

**CHAPTER AUTHORIZATION TO PARTICIPATE IN
THE CSEA STEWARD CERTIFICATION PROGRAM**

The (chapter name) Chapter (number), hereby authorizes (member's name) to participate in the CSEA Steward Certification Program.

Initial each statement:

_____ (member's name), was duly elected/appointed Job Steward on (insert date).
(circle one)

_____ The Executive Board certifies that the chapter constitution and bylaws comply with one of the three CSEA Steward Certification options listed below or will ensure compliance by (insert date).

Identify Option:

- An elected Chief Steward serves on the Executive Board.
- An elected Executive Board member has the duties of Chief Steward. This is spelled out in the chapter constitution and bylaws.
- The Chief Steward is appointed by the President and ratified by the Executive Board and membership:

The Chief Steward has authority to settle grievances up to board or arbitration level. The Chief Steward is required to attend and make reports at all Executive Board and membership meetings. There is a process for membership removal of the Chief Steward. An elected executive board position is designated in our constitution and bylaws to assume the duties if the Chief Steward position is vacant.

_____ The Executive Board understands the member cannot be certified if the chapter constitution and bylaws do not comply with one of the above three options, even if the member satisfies all other conditions for certification.

_____ The Job Steward program structure, including duties, responsibilities and authority of Job Stewards, is spelled out in our constitution and bylaws or will by the date listed above.

_____ The chapter (insert title) is responsible for monitoring the monthly activities of Job Stewards.

_____ It is understood that stewards must complete Basic and Advanced levels of training as established by the (name of field office).

_____ It is understood that stewards must serve for twelve calendar months following completion of the Basic Steward training, before being eligible for certification.

_____ The above requirements for certification have been explained to the member and the Executive Board by a Labor Relations Representative.

Chapter President Date

Labor Relations Representative Date

Steward Date