

**CONSTITUTION OF  
SAN MATEO COUNTY OFFICE OF EDUCATION  
SUPPORT PERSONNEL, CHAPTER 789  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

Adopted November 13, 1990

Latest Revision June 8, 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 San Mateo County Office of Education Support Personnel, Chapter 789, California School Employees Association.

**ARTICLE I  
NAME and OBJECTS**

**Section 1. Name.** The name of this Organization shall be the San Mateo County Office of Education Support Personnel, Chapter 789, of the California School Employees Association.

**Section 2. Objects.** The objects of the 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 State Association through unity of action and mutual cooperation.

## **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 the right 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.

**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.

**(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, shall be eligible for "**Inactive**" membership until expiration of the approved leave or employment list, or until reemployed, whichever occurs first, upon payment of required dues as stated in **Article III, Sec. 1.c**. 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.

**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 6 months' dues in advance. The application shall be promptly countersigned by the Chapter Treasurer who shall immediately forward the approved application, together with 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 the 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 the first of the month following the month in which the first dues are deducted, unless they pay dues in cash for the interim period.

(b) Membership "in good standing" shall terminate effective with:

- 1) The date member becomes 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 4 or 5 below.

**Section 4. Resignation.** Any member whose dues are paid other than via payroll deduction allowing his/her arrearages for dues to run over 9- days, shall be conclusively presumed to have resigned his/her membership effective on said date, unless the Treasurer is notified 3- days prior thereto that he/she has not resigned, and arrangements for payment of arrearages are made. A member removed from the membership rolls in accordance with this subsection may only be reinstated to membership "in good stand- ing" upon payment of at least all dues arrearages, 3 months dues in advance, and the sum of **\$3.--, \$1.--** of which shall be retained by the Chapter and **\$2.--** 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 5. 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 & Bylaws.

(b) All matters for proposed disciplinary action against members shall be referred to the State Association for action.

**ARTICLE III  
DUES and ASSESSMENTS**

**Section 1. Annual Dues.**

(a) The annual dues for "Active" members of this Chapter shall be ten dollars (**\$20.00**), plus the applicable annual per capita dues of the State Association as specified in subsection (b) below. Dues are payable monthly during the months September through June by payroll deduction or monthly in advance to the Chapter Treasurer.

The annual dues of the Chapter plus the annual per capita dues of the State Association equals the member's total annual dues. The member's total annual dues divided by 1-, or divided by the actual number of months worked in a school year if less than 1-, is the member's monthly dues requirement.

(b) The annual per capital dues of the State Association shall be assessed based on annual salary and in accordance with the rate schedule as specified in the State Association's Bylaws.

Annual salary shall be computed bases on placement on the salary schedule, and shall include longevity, professional growth, and annual anniversary increments. Annual salaries shall be recomputed and dues rate' adjustments made accordingly, effective July 1 of each year, except as follows:

1) If a general dues increase has been approved by the action of delegates to the State Association's annual conference to take effect other than July 1, the new dues rate shall be effective on the date specified and adjustments made accordingly.

2) Members who realize a reduction in salary due to an involuntary reduction in work hours or classification or a voluntary reduction in lieu of layoff, may have their dues rate recomputed effective with the first of the month following such reduction.

(c) Any member who is eligible and chooses to continue as an "Inactive" member shall be required to pay one-half (1/2) of the dues rate he/she was paying at the time he/she was placed on unpaid status, provided he/she pays annually, in advance, or for the actual number of months of the leave, whichever is less.

**Section 2. Assessments.** No assessments shall be levied in this Chapter other than those approved by three-fourths (3/4) of the Chapter membership present and voting on the question by secret ballot, provided that each member has been notified in writing at least **ten (10)** days in advance of the nature of the proposal and the time, date and place of the voting of the matter. However, any assessment or obligation levied by the State Association in accordance with its Constitution & Bylaws, shall be added to the dues established in this Article and shall be forwarded monthly to the State Association.

## ARTICLE IV OFFICERS/EXECUTIVE BOARD and THEIR ELECTION

**Section 1. Officers.** The following officers shall be elected by the Chapter membership: President, Vice-President, Secretary, Treasurer, Reporter, Grievance Chairperson.

**Section 2. Executive Board.** The Executive Board of this Chapter shall consist of the elected officers designated in **Section 1**, plus the Immediate Past President.

**Section 3. Eligibility to Hold Office.** Officers shall be elected from among eligible Chapter members who have maintained continuous membership in good standing for a period of twelve (12) consecutive calendar months immediately preceding the month in which the elections are held.

### **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 annually at the October Chapter meeting.

(b) Nominations for these offices shall also be accepted from the Floor at the October and November Chapter meetings.

(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, an election shall be held at the December Chapter meeting by secret ballot vote of eligible members present at said meeting. Notification shall be issued to the members at least **fifteen (15)** days in advance of the election meeting. It shall require a majority vote of the members present at this meeting to elect any officer.

(e) All procedural matters related to conducting Chapter officer elections shall be in accordance with provisions of State Association policy.

### **Section 5. Term of Office.**

(a) Elected officers shall take office and assume their duties on January 1 following their election and shall continue to serve for **one (1)** year or until their successors are elected or appointed, provided that any officer shall automatically forfeit such office if he/she ceases to be an eligible member in good standing.

**Section 6. Installation.** Installation of officers shall be held no later than January 31. All incoming officers shall attend the installation.

**Section 7. Vacancies.** A vacancy, in any office, except that of President, shall be filled by recommendation of the Executive Board which shall be submitted in writing to the membership

and approved by majority vote of eligible members present at a meeting called for the purpose of ratifying the recommendation.

A vacancy in the office of President shall be filled by the Vice-President.

**ARTICLE V**  
**DUTIES of OFFICERS/EXECUTIVE BOARD**

**Section 1. Executive Board.** The Executive Board of this chapter shall have general supervision of the affairs of the Chapter in the intervals between Chapter meetings. It shall transact necessary business of the Chapter and approve the plans of the various committees, except that none of its actions shall conflict with orders or actions taken by the Chapter membership. A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special Chapter meeting. Minutes of Executive Board meetings, shall be available for inspection of the membership and shall be kept on file for a least **five (5)** years.

The Board shall meeting at the call of the President or at such times and places designated by the Board; the President shall call a special meeting upon the written request of a majority of the Board. A majority of the members of the Executive Board shall constitute a quorum.

**Section 2. President.** The President shall:

- (a) Preside at all meetings of the Chapter and Executive Board at which he/she is in attendance;
- (b) Appoint the various committees, standing or special, required by this Constitution or established by the Executive Board or ordered by vote of the membership, except as herein otherwise provided;
- (c) Be Chairperson of the Executive Board;
- (d) Attend all Regional Presidents' Meetings, and such other meetings as required by the State Association or direction of the Chapter, and report back to the membership at the next Chapter meeting;
- (e) Perform such other duties as normally pertain to the office of President or are ordered by this Constitution.

**Section 3. Vice-President.** The Vice-President shall:

- (a) In the absence or disability of the President, possess all of the powers and perform all of the President's duties in his/her stead;
- (b) At all times assist the President in the performance of his/her duties;
- (c) Assume the office of President if a vacancy occurs;
- (d) Compile a report on the activities and achievements of his/her duties;
- (e) Serve as chairperson of the Membership Committee;
- (f) Perform such other duties as may be assigned by the Executive Board or

ordered by this Constitution.

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

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

(b) Keep an accurate roster of the officers of the Chapter and see that such information is forwarded to the State Association as required;

(c) Issue notices of all meetings of the Chapter, which shall include notice of matters for discussion at same;

(d) Notify members of all committees of their appointment; (e) Have custody of all books and records of the Chapter, which shall be open at all times for the inspection of the President or his/her agent and members of the Executive Board;

(f) Perform such other duties as normally pertain to the office of Secretary, or as may be directed by the President or required by this Constitution.

**Section 5. Treasurer.** The Treasurer shall:

(a) Receive all funds of the Chapter and keep and disburse same under the direction of the President and as required by the Constitution & Bylaws of the State Association and direction of the Chapter;

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

(c) Report at each meeting of the Chapter, as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable, to include per capita dues/fees paid and owed to the State Association, if any;

(d) Promptly forward payroll deduction authorizations to the proper district office for processing;

(e) Prepare the monthly Remittance Report as required by the State Association and promptly forward to State Headquarters within **thirty (30)** days of receipt;

(f) Prepare an annual report to include the last day of the fiscal year, and provide access to all records, vouchers, and statements to the Auditing Committee for annual inspection;

(g) Prepare annual Public Employment Relations Board (PERB) Financial Reports and submit them to the President for review and forwarding to the appropriate authority;

(h) Forward a copy of the annual Audit Report and PERB Financial Statement to the Executive Director of the State Association as soon as they are prepared;

(i) Turn over all records, vouchers, and statements to the newly elected Treasurer upon leaving office;

(j) Perform such other duties as may be directed by the President or required by the State Constitution & Bylaws;

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

**Section 6. Reporter.** It shall be the duty of the Reporter to edit and distribute a newsletter or similar publication as may be authorized by the Chapter membership or the Executive Board; to write articles of interest pertaining to Chapter affairs for local newspapers and the "*The California School Employee*"; and perform such other public relations activities as directed by the President.

**Section 7. Past President.** The immediate Past President shall be a member of the Executive Board and perform such duties as may be assigned by the President and/or Executive Board, and shall, in the absence or disability of both the President and Vice-President, possess all of the powers and perform all of the duties of the President.

**Section 8. Grievance Chairperson.** The Grievance Chairperson shall ensure that the Job Steward Program of the Chapter functions according to the requirements set forth in this Constitution, shall maintain the necessary records on matters of contract enforcement to permit the Chapter to effectively represent bargaining unit employees, and shall serve as Chairperson of the Grievance Committee.

**ARTICLE VI**  
**CONTROL of FUNDS/BUDGET**

**Section 1.** All funds received shall be deposited in the name of **San Mateo County Office of Education Support Personnel, Chapter 789, 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 at least one of the following officers': President, Vice-President, Secretary. In the event of absence of, inability to act by or vacancy in the office of Treasurer, funds shall be disbursed only upon signature of at least **two (2)** of the aforementioned officers (the President and Vice-President having first priority).

**Section 2.** The Executive Board shall prepare an annual budget for approval by the Chapter membership no later than December of each year, which budget shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall regulate the expenditures of the Chapter, except that the Treasurer shall submit any single expenditure in excess of **\$100.00** to the Executive Board for prior approval. Any expenditures in excess of those approved in the budget, must be approved by the Chapter.

**ARTICLE VII  
COMMITTEES  
THEIR APPOINTMENT/ELECTION and DUTIES**

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

**Auditing  
Election  
Tellers  
Negotiating  
Nominating**

**Section 2.** Such other committees as in the judgment of the Executive Board are necessary for the welfare of the Chapter may be appointed. The Executive Board shall determine the composition of such committees and the duration of appointment, which shall not extend beyond the close of the fiscal year.

**Section 3.** The Vice-President shall act as coordinator of all appointed committees.

**Section 4.** The President shall be a member ex-officio of all committees except the Nominating Committee.

**Section 5. Quorum.** A majority of the members of any committee must be present at any meeting to constitute a quorum.

**Section 6. Terms.** All committees shall continue to function from appointment to the end of the Chapter and fiscal year unless otherwise herein provided.

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

**Section 8. Committee of Election Tellers.** It shall be the duty of the Committee of Election Tellers to oversee the preparations, and to certify the election results to the Chapter President. In addition, the committee shall ensure that election procedures are in accordance with provisions of the State Association Constitution & Bylaws and Policy, and the Chapter's Constitution.

**Section 9. Negotiating Committee.** It shall be the duty of the Negotiating Committee to negotiate the contract for and on behalf of the Chapter, with assistance from State Association field staff.

**Section 10. Nominating Committee.** It shall be the duty of the Nominating Committee to investigate the qualifications of members for the elective offices and submit such nominees for office as in its judgment will best serve the interests of the Chapter. Nominations shall be reported to the Chapter membership as required by **Article IV, Section 4**, of this Constitution.

## **ARTICLE VIII JOB STEWARDS**

**Section 1.** Job Stewards in sufficient numbers to meet the needs of membership shall serve on a voluntary basis.

**Section 2.** It shall be the duty of Job Stewards(s) to:

(a) Educate bargaining unit employees about their RIGHTS under the contract and determine how problems arising under the contract can best be handled;

(b) Investigate and prepare grievances for presentation to management; present grievances to the employee's supervisor and be present, as required, during other steps of the grievance procedure;

(c) Preserve the confidentiality of personal grievances, resolve differences among the membership in grievance handling, and maintain a file of all grievances handled;

(d) Act as the basic channel of communication between the employees and the Chapter and relay specific concerns of members to the Chapter's Negotiating Committee for incorporation into the bargaining proposals;

(e) Recruit employees into CSEA membership.

**Section 3.** The authority of Job Steward(s) to settle grievances shall be determined by rule of the Executive Board or the Chapter, consistent with applicable provisions of the collective bargaining agreement.

**Section 4.** Term of office for Job Steward(s) shall be **one (1)** year.

**ARTICLE IX  
RECALL/REMOVAL of EXECUTIVE BOARD MEMBERS,  
COMMITTEE MEMBERS, JOB STEWARDS**

**Section 1. Recall of Executive Board/Negotiating Committee Members**

(a) Elected officers may be recalled from office upon a **three-fourths (3/4)** secret ballot vote of members in good standing of the Chapter present and voting at a meeting called for the purpose of a recall action. Negotiating Committee members may be recalled from office by a **three-fourths (3/4)** secret ballot vote of eligible members in good standing of the class(es) from which they were originally elected present and voting at the designated meeting.

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

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than **fifteen (15)** days nor more than **thirty (30)** days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, 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 State Association, and such witnesses as may be pertinent to the action.

**Section 2. Removal of Committee Members/Job Stewards**

(a) Any committee chairperson, committee member, or Job Steward shall automatically forfeit office if at any time during the prescribed term of office he/she ceases to be an eligible member in good standing of the Chapter.

(b) Any committee chairperson or member failing to attend **three (3)** consecutive committee meetings, unless excused for cause by the President, shall be automatically dropped from such committee.

**ARTICLE X**  
**DELEGATES to CONFERENCES**  
**THEIR ELECTION and RESPONSIBILITIES**

**Section 1. Delegates.** Voting delegates to any annual or special conference of the State Association shall be selected from among eligible Chapter members in good standing in such numbers as authorized by the State Association Bylaws, to include the following:

- (a) The Chapter President;
- (b) Such additional delegates as are necessary to equal the total number authorized, as provided in **Section 2**.

**Section 2. Election.** Additional delegates as may be authorized by the Chapter, other than the President, shall be nominated at the regular meeting in **March** and elected by secret ballot at the regular meeting in **April**. Alternates shall be elected in the same manner as delegates. In the event an elected delegate cannot attend, the Alternate shall replace the authorized delegate. Those nominated as delegate must have been Chapter members in good standing for at least **one (1)** year. All procedural matters relating to delegate election shall conform to State Association Policy 618 and shall be conducted under the guidance of the Committee of Election Tellers.

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

- (a) Attend the May and June Regional Presidents' Meetings concerning the resolutions to the upcoming conference;
- (b) Submit a brief written report of activities and expenses to the President within **three (3)** weeks after conclusion of a conference which the President does not attend;
- (c) Render an oral report to the Chapter membership at the first Chapter meeting after the conference, which shall also be set forth in written form and distributed to all members.

## **ARTICLE XI COLLECTIVE BARGAINING**

**Section 1. Petitions for Recognition.** Any petition submitted by this Chapter seeking exclusive recognition for bargaining (including a petition seeking decertification of another organization) under the laws of this state and rules of PERB, shall seek recognition for CSEA and its San Mateo County Office of Education \_ Support Personnel, Chapter 789.

**Section 2. Contract Proposals.** Initial proposals on all contracts (including initial proposals on re-openers) shall be determined by vote of Chapter members present at the meeting.

**Section 3. Negotiated Agreement.** When the negotiating Committee has negotiated a contract or amendments to an existing negotiated contract or amendments thereto. The written meeting notice shall be issued to each bargaining unit member no later than five (5) working days prior to the scheduled meeting date.

### **Section 4. Ratification Procedures.**

(a) The Chapter President shall call a Chapter meeting to determine whether or not the membership will accept the negotiated contract or amendments thereto. The written meeting notice shall be issued to each bargaining unit member no later than five (5) working days prior to the scheduled meeting date.

(b) Each bargaining unit member shall be provided:

1) A copy or summary of the Tentative Agreement,

2) A statement of recommendation or rejection of the agreement by the Negotiating Committee

(c) Exception to the above: If the Executive Board determines that an immediate ratification vote would be advisable, it may request the State Association's Executive Director to waive the notification requirements listed above, and to approve an alternate procedure for notifying bargaining unit members of the date, place, and time of the ratification meeting.

If the Executive Director approves such request, the Chapter President shall assure that summaries and/or copies of the Tentative Agreement are available for review and reference at said meeting.

(d) Ratification Meeting.

1) The Negotiating Committee shall review the provisions of the Tentative Agreement and indicate its recommendations for ratification/rejection and reasons therefore.

2) If the State Association recommends rejection of the Tentative Agreement, a State Association representative shall be in attendance at the meeting and shall provide 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 prior to a vote being taken:

4) A secret ballot vote shall then be conducted. Only "**Active**" CSEA members present at the ratification meeting shall be entitled to vote on the ratification or rejection of any negotiated agreement. Bargaining unit members who are not members of CSEA, shall not be permitted to participate in the ratification vote.

5) Ratification of the Tentative Agreement shall require a majority of the votes cast by eligible CSEA members present at the ratification meeting.

**Section 5. Executed Agreement.** Every collective bargaining agreement shall be executed by both the State Association and appropriate representatives of this Chapter. No contract shall be valid which has not been ratified by the Chapter membership present at a ratification meeting.

**ARTICLE XII  
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 (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 XI of this Constitution and has been rejected, and the requirements of **Section 1**, above, have been met.

**ARTICLE XIII**  
**AMENDMENTS to CONSTITUTION**

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

**Section 2.** A motion to amend, adopt, or repeal any section(s) of this constitution may be made by any member in good standing at any regular or special Chapter meeting, which shall constitute a first reading of the motion. If such motion is approved, each member of the Chapter shall then be given written notification of the proposed amendment(s) and the date, time and place of the regular or special Chapter meeting at which the matter will be read a second time and acted upon. Such meeting shall be held not less than **twenty-one (21)** days from the date of the first reading, and the notification shall be issued to the members at least **ten (10)** days in advance of the scheduled meeting.

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

**ARTICLE XIV**  
**DISBANDMENT of a CHAPTER**

**Section 1.** Should a Chapter disband for any reason, a final audit of the financial books and records of the Chapter shall be made in conjunction with the State Association's Internal Auditor. Following conclusion and certification fo such audit, final distribution of treasury funds shall be as follows:

(a) All funds due and owing the State Association shall be promptly remitted to the State Association;

(b) All outstanding obligations of the Chapter shall be promptly paid;

(c) Funds then remaining, shall be divided for refund to the individual Chapter members on the basis of years of membership in the Chapter. This shall be accomplished by dividing the total remaining funds by the total number of years of membership of all members to determine' a year's "**value**", and then multiplying that amount by each individual's years of membership to calculate individual refunds. **One half (1/2)** or more of a year shall be counted as a full year; less shall not be counted.

Example: The total membership years of all members is 500 and the amount left for division is \$800. A member of 10 years would receive  $\$ 800 / 500 \times 10 = \$16.00$ .

(d) No funds remaining in the Chapter Treasury may, under any circumstances, be donated or in any manner transmitted to another organization which has secured exclusive representation rights.

## **ARTICLE XV MEETINGS**

**Section 1.** Regular monthly meetings of this Chapter shall be held during the months of September through June, inclusive. Dates and times of such meetings shall be established in January for the succeeding twelve (12) month period and shall be made known to the membership.

**Section 2.** Special meetings may be called at any time by vote of two-thirds (2/3) of the Executive Board, or upon petition to the President of twenty percent (20%) of the Chapter membership.

**Section 3.** A meeting notice shall precede all meetings at least **five (5)** days in advance to allow all members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon.

**Section 4.** Unless otherwise ordered by **two-third (2/3)** vote at a Chapter meeting, the order of Business at all regular Chapter meetings shall be:

- (a) Reading of the Minutes of the previous meeting
- (b) Communications
- (c) Report of Executive Board Actions (if any)
- (d) Treasurer's Report
- (e) Report of the, Negotiating Committee
- (f) Committee Reports
- (g) Unfinished Business (h) New Business
- (i) Good of the order
- (j) Adjournment

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

**ARTICLE XVI  
PARLIAMENTARY AUTHORITY**

**Section 1.** Except as otherwise herein provided, the conduct of meetings and other procedural matters shall be according to ***Robert's Rules of Order***, latest revision. The President may appoint a Parliamentarian to assist in this regard.

**ARTICLE XVII  
FISCAL YEAR**

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