

**CONSTITUTION OF  
South Orange Community College District Chapter No. 586, CSEA  
Adopted 1984  
Latest Revision August 26, 2010**

**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 South Orange Community College District Chapter No. 586, CSEA.**

**APPROVED**

**California School Employees Association**

**Date: October 24, 2010**

**By: *Denise K. Jensen*, Senior Executive Manager**

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**ARTICLE I  
NAME AND OBJECTS**

**Section 1. Name:** The name of this organization shall be South Orange Community College District Chapter No. 586 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.

**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

1 vote and otherwise participate in Chapter and Association affairs.

2 (4) Active members of this Chapter must also be Active members of  
3 the Association as defined in the Association's Constitution.  
4

5 (b) **Inactive:** Any Active member of this Chapter who (1) is granted an  
6 unpaid leave of absence by the employer, or (2) is placed on a reemployment list for  
7 reasons other than layoff and is not otherwise in a paid status with the employer, or (3)  
8 is laid off and elects not to continue as an Active member under provisions of paragraph  
9 (a)(1) above, may continue membership in an "Inactive" status until expiration of the  
10 approved leave of absence or reemployment list, or until returned to paid employment  
11 status in an eligible position [as defined by paragraph (a) above], whichever occurs first,  
12 upon continued payment of dues at half (1/2) the rate required of them as an Active  
13 member at the time the leave or placement on the reemployment list occurred. Such  
14 dues shall be paid annually in advance, or for the number of months of the approved  
15 leave if less than one (1) year. Such members shall be eligible to continue to receive  
16 such membership benefits as are generally made available to the Active membership,  
17 unless specifically excluded by contract. They shall not, however, be accorded voice or  
18 vote in Chapter or Association affairs.  
19

20 (c) **Lifetime Retired:** Any person who was a member of the Chapter at the  
21 time of retirement may become a "Lifetime Retired" member of this Chapter upon  
22 payment of a one-time fee of \$20.00. Such members shall be permitted to attend  
23 Chapter meetings and social functions and to receive the Chapter newsletter as long as  
24 they live in the local area. They shall not otherwise be accorded voice, vote or other  
25 participation in Chapter affairs.  
26

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

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

39 **Section 2.** Active membership shall be effective upon the completion, dating,  
40 and signing of an official CSEA application form as provided by the Association, and  
41 execution of a valid authorization for payroll deduction of dues or payment of at least  
42 one (1) year's dues in advance. The application shall be promptly countersigned by the  
43 Chapter Treasurer who shall immediately forward the approved application, together  
44 with advance dues received if any, to the Association, and submit payroll deduction  
45 authorizations to the appropriate district office.  
46  
47  
48

1  
2           **Section 3.   Membership "In Good Standing"**  
3

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

10  
11           (b)   Membership shall terminate with:

12  
13               (1)    The effective date of layoff for members who are laid off and who  
14 choose not to continue in either an Active or Inactive status under provisions of Sections  
15 1(a)(1) or 1(b) above.

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

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

24  
25               (4)    The date of execution of a document terminating payroll deduction  
26 of dues, unless arrangements have been made with the Chapter Treasurer for advance  
27 cash payment.

28  
29               (5)    The effective date of removal from the bargaining unit, or voluntary  
30 termination of employment.

31  
32               (6)    The effective date of involuntary termination of employment, unless  
33 the member is eligible to continue and elects to retain Active status as permitted under  
34 provisions of Section 1(a)(2) above.

35  
36               (7)    Actions pursuant to Sections 5 or 6 below.  
37

38           **Section 4.   Fair Share Service Fee Payers:** Employees obligated to pay  
39 either dues or fair share service fees to CSEA pursuant to organizational security  
40 provisions in the collective bargaining agreement and who choose not to be Active  
41 members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service  
42 Fee Payers". Such persons shall pay fair share service fees in an amount equal to the  
43 dues required of Active members of the Chapter (less any local Chapter fees unless  
44 collection of local Chapter fees has been approved by the Association) subject to  
45 annual requests for advance refunds of the portion of fair share service fees that CSEA  
46 determines will be used for purposes not related to collective bargaining, in accordance  
47 with the policies of the Association.  
48

1  
2 Fair share service fee payers shall be entitled to full rights of representation in all  
3 matters related to their collective bargaining agreement. They shall not, however, have  
4 the right of voice, vote, or other participation in Chapter or Association affairs, unless  
5 otherwise provided herein or required by law.  
6

7 **Section 5. Delinquency & Resignation:**  
8

9 (a) Members who no longer wish to retain that status may resign CSEA  
10 membership by written notification to the Chapter Treasurer. They shall become fair  
11 share service fee payers subject to the same fair share service fees and rights, benefits  
12 and burdens as provided under Section 4 of this article.  
13

14 (b) Any member failing to pay all dues owed for the current month shall be  
15 deemed delinquent and shall not be considered to be in good standing until such  
16 delinquency has been remitted. Any member allowing his/her arrearages for dues to  
17 run over thirty (30) days shall be conclusively presumed to have resigned his/her  
18 membership effective on said date and if applicable shall be subject to paragraph (a)  
19 above and such action as may be provided under the collective bargaining agreement.  
20

21 (c) Members who have resigned shall, upon reapplication, be admitted as  
22 new members.  
23

24 **Section 6. Expulsion, Suspension, Discipline:**  
25

26 (a) No member may be involuntarily removed from the membership rolls  
27 except as provided for in Sections 3 and 5 above, or in accordance with the procedures  
28 for expulsion, suspension and discipline of members as specified in the Association  
29 Constitution.  
30

31 (b) All matters for proposed disciplinary action against members shall be  
32 referred to the Association for action, except that members may be recalled from office  
33 in accordance with provisions of Article XI of this Constitution.  
34

35  
36 **ARTICLE III**  
37 **DUES and ASSESSMENTS**  
38

39 **Section 1. Association Per Capita Dues**  
40

41 (a) Per capita dues to the Association for Active members shall be assessed  
42 at the rate of 1.5% of the first \$2,450 of monthly gross salary (*excluding overtime*, but  
43 *including* longevity, professional growth and anniversary increments), but not to exceed  
44 a maximum of \$367.50 for the 12-month period commencing each September 1st and  
45 continuing through the following August 31st. Said dues shall be payable by payroll  
46 deduction or annually in advance direct to the Association.  
47

1 (1) Payroll deduction shall commence in September of each year and  
2 continue through the following August for each month the member is in a paid status, or  
3 until the maximum of \$367.50 has been deducted, whichever comes first.  
4

5 (2) Annual in advance payments must be remitted direct to the  
6 Association's accounting office no later than September 30, or within thirty (30) days  
7 following membership application for new members after September. Such annual  
8 payments shall be as calculated by the Association's Accounting Office in accordance  
9 with the Association's Bylaws.  
10

11 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this  
12 Chapter shall be \$30.00 per year, payable by payroll deduction during each of the  
13 months July through June in which the member is in regular paid status; or payable  
14 annually in advance to the Chapter Treasurer.  
15

16 **Section 3.** The local Chapter dues plus the Association per capita dues equals  
17 the member's total dues requirement.  
18

19 **Section 4. Assessments:** No assessments shall be levied in this Chapter  
20 other than those approved by three-fourths (3/4) of the Chapter membership present  
21 and voting on the question by secret ballot, provided that each member has been  
22 notified in writing at least ten (10) days in advance of the nature of the proposal and the  
23 time, date and place where the matter will be voted on.  
24

25 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the  
26 Chapter without authorization of the Executive Board. All funds collected (together with  
27 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)  
28 working days of receipt, for deposit in the Chapter's account.  
29

30  
31 **ARTICLE IV**  
32 **OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES**  
33

34 **Section 1. Officers:** The following officers shall be elected by and from  
35 among the total Active membership of the Chapter, regardless of the location of their  
36 employment: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer,  
37 Public Relations Officer, and Chief Job Steward.  
38

39 **Section 2. Executive Board:** The elected officers designated in Section 1,  
40 plus the Immediate Past President, shall constitute the Executive Board of this Chapter.  
41

42 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among  
43 the Active members of the Chapter who are in good standing.  
44

45 (a) Nominees for elected office shall be Active members of the Chapter in  
46 good standing at the time of nomination and can only accept nomination for one (1)  
47 Executive Board office.  
48

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

2  
3           (a) A Nominating Committee appointed as hereinafter provided shall provide  
4 its nominations to fill the elective offices listed in Section 1, which shall be submitted  
5 annually at the October Chapter meeting.

6  
7           (b) Nominations for these offices shall also be accepted from the floor at the  
8 October and November Chapter meetings.

9  
10          (c) If, after nominations are closed at the November Chapter meeting there is  
11 only one (1) nomination for an office, the single nominee shall be declared elected to  
12 the office, and no balloting or other action shall be required. The Chapter President  
13 shall so notify the membership in writing as soon thereafter as possible.

14  
15          (d) When there is more than one (1) nominee for an office, a secret ballot  
16 election shall be conducted on the day scheduled for the December Chapter meeting.  
17 Balloting shall be conducted at such times and at campus site locations as determined  
18 by the Chapter President. Hours for balloting shall be set so that polls will close prior to  
19 the start of the Chapter meeting.

20  
21          (e) Every member shall be notified, at least five (5) working days in advance  
22 of the date set for balloting, of the exact location of their balloting site, the specific date  
23 and time (hours) during which balloting will take place, and the candidates and offices  
24 which will appear on the ballot. At least two (2) election tellers will be present at each  
25 balloting site to verify voter eligibility and secure the balloting process.

26  
27          (f) Immediately following the appointed hour for close of polls, the election  
28 tellers shall deliver the ballot boxes, sign-in sheets, and related materials to a pre-  
29 determined location where the tally will then take place.

30  
31          (g) All procedural matters relating to the site balloting process and tally shall  
32 be conducted in accordance with Association Policy 618 and *Robert's Rules of Order*.  
33 All candidates shall be permitted to appoint an observer at each site to observe the  
34 balloting procedures, and each candidate or his/her representative shall be permitted to  
35 observe the ballot tally.

36  
37          (h) It shall require a plurality vote to elect an officer. If a tie exists, the election  
38 shall be determined by lot (draw) between the tied candidates. Write-in votes shall not  
39 be accepted. The official ballot tally shall be provided in writing to all candidates within  
40 five (5) working days, and shall be announced at the December Chapter meeting, where  
41 the presiding officer shall officially declare the winning candidates or announce such  
42 other action as may be necessary.

43  
44          (i) All ballots, including used, unused, invalid and challenged ballots, sign-in  
45 sheets, tally sheets, and related election documents, including notices of nomination  
46 and election, shall be retained by the Chapter Secretary for one (1) year, or until any  
47 and all challenges to the election or charges of misconduct in running the election have  
48 been resolved, whichever is the longer period.



1           **Section 3. President:** The President shall:

2  
3           (a) Be chairperson of the Executive Board, call and preside over all meetings  
4 of the Chapter and Executive Board at which s/he is in attendance.

5  
6           (b) Fix the time and place of meetings except as otherwise directed by the  
7 membership.

8  
9           (c) Set the agenda for Chapter meetings, as noted in Article VI.

10  
11           (d) Appoint and direct the activities of the various committees, standing or  
12 special, required by this constitution or established by the Executive Board, or as may  
13 be ordered by vote of the membership, except as otherwise provided herein.

14  
15           (e) Attend all regional presidents' meetings (RPMs) and such other meetings  
16 as required by the Association or direction of the Chapter, and report back to the  
17 Executive Board and Chapter membership at the next Chapter meeting, with  
18 recommendations for Chapter action or as otherwise required.

19  
20           (f) Perform such other duties as normally pertain to the office of President or  
21 ordered by this constitution.

22  
23           **Section 4. 1<sup>st</sup> Vice President:** The 1<sup>st</sup> Vice President shall:

24  
25           (a) In the absence or disability of the President, possess all of the powers and  
26 perform all of the duties in his/her stead.

27  
28           (b) At all times assist the President in the performance of his/her duties.

29  
30           (c) Assume the office of President if a vacancy occurs.

31  
32           (d) Serve as Chairperson of the Membership Committee.

33  
34           (e) Coordinate and direct the activities of the Site Representatives.

35  
36           (f) In coordination with the Chief Job Steward, call and conduct periodic  
37 meetings between the Site Representatives and Job Stewards to ensure an appropriate  
38 level of communication and coordination between these two programs.

39  
40           (g) Coordinate the activities of the standing committees.

41  
42           (h) Perform such other duties as may be assigned by the President/Executive  
43 Board or ordered by this constitution.

44  
45           **Section 5. 2<sup>nd</sup> Vice President:** The 2<sup>nd</sup> Vice President shall:

46  
47           (a) In the absence or disability of the 1<sup>st</sup> Vice President, possess all of the  
48 powers and perform all of the duties in his/her stead.

1 (b) At all times assist the President and 1<sup>st</sup> Vice President in the performance  
2 of their duties.

3  
4 (c) Perform such other duties as may be assigned by the President/Executive  
5 Board or ordered by this constitution.

6  
7 **Section 6. Secretary:** The Secretary shall:

8  
9 (a) Keep an accurate record of all proceedings of Chapter and Executive  
10 Board meetings, including an accurate roll of members and officers in attendance at  
11 each.

12  
13 (b) Keep an accurate roster of the officers of the Chapter and see that such  
14 information is forwarded to the Association as required.

15  
16 (c) Issue notices of all meetings of the Executive Board and Chapter  
17 meetings, which shall include notice of matters for discussion at same.

18  
19 (d) Notify members of all committees of their appointment/election.

20  
21 (e) Have custody of all correspondence, official documents and historical  
22 records of the Chapter, which shall be open at all times for the inspection of the  
23 President or his/her agent and members of the Executive Board.

24  
25 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the  
26 Association and the constitution of this Chapter and see that copies of same are  
27 available for reference at all Executive Board and Chapter meetings, and available for  
28 inspection by the general membership upon request.

29  
30 (g) Perform such other duties as normally pertain to the office of Secretary or  
31 as may be assigned by the President/Executive Board or ordered by this constitution.

32  
33 **Section 7. Treasurer:** The Treasurer shall:

34  
35 (a) Receive all funds of the Chapter and keep and disburse same under the  
36 direction of the President and as required by the Constitution & Bylaws of the  
37 Association and this Chapter.

38  
39 (b) Keep or cause to be kept regular books and full accounts which shall be  
40 open at all times to inspection of the President or his/her agent and the Auditing  
41 Committee.

42  
43 (c) Provide access to all records, vouchers and statements to the Auditing  
44 Committee for annual inspection at the close of each fiscal year.

45  
46 (d) Report at each meeting of the Executive Board and Chapter as to the  
47 financial condition of the treasury with a detailed statement of receipts and expenditures  
48 and accounts payable, to include per capita dues/fees paid and owed to the Association

1 if any. The report to the Executive Board should also include copies of the bank  
2 statement(s)/reconciliation(s).

3  
4 (e) Prepare the annual PERB financial report to include the last day of the  
5 fiscal year, and immediately submit same to the President for review and forwarding to  
6 the Association, and the membership.

7  
8 (f) Promptly process and forward membership applications and dues  
9 payments to CSEA Headquarters and payroll deduction authorizations to proper district  
10 office for processing.

11  
12 (g) Maintain an accurate record of members in good standing, and prepare  
13 such monthly reports and remittances as may be required by the Association and  
14 promptly forward to CSEA Headquarters within thirty (30) days of request.

15  
16 (h) Assist in preparation of the Chapter budget.

17  
18 (i) Upon leaving office, sign such bank signature cards or other documents  
19 necessary for the transfer of all Chapter accounts to the new Treasurer.

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

23  
24 **Section 8. Public Relations Officer:** The Public Relations Officer shall:

25  
26 (a) Edit and distribute a newsletter or similar publication as may be authorized  
27 by the Executive Board and the Chapter membership.

28  
29 (b) Write articles of interest pertaining to Chapter affairs for local newspapers  
30 and official publications of the Association.

31  
32 (c) Perform such other duties as normally pertain to the Public Relations Officer  
33 or as may be assigned by the President/Executive Board or ordered by this constitution.

34  
35 **Section 9. Chief Job Steward:** The Chief Job Steward shall:

36  
37 (a) Attend training sessions for Chief Job Stewards provided by the  
38 Association and/or other appropriate training as directed by the President.

39  
40 (b) Ensure that the Job Steward program of the Chapter functions according  
41 to the requirements set forth in this constitution; ensure that all grievances are handled  
42 properly in their investigation and filing, and consistent in their resolution.

43  
44 (c) Maintain the necessary records on matters of contract enforcement to  
45 permit the Chapter to effectively represent bargaining unit employees.

46

1 (d) Process all grievances not settled at the immediate-supervisory level,  
2 unless CSEA staff assistance is required. If staff assistance is required, the President  
3 shall be notified.

4  
5 (e) Keep the Executive Board informed on all grievance activity.

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

9  
10 (g) In coordination with the 1<sup>st</sup> Vice President, call and conduct periodic  
11 meetings between the Site Representatives and Job Stewards to ensure an appropriate  
12 level of communication and coordination between these two programs.

13  
14 **Section 10. Immediate Past President:** The Immediate Past President shall  
15 be a member of the Executive Board and perform such duties as may be assigned by  
16 the President and/or the Executive Board.

17  
18  
19 **ARTICLE VI**  
20 **MEETINGS**

21  
22 **Section 1.** Regular business meetings of this Chapter shall be held during the  
23 months of July through June, inclusive. The schedule of such meetings shall be  
24 established in January of each year for the succeeding twelve (12) month period and  
25 shall be provided to the membership.

26  
27 **Section 2.** Special meetings of the Chapter may be called by the Chapter  
28 President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the  
29 Executive Board or upon petition to the President of twenty percent (20%) of the  
30 Chapter membership.

31  
32 **Section 3. Meeting Notices:**

33  
34 (a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice  
35 shall precede all Chapter meetings at least five (5) days in advance to allow members a  
36 reasonable opportunity to attend. Said notice shall include a summary of the business  
37 to be acted upon, and the time, date and place of the meeting.

38  
39 (b) **Special Meetings.** Notice for special meetings shall include the specific  
40 topic(s) for discussion/action at said meeting, and unless otherwise required herein, a  
41 notice of less than five (5) days, but not less than twenty-four (24) hours in advance,  
42 may be given in an emergency situation.

43  
44 **Section 4.** Unless otherwise ordered by two-thirds (2/3) vote of the members  
45 present, the order of business at regular Chapter meetings shall be:

- 46  
47 (1) Pledge of Allegiance to the Flag  
48 (2) Approval of Minutes of the Previous Meeting

- 1 (3) Communications
- 2 (4) Report of Executive Board Actions
- 3 (5) Treasurer's Report
- 4 (6) Committee Reports
- 5 (a) Report of the Membership Committee/Recognition of New Members
- 6 (b) Report of the Negotiating Committee
- 7 (c) Job Steward/Site Representative Reports
- 8 (d) Other Committees as Required
- 9 (7) Unfinished Business
- 10 (8) New Business
- 11 (9) Good of the Order
- 12 (10) Adjournment
- 13

14 **Section 5. Quorum for Meetings:** It shall require at least seven (7) members  
15 in good standing in attendance at any Chapter meeting for business to be conducted.  
16

17  
18 **ARTICLE VII**  
19 **CONTROL OF FUNDS / BUDGET**  
20

21 **Section 1.** All funds received shall be deposited in the name of South Orange  
22 Community College District Chapter No. 586, CSEA, in such bank or other financial  
23 institution as approved by the Executive Board. No funds shall be disbursed except by  
24 check, duly authorized and signed by the Treasurer and the President, 1<sup>st</sup> Vice  
25 President, or Secretary. In the event of absence of, inability to act by, or vacancy in the  
26 office of Treasurer, funds shall only be disbursed upon signature of the President and  
27 one (1) of the following: 1<sup>st</sup> Vice President, Secretary.  
28

29 **Section 2.** The Executive Board shall prepare an annual budget for approval  
30 of the Chapter membership no later than January of each year, which shall contain  
31 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve  
32 fund, if any. The approved budget shall then regulate the expenditures of the Chapter,  
33 except that the Treasurer shall submit any single expenditure in excess of \$100 to the  
34 Executive Board for prior approval. Expenditures in excess of those approved in the  
35 budget must have prior approval of the Chapter membership.  
36

37  
38 **ARTICLE VIII**  
39 **COMMITTEES**  
40

41 **Section 1. Standing Committees:** The following shall be the standing  
42 committees of the Chapter: Auditing, Elections, Membership, Negotiating, Nominating,  
43 Political Action, and Scholarship. Unless otherwise specified herein, the President  
44 shall, as soon as possible after January 1 of each year, appoint the chairpersons and  
45 members of the standing committees, which appointment shall be subject to the  
46 ratification of the Executive Board. The President shall determine the number of  
47 members to be appointed to each, except as otherwise provided herein.  
48

1           **Section 2. Ad Hoc Committees:** Such other committees as the President or  
2 the Chapter membership may deem necessary to perform a specified task for the  
3 welfare of the Chapter may be appointed. The President shall determine the  
4 composition of such committees and the timelines for completion of their assigned  
5 duties. Such ad hoc committees shall cease to function upon completion of their  
6 specified task.

7  
8           **Section 3.** The 1<sup>st</sup> Vice President shall act as coordinator of all appointed  
9 committees, and shall be Chairperson of the Membership Committee.

10  
11           **Section 4.** The President shall be an ex-officio member of all committees,  
12 except the Auditing, Elections, and Nominating Committees.

13  
14           **Section 5. Quorum:** A majority of the members of any committee must be  
15 present at any meeting to constitute a quorum.

16  
17           **Section 6. Terms:** Unless otherwise provided herein, the term of office for all  
18 committees shall be from January 1 until the end of the Chapter and fiscal year or until  
19 their successors are appointed, provided that any committee member shall  
20 automatically forfeit the office if they cease to be an Active member in good standing.

21  
22           **Section 7. Auditing Committee:** It shall be the duty of this committee to  
23 receive and audit the books and records of the Treasurer immediately after the close of  
24 each fiscal year, and at such other times as may be directed by the President, and  
25 report its findings to the Chapter membership.

26  
27           **Section 8. Elections Committee:** It shall be the duty of this committee to  
28 supervise and assist in the preparation, distribution, and counting of the ballots in all  
29 elections (including contract ratifications) within the Chapter, and certify the results to  
30 the Chapter President. In addition, the committee shall ensure that election procedures  
31 are in accordance with applicable provisions of the Association's Constitution & Bylaws  
32 and Policy, and this constitution.

33  
34           **Section 9. Membership Committee:** It shall be the duty of this committee to  
35 strive for 100% CSEA membership within the represented bargaining unit(s), and to  
36 prepare and execute a program designed to secure new members and stimulate  
37 membership attendance at Chapter meetings on an ongoing basis.

38  
39           **Section 10. Negotiating Committee (Team):**

40  
41           (a) The Negotiating Committee shall consist of a Chief Negotiator as  
42 designated by the Chapter President and ratified by the Executive Board, plus eight (8)  
43 representatives from the membership at large.

44  
45           (b) The committee members shall be appointed by the President and Chief  
46 Negotiator, subject to ratification by the Executive Board, from among the members in  
47 good standing.

1 (c) Term of office for the appointed members shall commence upon their  
2 appointment and continue for three (3) years or until their successors are appointed. In  
3 the event negotiations for any year are still in progress at the time of committee  
4 appointment, the designated Negotiating Committee/Team shall remain in place until  
5 negotiations have been completed and the contract ratified.

6  
7 (d) Vacancies shall be filled by appointment by the President in consultation  
8 with the Chief Negotiator for the remainder of the original term only.

9  
10 (e) **Duties:** It shall be the duty of the Negotiating Committee to:

11  
12 (1) Research issues and prepare and submit initial bargaining  
13 proposals (including proposals on re-openers) for review and approval of members in  
14 good standing of the bargaining unit(s) prior to commencement of negotiations.

15  
16 (2) Negotiate the contract (including re-openers and modifications) for  
17 and on behalf of the Chapter with assistance from CSEA field staff.

18  
19 (3) Keep the Executive Board and the membership informed on the  
20 progress of negotiations and solicit membership input where advisable.

21  
22 (4) Ensure that all bargained agreements are submitted for ratification  
23 of the bargaining unit(s) in accordance with Article XIII of this constitution.

24  
25 **Section 11. Nominating Committee:** It shall be the duty of this committee to  
26 investigate the qualifications of members for the elective Executive Board offices and  
27 submit such nominees as in its judgment will best serve the interests of the Chapter.  
28 Nominations shall be reported to the Chapter membership as required by Article IV of  
29 this constitution.

30  
31 **Section 13. Political Action Committee:** It shall be the duty of this committee  
32 to:

33  
34 (a) Develop and implement a Chapter alert system designed for emergency  
35 contact of the membership when immediate Chapter action is necessary on contract  
36 matters, legislative and political issues, and other items of importance to the Association  
37 and Chapter.

38  
39 (b) Keep the members informed about the legislative program of the  
40 Association, and may recommend to the Chapter membership legislative proposals it  
41 deems desirable for submission to the Association's Legislative Committee for  
42 consideration and inclusion in the Association's legislative program.

43  
44 (c) Work cooperatively with the Political Action Coordinator (PAC),  
45 appropriate staff and PACE and Legislative Committee area representatives in  
46 furtherance of the Association's legislative and political goals, rendering regular reports  
47 at Chapter meetings regarding the same and recommending any Chapter support or  
48 activity it considers appropriate.

1 (d) Encourage all members to financially support PACE of CSEA and the  
2 Victory Club, and educate the membership regarding the necessity for active  
3 participation in the political process in accordance with Association and Chapter goals.  
4

5 (e) Make recommendations to the Chapter membership regarding  
6 endorsement of candidates for school board, in accordance with the following  
7 procedures:  
8

9 (1) The committee shall conduct a pre-screening of candidates to be  
10 recommended for endorsement, through direct interviews or questionnaires sent to the  
11 candidates. Following the pre-screening process, the committee shall present its  
12 recommendations for endorsement at a designated Chapter meeting for action by the  
13 Chapter membership. A majority vote shall be required for endorsement.  
14

15 (2) Whenever possible, the committee shall arrange for a candidates'  
16 forum to provide Chapter members an opportunity to hear and question the candidates  
17 on relevant issues prior to hearing the committee's recommendation and the  
18 endorsement vote being taken.  
19

20 (f) The committee shall determine the amount of financial support, if any, to  
21 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on  
22 such forms as may be required.  
23

24 (g) The committee shall solicit volunteer activity by the Chapter membership  
25 on behalf of endorsed candidates, and shall be responsible for coordinating and  
26 directing such member activities.  
27

28 **Section 14. Scholarship Committee:** It shall be the duty of this committee to  
29 establish a procedure by which the scholarships approved by the Executive Board are  
30 awarded. This committee will also select, from the pool of candidates, the individuals  
31 recommended for the awards, which shall be presented to the membership for approval.  
32

## 33 **ARTICLE IX** 34 **JOB STEWARDS** 35

36  
37 **Section 1. Appointment:** The Chapter President will appoint Job Stewards,  
38 subject to the ratification of the Executive Board, to serve each campus. The President  
39 shall determine the number of Stewards to be appointed for each area of  
40 representation.  
41

42 **Section 2. Term of Office:** Term of office for Job Stewards shall be from the  
43 January 1 following their appointment to the end of the Chapter and fiscal year, or until  
44 their successors are appointed, provided that any Job Steward shall automatically forfeit  
45 such office if they cease to be an Active member in good standing employed within the  
46 designated service area. Vacancies shall be filled by appointment of the President,  
47 ratified by the Executive Board, from among the qualified members in good standing  
48 employed within the affected service area, for the remainder of the original term only.



1 (d) Relay member concerns to the appropriate Job Steward or other Chapter  
2 officer.

3  
4 (e) Attend Chapter meetings; attend training workshops and other seminars  
5 as directed and approved by the Chapter President; attend joint Job Steward/Site  
6 Representative (site council) meetings as may be called by the Chief Job Steward  
7 and/or the 1<sup>st</sup> Vice President.

8  
9  
10 **ARTICLE XI**  
11 **RECALL OR REMOVAL FROM OFFICE**

12  
13 **Section 1. Recall of Elected Offices**

14  
15 (a) Any member of the Executive Board, and conference delegates and  
16 alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of  
17 Active members of the Chapter in good standing present and voting at a meeting called  
18 for the purpose of a recall action.

19  
20 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive  
21 Board or thirty percent (30%) of the members in good standing eligible to vote on the  
22 individual being recalled. The petition shall state the specific reasons in support of the  
23 recall, and the petition shall be presented to the Executive Board and to the individual.

24  
25 (c) Upon receipt of the petition, the Executive Board shall arrange for a  
26 special meeting to be held not less than fifteen (15) days nor more than thirty (30) days  
27 following its receipt, at which the charged person shall be afforded opportunity to rebut  
28 the charges, including presentation and cross-examination of witnesses as may be  
29 appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting  
30 shall be restricted to members of the Executive Board and members of the Chapter in  
31 good standing who are eligible to vote on the particular recall action, authorized  
32 representatives of the Association, and such witnesses as may be pertinent to the  
33 action. Notice specifying time, date, and place and the specific nature/purpose of the  
34 meeting shall be issued to those eligible for attendance at least ten (10) days in  
35 advance.

36  
37 **Section 2. Removal of Appointed Offices**

38  
39 (a) Any appointee of the President/Executive Board may be removed from  
40 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,  
41 provided such person shall be provided at least five (5) days advance notice of the  
42 reasons for removal and the time, date and place where the Board will meet to vote on  
43 the matter. At said meeting the member shall be afforded an opportunity to provide  
44 rebuttal argument prior to the vote being taken.

45  
46 (b) Any appointed committee chairperson or member failing to attend three  
47 (3) consecutive committee meetings, unless excused for cause, shall be automatically  
48 removed from the committee.



1 three (3) weeks following the conference, and if an expense advance has been provided  
2 by the Chapter, reimburse the Chapter treasury for advance funds not utilized for  
3 authorized purposes.  
4

5  
6 **ARTICLE XIII**  
7 **CONTRACT RATIFICATION**  
8

9 **Section 1.** Contract ratification procedures will comply with the provisions of  
10 Association Policy 610.  
11

12 **Section 2. Initial Proposals:**

13  
14 (a) The initial bargaining proposal will be determined by a vote of the  
15 membership.  
16

17 (b) Copies of the Chapter's initial proposal and the employer's initial proposal  
18 shall be submitted to the Field Director and Labor Relations Representative for review.  
19

20 **Section 3. Negotiated Agreement:**

21  
22 (a) When the Negotiating Committee has negotiated a contract, tentative  
23 agreement, or modifications to an existing contract, it shall immediately submit one (1)  
24 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for  
25 review by the Association prior to membership ratification.  
26

27 (1) All contract modifications shall be submitted to the Labor Relations  
28 Representative for review by the Association. However, membership ratification shall  
29 not be required for those items listed as exceptions to the definition of "modifications"  
30 within the provisions of Association Policy 610, unless they are included as part of  
31 contract re-opener negotiations.  
32

33 **Section 4. Ratification Procedures:**

34  
35 (a) A copy of the tentative agreement or a summary of the tentative  
36 agreement, and a statement as to whether the Negotiating Committee is recommending  
37 ratification or rejection of the agreement, shall be provided each CSEA member of the  
38 bargaining unit(s) prior to the "contract information" meetings noted below. If a  
39 summary only is provided, copies of the tentative agreement containing the exact  
40 language of the proposal shall be available for review at said meeting(s).  
41

42 (b) The Chapter President shall set the date, time and place for one or more  
43 "contract information" meetings, which shall be open to attendance by all employees  
44 within the bargaining unit(s), whether or not they are CSEA members.  
45

46 (c) Notice of the "contract information" meeting(s) shall be issued to all  
47 bargaining unit employees no later than five working days in advance of the scheduled  
48 date. Distribution of said meeting notice(s) shall be at the discretion of the Chapter

1 President, utilizing any of the following methods, which it determines to be most  
2 efficient:

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

7  
8 **Exception to the above:** The Association's Executive Director, or designee,  
9 may approve a notice period of less than five working days upon request of the Chapter  
10 President, if it is deemed an expedited ratification is advisable.

11  
12 (d) **Conduct of Informational Meeting(s):**

13  
14 (1) The Negotiating Committee shall review the provisions of the  
15 tentative agreement and indicate its recommendations for ratification or rejection and  
16 reasons therefore.

17  
18 (2) If the Association recommends rejection of the tentative agreement,  
19 an Association representative shall be in attendance at the meeting and shall be  
20 provided ample opportunity to outline the recommendation for rejection and the reasons  
21 therefore.

22  
23 (3) Adequate opportunity for discussion, debate, and answering of  
24 questions shall be provided. Non-CSEA members of the bargaining unit(s) in  
25 attendance shall be granted the right to participate in the discussion and debate. **They**  
26 **shall not, however, have the right to make motions or vote.**

27  
28 (e) **Ratification Vote:**

29  
30 (1) The ratification vote shall be conducted by secret ballot at  
31 designated voting sites. The location and number of voting sites and the date and times  
32 for conducting the balloting shall be as determined by the Chapter President, except  
33 that the balloting shall not be earlier than the day following the informational meeting(s).

34  
35 (2) Only Active CSEA members in good standing employed within the  
36 bargaining unit(s) shall be entitled to vote. Members shall be notified of the date,  
37 time(s) and location where the balloting will be conducted for their designated site.  
38 Such notice shall be issued at least five (5) working days in advance unless an  
39 exception is granted by the Association's Executive Director under provisions of Policy  
40 610.

41  
42 (3) The balloting process and vote tally shall be conducted in  
43 accordance with procedures proscribed by Association Policy 610. It shall require a  
44 majority vote to ratify.

45  
46 (4) The results of the balloting shall be provided to the membership no  
47 later than five (5) days following the vote tally, and shall be announced at the next  
48 following Chapter meeting.





1           **Section 2.** His/her duties shall be to:

2

3           (a) Direct Chapter members to the right sources so they receive the best  
4 retirement information available.

5

6           (b) Attend Chapter meetings and training workshops/seminars as directed  
7 and approved by the Chapter President.

