

**CONSTITUTION OF  
North Orange County CCD Chapter No. 167, CSEA  
Adopted November, 1965  
Latest Revision November 22, 2022**

**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 North Orange County CCD Chapter No. 167, CSEA.**

**APPROVED**

**California School Employees Association**

**Date:** April 10, 2023

**By:** *Deana M. Craig*, Executive Coordinator

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**ARTICLE I  
NAME AND OBJECTS**

**Section 1. Name:** The name of this organization shall be North Orange County CCD Chapter No. 167 of the California School Employees Association.

**Section 2. Objects:** The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

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**ARTICLE II  
MEMBERSHIP**

**Section 1.** Membership in this Chapter shall be as follows:

(a) **Active:** "Active" membership, which carries with it the privilege of full participation in Chapter activities, including the right to vote and to hold elected or appointed offices, shall be extended to any person employed in a bargaining unit represented by this Chapter, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief. Active membership status shall cease at such time as the member becomes eligible for any other category of membership defined herein, except as follows:

(1) Active members who are laid off may continue in Active status until expiration of their 39-month reemployment period or until reemployed, whichever comes first, upon continued payment of the established dues in effect at the time of layoff.

(2) Active members who are appealing an involuntary termination action by the employer may continue in Active status until the appeal(s) process has been terminated and the status of their employment has been finally decided, upon continued payment of the established dues in effect at the time of the involuntary termination.

(3) Nothing herein shall be construed to require continued Active status of members under paragraphs (1) and (2) above for the purpose of continued CSEA representation regarding their employment/reemployment rights. However, retention of Active status shall be required for such employees to continue to be eligible to hold appointed or elective offices within the Association and Chapter and to have voice and vote and otherwise participate in Chapter and Association affairs.

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

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

19  
20                   (c) **Active Retired:** Any person who was a member of the Chapter at the  
21 time of retirement and who also maintains a retired membership in good standing with  
22 the Association may continue as an Active member of this Chapter upon payment of the  
23 regular Chapter dues required of Active members. Such dues shall be paid annually in  
24 advance or monthly in advance direct to the Chapter Treasurer. Such members shall  
25 be entitled to continued full participation in Chapter affairs, including the right to hold  
26 appointive or elective offices and the right to vote, with the exception of the right to vote  
27 in contract ratification and concerted activities matters.

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

31  
32                   **Section 2.** Active membership shall be effective upon the completion, dating,  
33 and signing of an official CSEA application form as provided by the Association, and  
34 execution of a valid authorization for payroll deduction of dues or payment of at least  
35 one (1) year's dues in advance. The application shall be immediately forwarded,  
36 together with advance dues received if any, to the Association. The Association shall  
37 send payroll deduction authorizations to the appropriate district office.

38  
39                   **Section 3. Membership "In Good Standing"**

40  
41                   (a) Membership "in good standing" shall be effective and shall continue upon  
42 receipt of the required dues for the current month. For purposes of establishing voting  
43 rights and eligibility to hold an elected or appointed office, Active members whose dues  
44 are paid via payroll deduction shall not be deemed to be in good standing until the first  
45 of the month following the month in which the first dues are deducted, unless s/he pays  
46 dues in cash for the interim period.

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1 (b) Membership shall terminate with:  
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3 (1) The effective date of layoff for members who are laid off and who  
4 choose not to continue in either an Active or Inactive status under provisions of Sections  
5 1(a)(1) or 1(b) above.  
6

7 (2) The effective date of an unpaid leave of absence or placement on a  
8 reemployment list for reasons other than layoff, for such members who choose not to  
9 continue in an Inactive status under provisions of Section 1(b) above.  
10

11 (3) The date of termination of their 39-month reemployment rights or  
12 approved leave of absence for members who have continued in an Active or Inactive  
13 status, if such members have not been returned to active employment.  
14

15 (4) The date of execution of a document terminating payroll deduction  
16 of dues, unless arrangements have been made with the Chapter Treasurer for advance  
17 cash payment. However, the dues authorization signed by a member is a contract  
18 which by law is not terminable without reasonable advance written notice being  
19 provided to the appropriate CSEA Field Office. CSEA views the minimum notice that is  
20 reasonable as being five (5) days.  
21

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

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

29 (7) Actions pursuant to Sections 4 or 5 below.  
30

31 **Section 4. Delinquency & Resignation:**  
32

33 (a) Members who no longer wish to retain that status may resign CSEA  
34 membership by providing a five (5) day advance written notification to the Area's  
35 assigned CSEA Field Office. Such notification must include the member's name,  
36 address, employer's name or chapter name, the last four (4) digits of his/her social  
37 security number, and his/her CSEA ID number or Employee ID number.  
38

39 (b) Any member failing to pay all dues owed for the current month shall be  
40 deemed delinquent and shall not be considered to be in good standing until such  
41 delinquency has been remitted.  
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43 (c) Members who have resigned shall, upon reapplication, be admitted as  
44 new members.  
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1           (1) The Elections Committee shall request an online ballot from the  
2 CSEA Executive Department. Upon verification that the online ballot is available, the  
3 Elections Committee shall prepare an election notice. Each notice shall include the  
4 appropriate information needed to cast an online ballot, such as the dates of balloting,  
5 instructions on how to access the online ballot via the internet, the member's  
6 identification and password code.

7  
8           (e) The Chapter President shall set the dates for online balloting, which shall  
9 begin no sooner than December 1. The online balloting shall be available on the same  
10 day the election notice is mailed and shall remain open until the date set to close.

11  
12           (f) The election notice shall be sent at least five (5) working days in advance of  
13 the date set for online balloting to close. Notice must be mailed via U.S. First Class mail  
14 to each CSEA member in good standing who is eligible to vote in the election at his/her  
15 last known home address, except that notice may be e-mailed to such members who  
16 have an e-mail address on file with the chapter.

17  
18           (g) The Chapter President shall provide advance notice to all candidates so  
19 that they or their representative may be present to observe the entire balloting process,  
20 including the preparation and distribution of the online election notices.

21  
22           (h) It shall require a plurality vote to elect. If a tie exists, the election shall be  
23 determined by lot (draw) between the tied candidates. Write-in votes shall not be  
24 accepted. The official ballot tally shall be provided in writing to all candidates and notices  
25 posted accessible to all Chapter members within five (5) working days and shall be  
26 announced at the next following Chapter meeting at which the presiding officer shall  
27 officially declare the winning candidates or announce other action as may be necessary.

28  
29           (i) All election documents, including notices of nomination and election  
30 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and  
31 all challenges to the election or charges of misconduct in running the election have been  
32 resolved, whichever is the longer period.

33  
34           **Section 5. Terms of Office:** Elected officers shall take office and assume their  
35 duties on the January 1 following their election and shall continue to serve for one (1)  
36 year or until their successors are elected, provided that any officer shall automatically  
37 forfeit such office if they cease to be an Active member in good standing.

38  
39           **Section 6. Vacancies:**

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41           (a) A vacancy in the office of President shall be filled by the 1<sup>st</sup> Vice President.

42  
43           (b) For vacancies in any other elected office, the Executive Board shall submit  
44 its recommendation to fill the office in writing to the Chapter membership at least five (5)  
45 working days in advance of a designated Chapter meeting. Nominations from the floor  
46 shall also be accepted at said meeting. If there are no nominations from the floor, the  
47 Executive Board's candidate shall be declared elected. If nominations from the floor are  
48 made, a secret ballot election shall be conducted as soon as practicable following the  
49 online balloting procedure set forth in Section 4 above.



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

5  
6 (f) Attend all District Board of Trustee meetings and report back to the  
7 membership at the next Chapter meeting.

8  
9 (g) Serve as a member of the Membership Committee, and promote and  
10 participate in membership recruitment activity to build the union.

11  
12 (h) Perform such other duties as normally pertain to the office of President or  
13 ordered by this constitution.

14  
15 **Section 4. 1st Vice President:** The 1st Vice President shall:

16  
17 (a) In the absence or disability of the President, possess all of the powers and  
18 perform all of the duties in his/her stead.

19  
20 (b) At all times assist the President in the performance of his/her duties.

21  
22 (c) Assume the office of President if a vacancy occurs.

23  
24 (d) Serve as Chairperson of the Membership Committee, and promote and  
25 participate in membership recruitment activity to build the union.

26  
27 (e) Serve as Chief Union Steward as follows:

28  
29 (1) Attend training sessions for Chief Union Stewards provided by the  
30 Association and/or other appropriate training as directed by the President.

31  
32 (2) Ensure that the Union Steward program of the Chapter functions  
33 according to the requirements set forth in this constitution; ensure that all grievances  
34 are handled properly in their investigation and filing, and consistent in their resolution.

35  
36 (3) Maintain the necessary records on matters of contract enforcement  
37 to permit the Chapter to effectively represent bargaining unit employees.

38  
39 (4) Process all grievances not settled at the immediate-supervisory  
40 level, unless CSEA staff assistance is required. If staff assistance is required, the  
41 President shall be notified.

42  
43 (5) Keep the Executive Board informed on all grievance activity.

44  
45 (6) Review all grievances being considered for arbitration and  
46 recommend to the Executive Board whether each particular case should be arbitrated.

47  
48 (7) Call and conduct monthly meetings of the Union Stewards and  
49 report back to the membership at the next Chapter meeting.

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

3  
4 **Section 5. 2nd Vice President:** The 2nd Vice President shall:

5  
6 (a) In the absence or disability of the President and 1st Vice President,  
7 possess all of the powers and perform all of the duties in his/her stead.

8  
9 (b) At all times assist the President and 1st Vice President in the performance  
10 of his/her duties.

11  
12 (c) Present nominations for Union Stewards and standing committees.

13  
14 (d) Monitor the activities of all committees, and coordinate the reports of all  
15 committee chairpersons.

16  
17 (e) Serve as a member of the Membership Committee, and promote and  
18 participate in membership recruitment activity to build the union.

19  
20 (f) Perform such other duties as may be assigned by the President/Executive  
21 Board or ordered by this constitution.

22  
23 **Section 6. Secretary:** The Secretary shall:

24  
25 (a) Keep an accurate record of all proceedings of Chapter and Executive  
26 Board meetings, including an accurate roll of members and officers in attendance at  
27 each.

28  
29 (b) Keep an accurate roster of the officers of the Chapter and see that such  
30 information is forwarded to the Association as required.

31  
32 (c) Issue notices of all meetings of the Executive Board and Chapter  
33 meetings, which shall include notice of matters for discussion at same.

34  
35 (d) Notify members of all committees of their appointment/election.

36  
37 (e) Have custody of all correspondence, official documents and historical  
38 records of the Chapter, which shall be open at all times for the inspection of the  
39 President or his/her agent and members of the Executive Board.

40  
41 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the  
42 Association and the constitution of this Chapter and see that copies of same are  
43 available for reference at all Executive Board and Chapter meetings, and available for  
44 inspection by the general membership upon request.

45  
46 (g) Serve as a member of the Membership Committee, and promote and  
47 participate in membership recruitment activity to build the union.

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1 (h) Perform such other duties as normally pertain to the office of Secretary or  
2 as may be assigned by the President/Executive Board or ordered by this constitution.

3  
4 **Section 7. Treasurer:** The Treasurer shall:

5  
6 (a) Receive all funds of the Chapter and keep and disburse same under the  
7 direction of the President and as required by the Constitution & Bylaws of the  
8 Association and this Chapter.

9  
10 (b) Keep or cause to be kept regular books and full accounts which shall be  
11 open at all times to inspection of the President or his/her agent and the Auditing  
12 Committee.

13  
14 (c) Provide access to all records, vouchers and statements to the Auditing  
15 Committee for annual inspection at the close of each fiscal year.

16  
17 (d) Report at each meeting of the Executive Board and Chapter as to the  
18 financial condition of the treasury with a detailed statement of receipts and expenditures  
19 and accounts payable, to include per capita dues/fees paid and owed to the Association  
20 if any. The report to the Executive Board should also include copies of the bank  
21 statement(s)/reconciliation(s).

22  
23 (e) Prepare the annual financial report to include the last day of the fiscal  
24 year, and immediately submit same to the President for review and forwarding to the  
25 Association, and the membership.

26  
27 (f) Promptly forward membership applications and dues payments to the  
28 Association. The Association shall send payroll deduction authorizations to the  
29 appropriate district office for processing.

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

34  
35 (h) Assist in preparation of the Chapter budget.

36  
37 (i) Upon leaving office, sign such bank signature cards or other documents  
38 necessary for the transfer of all Chapter accounts to the new Treasurer.

39  
40 (j) Serve as a member of the Membership Committee, and promote and  
41 participate in membership recruitment activity to build the union.

42  
43 (k) Perform such other duties as normally pertain to the office of Treasurer or  
44 as may be assigned by the President/Executive Board or ordered by this constitution.

45  
46 **Section 8. Communications Officer:** The Communications Officer shall:

47  
48 (a) Edit and distribute a newsletter or similar publication as may be authorized  
49 by the Executive Board and the Chapter membership.

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

3  
4 (c) Serve as a member of the Membership Committee, and promote and  
5 participate in membership recruitment activity to build the union.

6  
7 (d) Perform such other duties as normally pertain to the Communications  
8 Officer or as may be assigned by the President/Executive Board or ordered by this  
9 constitution.

10  
11 **Section 9. Site Representative Coordinator:** The Site Representative  
12 Coordinator shall:

13  
14 (a) Guide, train, and direct the Chapter's Site Representative(s) in the  
15 performance of their duties. Ensure that the communications network flows from  
16 Association to Chapter to site, and from site to Chapter to Association.

17  
18 (b) Work cooperatively with chapter leadership on all matters of  
19 communication, to enable involvement of all bargaining unit members.

20  
21 (c) Keep the Executive Board informed of all bargaining unit employees'  
22 issues and concerns as reported by each site representative.

23  
24 (d) Conduct monthly check-ins with the Site Representative(s). Attend  
25 Membership Committee meetings.

26  
27 (e) Serve as a member of the Membership Committee, and promote and  
28 participate in membership recruitment activity to build the union.

29  
30 (f) Perform such other duties as may be assigned by the President/Executive  
31 Board or ordered by this constitution.

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34 **ARTICLE VI**  
35 **MEETINGS**

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37 **Section 1.** Regular business meetings of this Chapter shall be held during the  
38 months of September through June, inclusive. The schedule of such meetings shall be  
39 established in January of each year for the succeeding twelve (12) month period and  
40 shall be provided to the membership.

41  
42 **Section 2.** Special meetings of the Chapter may be called by the Chapter  
43 President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the  
44 Executive Board or upon petition to the President of twenty percent (20%) of the  
45 Chapter membership.

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1           **Section 3. Meeting Notices:**  
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3           (a)   **Regular Meetings.** Unless otherwise specified herein, a meeting notice  
4 shall precede all Chapter meetings at least five (5) days in advance to allow members a  
5 reasonable opportunity to attend. Said notice shall include a summary of the business  
6 to be acted upon, and the time, date and place of the meeting.  
7

8           (b)   **Special Meetings.** Notice for special meetings shall include the specific  
9 topic(s) for discussion/action at said meeting, and unless otherwise required herein, a  
10 notice of less than five (5) days, but not less than twenty-four (24) hours in advance,  
11 may be given in an emergency situation.  
12

13           **Section 4. Electronic Meeting.** Meetings of the Chapter may be conducted  
14 through use of Internet meeting services designated by the President that support  
15 voting, support visible displays identifying those participating, identifying those seeking  
16 recognition to speak, showing (or permitting the retrieval of) the text of pending motions,  
17 and showing the results of votes.  
18

19           Meetings of the Chapter may be held electronically when the Chapter President  
20 has obtained consent from two-thirds (2/3) of the Executive Board; or, in the case of  
21 Special Meetings, when so directed by those calling the special meeting. Meetings held  
22 electronically shall be subject to the following rules:  
23

24           (a)   **Meeting notices.** Appropriate login information necessary to connect to  
25 the meeting and information on how to participate in the meeting shall be included in the  
26 meeting notice including phone login information to participate aurally by telephone.  
27 Members joining by phone should announce themselves at the direction of the chair at  
28 the first opportunity.  
29

30           (b)   **Voting.** Votes shall be taken by the voting feature of the Internet meeting  
31 service, unless a different method such as a roll call or raised hand vote is approved by  
32 the members. Members participating by phone only shall vote by roll call at the direction  
33 of the chair. Internet meeting service shall not be used for secret ballot votes.  
34

35           (c)   **Obtaining the floor or interrupting a member.** A member has the floor  
36 and may unmute once recognized by the chair. A member may only interrupt a speaker  
37 for a specific motion or request which under the rules permits a member to do so. A  
38 member who intends to make such a motion or request shall so indicate to the chair and  
39 then shall wait a reasonable time for the chair's instructions before attempting to  
40 interrupt the speaker by voice.  
41

42           (d)   **Technical requirements.** Each member is responsible for their own audio  
43 and Internet connections. No action shall be invalidated on the grounds that the loss of,  
44 or poor quality of, a member's individual connection prevented participation in the  
45 meeting.  
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1 (e) **Member participation and forced disconnections.** All chapter members  
2 in attendance have the right to participate in the meeting including making motions and  
3 speaking in debate. However, the chair may cause or direct the muting or disconnection  
4 of a member's connection if it is causing interference with the meeting (such as  
5 interrupting other members when not permitted by the rules or when not recognized by  
6 the chair or if there is repeated, disruptive background noise). The chair's decision to do  
7 so must be announced to all participants prior to any action taken and is subject only to  
8 an undebatable appeal that can be made by any member present. To be in order, the  
9 appeal must be made immediately, before business moves onto the next subject. If  
10 appealed, a majority vote of members present is required to overturn the decision of the  
11 chair.

12  
13 **Section 5.** Unless otherwise ordered by two-thirds (2/3) vote of the members  
14 present, the order of business at regular Chapter meetings shall be:

- 15
- 16 (1) Pledge of Allegiance to the Flag
- 17 (2) Approval of Minutes of the Previous Meeting
- 18 (3) Communications
- 19 (4) Report of Executive Board Actions
- 20 (5) Treasurer's Report
- 21 (6) Committee Reports
  - 22 (a) Report of the Negotiating Committee
  - 23 (b) Union Steward Reports
  - 24 (c) Other Committees as Required
- 25 (7) Unfinished Business
- 26 (8) New Business
- 27 (9) Good of the Order
- 28 (10) Adjournment
- 29

30 **Section 6. Quorum for Meetings:** It shall require at least ten (10) members  
31 in good standing in attendance at any Chapter meeting for business to be conducted.  
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## 34 **ARTICLE VII**

### 35 **CONTROL OF FUNDS / BUDGET**

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37 **Section 1.** All funds received shall be deposited in the name of North Orange  
38 County CCD Chapter No. 167, CSEA, in such bank or other financial institution as  
39 approved by the Executive Board. The use of Chapter debit cards is strictly prohibited.  
40 No funds shall be disbursed except by check, duly authorized and signed by the  
41 Treasurer and the President. Exceptions to this requirement are as follows:

42  
43 (a) In the event of absence of, inability to act by, or vacancy in the office of  
44 Treasurer, funds shall only be disbursed upon signature of the President and one (1) of  
45 the following: 1st Vice President, 2nd Vice President, or Secretary.

46  
47 (b) In the absence of, inability to act by, or vacancy in the office of the  
48 President, the 1st Vice President shall possess the President's authority to sign checks  
49 per Article V, Section 4(a), of this document.

1 (c) In the absence of, inability to act by, or vacancy in the office of the  
2 President and 1st Vice President, the 2nd Vice President shall possess the President's  
3 authority to sign checks per Article V, Section 5(a), of this document.

4  
5 (d) An authorized check signer shall not sign a check made payable to  
6 themself.

7  
8 **Section 2.** The Executive Board shall prepare an annual budget for approval  
9 of the Chapter membership no later than January of each year, which shall contain  
10 itemized estimated receipts and expenditures, and amounts to be set aside as a reserve  
11 fund, if any. The approved budget shall then regulate the expenditures of the Chapter.  
12 Expenditures in excess of those approved in the budget must have prior approval of the  
13 Chapter membership, except that expenditures under \$100 may be approved by the  
14 Executive Board and reported to the Chapter membership at the next Chapter Meeting.

15  
16 **Section 3.** The Executive Board members, having completed a full-term of  
17 office, shall be awarded an annual stipend of \$120. Board members who are elected  
18 and begin their term after January 1 and serve through the end of their term, shall be  
19 awarded a pro-rated stipend, calculated at ten dollars (\$10) per month, beginning in the  
20 month they take office and assume their duties.

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23 **ARTICLE VIII**  
24 **COMMITTEES**

25  
26 **Section 1. Standing Committees:** The following shall be the standing  
27 committees of the Chapter:

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<u>Committee</u>	<u>Minimum Membership</u>
Auditing	3
Elections	3
Entertainment/Hospitality	3
Membership	Executive Board
Negotiating	5
Nominating	3
Political Action	3

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40 Unless otherwise specified in this document, the membership shall nominate  
41 members for appointment to standing committees, subject to the final approval of the  
42 Executive Board.

43  
44 Unless otherwise specified in this document, the members of each committee  
45 shall nominate their appointment for committee chairperson. The 2<sup>nd</sup> Vice President  
46 shall present the committee chairperson nominations to the Chapter membership for  
47 approval.

1           **Section 2. Ad Hoc Committees:** Such other committees as the Executive  
2 Board or the Chapter membership may deem necessary to perform a specified task for  
3 the 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. Joint Chapter/Employer Committees and Shared Governance**  
9 **Committees with the District:** Unless otherwise specified within this document or a  
10 collectively bargained agreement, the President shall appoint representatives to joint  
11 Chapter/employer committees and shared governance committees.  
12

13           **Section 4.** The President shall be an ex-officio member of all committees,  
14 except the Auditing, Elections, and Nominating Committees.  
15

16           **Section 5. Quorum:** A majority of the members of any committee must be  
17 present at any meeting to constitute a quorum.  
18

19           **Section 6. Terms:** Unless otherwise provided herein, the term of office for all  
20 committees shall be from January 1 until the end of the Chapter and fiscal year or until  
21 their successors are appointed, provided that any committee member shall  
22 automatically forfeit the office if they cease to be an Active member in good standing.  
23

24           **Section 7. Auditing Committee:** It shall be the duty of this committee to  
25 receive and audit the books and records of the Treasurer immediately after the close of  
26 each fiscal year, and at such other times as may be directed by the President, and  
27 report its findings to the Chapter membership.  
28

29           **Section 8. Elections Committee:** It shall be the duty of this committee to  
30 supervise and assist in the preparation, distribution, and counting of the ballots in all  
31 elections (including contract ratifications) within the Chapter, and certify the results to  
32 the Chapter President. In addition, the committee shall ensure that election procedures  
33 are in accordance with applicable provisions of the Association's Constitution & Bylaws  
34 and Policy, and this constitution.  
35

36           **Section 9. Entertainment/Hospitality Committee:** It shall be the duty of this  
37 committee to arrange all social functions for the Chapter at the request of the President  
38 and/or Executive Board.  
39

40           **Section 10. Membership Committee:** It shall be the duty of this committee to  
41 strive for 100% CSEA membership within the chapter, to develop and execute a  
42 program designed to secure new members especially at new employee orientations,  
43 and stimulate membership attendance at Chapter meetings on an ongoing basis. All  
44 members of the Executive Board shall serve as members of this committee in addition  
45 to any other members appointed.  
46  
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1           **Section 11. Negotiating Committee (Team):**  
2

3           (a)     The Negotiating Committee shall consist of a chairperson as designated  
4 by the Chapter President, plus four (4) representative(s) from the membership-at-large.  
5

6           (b)     The committee members shall be appointed by the President from among  
7 the members in good standing. Final appointment shall be subject to the approval of  
8 the Executive Board.  
9

10          (c)     Term of office for the appointed members shall commence upon their  
11 appointment and continue through the close of that year's negotiations. In the event  
12 negotiations for any year are still in progress at the time of committee appointment, the  
13 designated Negotiating Team shall remain in place until negotiations have been  
14 completed and the contract ratified.  
15

16          (d)     Vacancies shall be filled by appointment by the President for the  
17 remainder of the original term only.  
18

19          (e)     **Duties:** It shall be the duty of the Negotiating Committee to:  
20

21                 (1)     Research issues and prepare and submit initial bargaining  
22 proposals (including proposals on re-openers) for review and approval of members in  
23 good standing of the bargaining unit(s) prior to commencement of negotiations.  
24

25                 (2)     Negotiate the contract (including re-openers and modifications) for  
26 and on behalf of the Chapter with assistance from CSEA field staff.  
27

28                 (3)     Keep the Executive Board and the membership informed on the  
29 progress of negotiations and solicit membership input where advisable.  
30

31                 (4)     Ensure that all bargained agreements are submitted for ratification  
32 of the bargaining unit(s) in accordance with Article XIII of this constitution.  
33

34           **Section 12: Nominating Committee:** It shall be the duty of this committee:  
35

36           (a)     Receive Letters of Intent to run for Executive Board office, in accordance  
37 with Article IV, Section 4, of this constitution.  
38

39           (b)     Verify nominee eligibility (as determined by Article IV, Section 3, of this  
40 constitution) for Executive Board office.  
41

42           (c)     Submit the eligible candidates for nomination annually at the October  
43 Chapter meeting.  
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1           **Section 13. Political Action Committee:** The Political Action Committee shall:

2  
3           (a)     Develop and implement a Chapter alert system designed for emergency  
4 contact of the membership when immediate Chapter action is necessary on contract  
5 matters, legislative and political issues, and other items of importance to the Association  
6 and Chapter.

7  
8           (b)     Keep the members informed about the legislative program of the  
9 Association, and may recommend to the Chapter membership legislative proposals it  
10 deems desirable for submission to the Association's Legislative Committee for  
11 consideration and inclusion in the Association's legislative program.

12  
13           (c)     Work cooperatively with the Political Action Coordinator (PAC),  
14 appropriate staff and PACE and Legislative Committee area representatives in  
15 furtherance of the Association's legislative and political goals, rendering regular reports  
16 at Chapter meetings regarding the same and recommending any Chapter support or  
17 activity it considers appropriate.

18  
19           (d)     Encourage all members to financially support PACE of CSEA and the  
20 Victory Club, and educate the membership regarding the necessity for active  
21 participation in the political process in accordance with Association and Chapter goals.

22  
23           (e)     Make recommendations to the Chapter membership regarding  
24 endorsement of candidates for school board, in accordance with the following  
25 procedures:

26  
27                 (1)     The committee shall conduct a pre-screening of candidates to be  
28 recommended for endorsement, through direct interviews or questionnaires sent to the  
29 candidates. Following the pre-screening process, the committee shall present its  
30 recommendations for endorsement at a designated Chapter meeting for action by the  
31 Chapter membership. A majority vote shall be required for endorsement.

32  
33                 (2)     Whenever possible, the committee shall arrange for a candidates'  
34 forum to provide Chapter members an opportunity to hear and question the candidates  
35 on relevant issues prior to hearing the committee's recommendation and the  
36 endorsement vote being taken.

37  
38           (f)     The committee shall determine the amount of financial support, if any, to  
39 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on  
40 such forms as may be required.

41  
42           (g)     The committee shall solicit volunteer activity by the Chapter membership  
43 on behalf of endorsed candidates, and shall be responsible for coordinating and  
44 directing such member activities.

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**ARTICLE IX  
UNION STEWARDS**

**Section 1. Appointment:** The Executive Board shall appoint Union Stewards subject to the ratification of the Chapter membership, to serve each “area of primary responsibility,” as defined in the collective bargaining agreement. The Executive Board shall determine the number of Stewards to be appointed for each area of representation.

(a) **Eligibility:** To be eligible for selection as a Union Steward, a member must have attended at least one (1) Union Steward training provided by CSEA.

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

**Section 3. Duties.** The Union Steward(s) shall:

(a) Attend annual training sessions for Union Stewards provided by the Association and/or other appropriate training as directed by the President.

(b) Attend Union Steward meetings as directed by the 1st Vice President.

(c) Educate bargaining unit employees about their rights under the contract and determine how problems arising under the contract can best be handled.

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

(e) Investigate and prepare grievances for processing and handle grievances at the immediate-supervisory level, and be present as required during other steps of the grievance procedure.

(f) Immediately inform the 1st Vice President of all grievances received; immediately report to the 1st Vice President the settlement of grievances processed or the failure to settle within contractual timelines.

(g) **Preserve the confidentiality** of personal grievances, resolve differences among the membership in grievance handling; maintain a file on all grievances handled which shall be turned over to the 1st Vice President upon completion.

**Section 4. Authority:** The authority of a Union Steward to settle grievances shall be determined by the rule of the Executive Board or Chapter, consistent with applicable provisions of the collective bargaining agreement.

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**ARTICLE X**  
**SITE REPRESENTATIVES**

**Section 1. Appointment:** Site Representative(s) shall be appointed by the President and ratified by the Executive Board.

**Section 2. Term of Office:** Term of office for the Site Representative(s) shall be from the date of appointment to the end of the Chapter fiscal year, or until their successor is appointed, provided that any Site Representative(s) shall automatically forfeit such office if they cease to be an Active member in good standing. A vacancy in either office shall be filled for the remainder of the original term only by the requirements in Section 1 above.

**Section 3. Duties:** Site Representative(s) shall:

(a) Recruit employees into CSEA membership and educate employees about CSEA.

(b) Distribute the Chapter newsletter, bulletins, and other CSEA information at the worksite. 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, and keep members informed of Association and/or Chapter activity regarding contract negotiations, contract enforcement, legislative and political activity, and other such matters.

(d) Relay specific member concerns to the Site Representative Coordinator or the appropriate Chapter officer.

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**ARTICLE XI**  
**RECALL OR REMOVAL FROM OFFICE**

**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 two-thirds (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.

(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 the petition shall be presented to the Executive Board and to the individual.

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

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

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14  
15 (a) Any appointee of the President/Executive Board may be removed from  
16 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,  
17 provided such person shall be provided at least five (5) days advance notice of the  
18 reasons for removal and the time, date and place where the Board will meet to vote on  
19 the matter. At said meeting the member shall be afforded an opportunity to provide  
20 rebuttal argument prior to the vote being taken.

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

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

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

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

## 33 34 35 **ARTICLE XII** 36 **DELEGATES TO CONFERENCE**

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

41  
42 (a) The Chapter President.

43  
44 (b) Two (2) eligible Executive Board officers, as selected by the Executive  
45 Board members.

46  
47 (c) Additional delegates in such number as may be authorized by the Chapter  
48 for attendance, but not to exceed the total number authorized by the Bylaws of the  
49 Association, shall be elected as provided in Section 2 below.

1                   (1)     **Eligibility:** Delegates and alternates elected from the membership  
2 at large (including Executive Board officers) must be Active members or Active Retired  
3 members in good standing of the Chapter who have attended at least four (4) Chapter  
4 meetings in the twelve (12) month period preceding nomination. Except that active  
5 participation in a Chapter function such as Chapter Standing Committee members, a  
6 Contractual Committee member, Union Steward, Webmaster, or Site Representative  
7 shall qualify as a substitute for one (1) of said chapter meetings. No more than two (2)  
8 chapter meetings may be substituted in this manner.  
9

10                   **Section 2. Election:**

11  
12                   (a)     Nominations for the authorized delegate positions, other than the  
13 President and Executive Board officers (selected pursuant to Section 1(b) of this  
14 Article), shall be taken at the regular chapter meeting in March. Alternates in sufficient  
15 numbers for each of the authorized delegates, to include an alternate for the President,  
16 shall also be elected.  
17

18                   (b)     If, after nominations are closed at the March chapter meeting there is only  
19 one (1) nomination for each authorized delegate and alternate position, the nominees  
20 shall be declared elected as conference delegates or alternates, and no balloting or  
21 other action shall be required. The Chapter President shall so notify the membership in  
22 writing as soon thereafter as possible.  
23

24                   (c)     When there is more than one (1) nominee for each authorized delegate  
25 and alternate position, the Elections Committee, as selected pursuant to Article VIII of  
26 the constitution, shall oversee the election process and retrieve the results of the online  
27 balloting. All procedural matters relating to the online balloting process and tally shall be  
28 conducted in accordance with Association Policy 618.  
29

30                   (1)     The Elections Committee shall request an online ballot from the  
31 CSEA Executive Department. Upon verification that the online ballot is available, the  
32 Elections Committee shall prepare an election notice. Each notice shall include the  
33 appropriate information needed to cast an online ballot, such as the dates of balloting,  
34 instructions on how to access the online ballot via the internet, the member's  
35 identification and password code.  
36

37                   (d)     The Chapter President shall set the dates for online balloting, which shall  
38 begin no sooner than April 1. The online balloting shall be available on the same day  
39 the election notice is mailed and shall remain open until the date set to close.  
40

41                   (e)     The election notice shall be sent at least five (5) working days in advance  
42 of the date set for online balloting to close. Notice must be mailed via U.S. First Class  
43 mail to each CSEA member in good standing who is eligible to vote in the election at  
44 his/her last known home address, except that notice may be e-mailed to such members  
45 who have an e-mail address on file with the chapter.  
46

47                   (f)     The Chapter President shall provide advance notice to all candidates so  
48 that they or their representative may be present to observe the entire balloting process,  
49 including the preparation and distribution of the online election notices.

1 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be  
2 determined by lot (draw) between the tied candidates. Write-in votes shall not be  
3 accepted. The official ballot tally shall be provided in writing to all candidates and  
4 notices posted accessible to all Chapter members within five (5) working days and shall  
5 be announced at the next following Chapter meeting at which the presiding officer shall  
6 officially declare the winning candidates or announce such other action as may be  
7 necessary.

8  
9 (h) All election documents, including notices of nomination and election  
10 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and  
11 all challenges to the election or charges of misconduct in running the election have  
12 been resolved, whichever is the longer period.

13  
14 (i) In the event a delegate cannot attend, the Executive Board shall  
15 determine which alternate shall replace the authorized delegate.

16  
17 (k) In the event a delegate cannot attend, the Executive Board shall  
18 determine which alternate shall replace the authorized delegate.

19  
20 **Section 3. Responsibilities:** Delegates shall attend all conference business  
21 and other sessions of importance to the Chapter. In addition, the delegates shall:

22  
23 (a) Attend at least one (1) orientation meeting at the regional or area level of  
24 the Association concerning the resolutions to the upcoming conference, as directed by  
25 the President/Executive Board.

26  
27 (b) Provide written and oral reports on conference activities to the Chapter  
28 membership at the first Chapter meeting following the conference.

29  
30 **Section 4. Delegate Expenses:** The Chapter shall provide delegate  
31 expenses associated with Conference business (housing, travel, registration fees, etc.)  
32 in accordance with Association Policy and a per diem/meal allowance of sixty dollars  
33 (\$60.00) subject to the approval of the Chapter membership. The Chapter President or  
34 designee, will have single housing arrangements unless:

35  
36 (a) He/she elects to share with another Chapter Delegate.

37  
38 (b) The Chapter President determines that it is necessary to suspend the  
39 provision providing single housing for the Chapter President, or designee, for one (1)  
40 fiscal year due to budgetary constraints.

41  
42 (c) The Executive Board determines by a vote that it is necessary to suspend  
43 the provision providing single housing for the Chapter President, or designee, for one  
44 (1) fiscal year due to budgetary constraints.

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**ARTICLE XIII**  
**CONTRACT RATIFICATION**

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

**Section 2. Initial Proposals:**

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

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

**Section 3. Negotiated Agreement:**

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

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

**Section 4. Ratification Procedures:**

(a) A copy of the tentative agreement or a summary of the tentative agreement shall be provided each CSEA member of the bargaining unit(s) prior to the "contract information" meeting. The Negotiating Committee shall include a statement recommending ratification of the agreement. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be provided for review at the meeting.

(b) The Chapter President shall set the date, time and place for one (1) or more "contract information" meetings, which shall be open to attendance by all employees within the bargaining unit(s), whether or not they are CSEA members.

(c) Notice of the "contract information" meeting(s) shall be issued to all bargaining unit employees no later than five (5) working days in advance of the scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the Chapter President, utilizing any of the following methods, which it determines to be most efficient:

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

1           **Exception to the above:** The Association's Executive Director, or designee,  
2 may approve a notice period of less than five (5) working days upon request of the  
3 Chapter President, if it is deemed an expedited ratification is advisable.

4  
5           (d)     **Conduct of Informational Meeting(s):**

6  
7                   (1)     The Negotiating Committee shall review the provisions of the  
8 tentative agreement and indicate its recommendations for ratification.

9  
10                   (2)     If the Association recommends rejection of the tentative agreement,  
11 an Association representative shall be in attendance at the meeting and shall be  
12 provided ample opportunity to outline the recommendation for rejection and the reasons  
13 therefore.

14  
15                   (3)     Adequate opportunity for discussion, debate, and answering of  
16 questions shall be provided. Non-CSEA members of the bargaining unit(s) in  
17 attendance shall be granted the right to participate in the discussion and debate. They  
18 shall not, however, have the right to make motions or vote.

19  
20           (e)     **Ratification Vote:**

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22                   (1)     The ratification vote shall be by online balloting following the  
23 informational meeting(s). The Chapter Elections Committee shall oversee the ratification  
24 process and conduct the vote tally. All procedural matters relating to the online balloting  
25 process and tally shall be conducted in accordance with Association Policy 610.

26  
27                   (2)     The Elections Committee shall request an online ballot from the  
28 CSEA Executive Department. Upon verification that the online ballot is available, the  
29 Elections Committee shall prepare a ballot notice. Each notice shall include the  
30 appropriate information needed to cast an online ballot, such as the dates of balloting,  
31 instructions on how to access the online ballot via the internet, the member's  
32 identification and password code.

33  
34                   (3)     The Chapter President shall set the dates for online balloting, which  
35 shall begin no sooner than the day after the final informational meeting. The online  
36 balloting shall be available on the same day the ballot notice is distributed and shall  
37 remain open until the date set to close.

38  
39                   (4)     The ballot notice shall be sent at least five (5) working days in  
40 advance of the date set for online balloting to close. Notice must be mailed via U.S. First  
41 Class mail to each CSEA member in good standing employed in the bargaining unit(s)  
42 at his/her last known home address, except that notice may be e-mailed to such  
43 members who have an e-mail address on file with the Chapter.

44  
45                   (5)     It shall require a majority of the votes cast to ratify. The results of  
46 the balloting shall be provided to the membership no later than five (5) days following  
47 the vote tally and shall be announced at the next Chapter meeting.



