job stewards may be recalled from office by a 2/3 secret ballot vote of the Active members in good standing of the chapter from which the position was originally elected who are present and voting at a designated meeting.
- b) Recall may be initiated by a petition of 2/3 of the Executive Board or 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 15 days nor more than 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 days in advance.

Section 2. Removal of Appointed Offices

- a) Any appointee of the President/Executive Board may be removed from office by a 2/3 vote of the Executive Board, a quorum being present, provided such person shall be provided at least five 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 consecutive committee meetings, unless excused for cause, shall be automatically removed from the committee.

Article XI

DELEGATES TO CONFERENCE

Section 1. Delegates. Voting delegates to any annual or special conference of the parent organization shall be as follows:

- a) The Chapter President and/or
- b) Such other delegates in the number as authorized by the constitution of the parent organization.

Section 2. Election. Authorized delegates, other than the President, shall be nominated from members in good standing for at least one year, at the regular meeting in March and elected at the regular meeting in April. Alternates for each authorized delegate shall be elected in the same manner as for delegates except that an alternate for the President shall also be elected. In the event a delegate cannot attend, the Executive Committee shall determine which alternate shall replace the authorized delegate.

Section 3. Responsibilities. Delegates shall be expected to attend all business and other sessions of importance to the Chapter. The delegates shall:

- a) Submit a brief written report to the President within three (3) weeks after the conclusion of a conference
- b) Render a written and oral report to the Chapter membership at the September meeting which shall be distributed to all members.

Section 4. Delegate Expenses. Delegates shall receive expenses paid by the Chapter in amounts approved by the Chapter membership.

Article XII

RATIFICATION OF BARGAINING AGREEMENTS

Section 1. Ratification Procedures:

- a) The Chapter President shall call a ratification meeting which shall be open to attendance by all members of the bargaining unit, whether or not they are CSEA members.
- b) The meeting notice, together with a summary and a copy of the Tentative Agreement, shall be posted in prominent locations at each work site at least five (5) working days in advance of the scheduled meeting date.
 - 1) Exception to the above: The Association's Executive Director may approve a notice period of less than five-working-days upon request of the Chapter's Executive Board, if it is determined that an immediate ratification meeting would be advisable.
- c) Ratification Meeting:
 - 1) The Negotiating Committee or designee shall review the provisions of the Tentative Agreement and indicate its recommendations for ratification or rejection and reasons therefore.
 - 2) If the State Association is recommending rejection of the Tentative Agreement, a State Association representative shall be in attendance at the ratification meeting and shall be provided ample opportunity to outline the recommendation for rejection and the reasons therefore.
 - 3) Adequate opportunity for full discussion, debate, and answering of questions shall be provided. Non-CSEA members of the bargaining unit who are in attendance shall be granted the right to participate in the discussions and debate. They shall not, however, have the right to make motions or vote.
- d) Ratification Vote:
 - 1) The ratification vote shall be by secret ballot conducted on site at the Eureka Campus, the Del Norte Campus and the Mendocino Campus.
 - a. Voting sites and date and times for conducting the balloting shall be determined by the executive board, except that the ratification vote shall not be set earlier than the day following the ratification meeting.
 - b. At least two Tellers shall be appointed to conduct the balloting at each voting site. Listings of members in good standing eligible to vote at each of the designated sites shall be provided to the Tellers.
 - c. Only "Active" CSEA members of the bargaining unit who are "in good standing" shall be entitled to vote. Members shall be notified at least five (5) working days in advance of the date, time(s) and location where the balloting will be conducted for their designated site. Notice may be by any of the following methods: using the district mail system, distribution by site representatives to others or by posting in prominent location(s) at each work site. The Executive Director may approve a notice period of less than five (5) working days, upon request of the chapter executive board.

Article XIII

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 chapter meeting, by secret ballot vote of not less than sixty-five percent (65%) of the eligible members in good standing present and voting, a quorum being present, and approval for such concerted activity has been granted by the State 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 at a meeting called and conducted in accordance with Article XII of this constitution and has been rejected, and the requirements of Section 1, above, shall have been met.

Article XIV

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 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.

Article XV

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.

Article XVI

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 XVI

FISCAL YEAR

Section 1. Fiscal or Chapter Year. The fiscal and Chapter year shall be from January 1 to December 31, inclusive.