

**GLENDALE COMMUNITY COLLEGE
CSEA, Chapter 76
(Classified School Employees Association)**

CONSTITUTION

TABLE OF CONTENTS

ARTICLE I:	NAME & OBJECTS
ARTICLE II:	MEMBERSHIP
ARTICLE III:	DUES & ASSESSMENTS
ARTICLE IV:	OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES
ARTICLE V:	AUTHORITY OF EXECUTIVE BOARD/DUTIES OF OFFICERS
ARTICLE VI:	MEETINGS
ARTICLE VII:	CONTROL OF FUNDS / BUDGET
ARTICLE VIII:	COMMITTEES
ARTICLE IX;	JOB STEWARDS
ARTICLE X:	SITE REPRESENTATIVES
ARTICLE XI:	RECALL OR REMOVAL FROM OFFICE
ARTICLE XII:	DELEGATES TO CONFERENCE
ARTICLE XIII:	CONTRACT RATIFICATION
ARTICLE XIV:	CONCERTED ACTIVITIES
ARTICLE XV:	AMENDMENTS TO CONSTITUTION
ARTICLE XVI:	DISBANDMENT OF CHAPTER
ARTICLE XVII:	PARLIAMENTARY AUTHORITY
ARTICLE XVIII:	FISCAL YEAR

ARTICLE I: NAME AND OBJECTS

Section 1. Name:

The name of this organization shall be Glendale Community College Chapter No. 76 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 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.
 4. Active members of this Chapter must also be Active members of the Association as defined in the Association's Constitution.
- b) Inactive: Any Active member of this Chapter who:
1. Is granted an unpaid leave of absence by the employer, or
 2. Is placed on a reemployment list for reasons other than layoff and if not otherwise in a paid status with the employer, or
 3. Is laid off and elects not to continue as an Active member under provisions of paragraph (a)(1) above, may continue membership in an "Inactive" status until expiration of the approved leave of absence or reemployment list, or until returned to paid employment status in an eligible position [as defined by paragraph (a) above], whichever occurs first, upon continued payment of dues at half (1/2) the rate required of them as an Active member at the time the leave or placement on the reemployment list occurred.
- Such dues shall be paid annually in advance, or for the number of months of the approved leave if less than one (1) year.
- Such members shall be eligible to continue to receive such membership benefits as are generally made available to the Active membership, unless specifically excluded by contract. They shall not, however, be accorded voice or vote in Chapter or Association affairs.
- c) Active Retired: any person who was a member of the Chapter at the time of retirement and who also maintains a retired membership in good standing with the Association may continue as an Active member of this Chapter upon payment of the regular chapter dues required of Active members.

Such dues shall be paid annually in advance or monthly in advance direct to the Chapter Treasurer. Such members shall be entitled to continued full participation in chapter affairs, including the right to hold appointive or elective offices and the right to vote, with the exception of the right to vote in contract ratification and concerted activities matters.

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

Section 2. Active Membership:

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

Section 3. Membership "in good standing"

- a) Membership "in good standing" shall be effective and shall continue upon receipt of the required dues for the current month. For purposes of establishing voting rights and eligibility to hold an elected or appointed office, active members whose dues are paid via payroll deduction shall not be deemed to be in good standing until the first of the month following the month in which the first dues are deducted, unless he/she pays dues in cash for the interim period.
- b) Membership shall terminate with:
 1. The effective date of layoff for members who are laid off and who choose not to continue in either an Active or Inactive status under provisions of Sections 1(a)(1) or 1 (b) above.
 2. The effective date of an unpaid leave of absence or placement on a reemployment list for reasons other than layoff, for such members who choose not to continue in an inactive status under provisions of section 1 (b) above.
 3. The date of termination of their 39 month reemployment rights or approved leave of absence for members who have continued in an active or inactive status, if such members have not been returned to active employment.
 4. The date of execution of a document terminating payroll deduction of dues, unless arrangements have been made with the chapter treasurer for advance cash payment.
 5. The effective date of removal from the bargaining unit, or voluntary termination of employment.
 6. The effective date of involuntary termination of employment, unless the member is eligible to continue and elects to retain active status as permitted under provisions of section 1(a)(2) above.
 7. Actions pursuant to Sections 5 or 6 below.

Section 4. Fair Share Service Fee Payers:

Employees obligated to pay either dues or fair share service fees to CSEA pursuant to organizational security provisions in the collective bargaining agreement and who choose not to be Active members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service Fee Payers".

Such persons shall pay fair share service fees in an amount equal to the dues required of Active members of the Chapter (less any local Chapter fees unless collection of local Chapter fees has been approved by the Association) subject to annual requests for advance refunds of the portion of fair share service fees that CSEA determines will be used for purposes not related to collective bargaining, in accordance with the policies of the Association.

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

Section 5. Delinquency & Resignation:

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

- (b) Any member failing to pay all dues owed for the current month shall be deemed delinquent and shall not be considered to be in good standing until such delinquency has been remitted. Any member allowing his/her arrears for dues to run over ninety (90) days shall be conclusively presumed to have resigned his/her membership effective on said date and if applicable shall be subject to paragraph (a) above and such action as may be provided under the collective bargaining agreement, unless the Treasurer is notified thirty (30) days prior thereto that the member has not resigned and arrangements for payment of arrears are made.
- (c) Members who have resigned shall, upon reapplication, be admitted as new members.

Section 6. Expulsion, suspension, discipline:

- (a) No member may be involuntarily removed from the membership rolls except as provided for in sections 3 and 5 above, or in accordance with the procedures for expulsion, suspension and discipline of members as specified in the association constitution.
- (b) All matters for proposed disciplinary action against members shall be referred to the Association for action, except that members may be recalled from office in accordance with provisions of Article XI of this Constitution.

ARTICLE III: DUES and ASSESSMENTS

Section 1. Association Per Capita Dues:

- (a) Per capita dues to the Association for Active members shall be assessed at the rate of 1.5% of the first \$2,450 of monthly gross salary (excluding overtime, but including longevity, professional growth and anniversary increments), but not to exceed a maximum of \$367.50 for the 12-month period commencing each September 1st and continuing through the following August 31st. Said dues shall be payable by payroll deduction or annually in advance directly to the Association.
 - 1. Payroll deduction shall commence in September of each year and continue through the following August for each month the member is in a paid status, or until the maximum of \$367.50 has been deducted, whichever comes first.
 - 2. Annual in advance payments must be remitted directly to the Association's accounting office no later than September 30, or within thirty (30) days following membership application for new members after September. Such annual payments shall be calculated by the Association's Accounting Office in accordance with the Association's Bylaws.

Section 2. Chapter Dues:

Local Chapter dues for Active members of this Chapter shall be ~~\$20.00~~ \$30.00 per year, payable by payroll deduction during each of the months October through July in which the member is in regular paid status; or payable annually in advance to the Chapter Treasurer.

Section 3. Total Dues Requirements:

The local Chapter dues plus the Association per capita dues equals the member's total dues requirement.

Section 4. Assessments:

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

Section 5. Fund Solicitation:

No funds shall be solicited in the name of the Chapter without authorization of the Executive Board. All funds collected (together with an accounting of source) shall be delivered to the Chapter Treasurer within five (5) working days of receipt, for deposit in the Chapter's account.

ARTICLE IV: OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES

Section 1. Officers:

The following officers shall be elected by and from among the total Active membership of the Chapter, regardless of the location of their employment: President, First Vice President, Second Vice President, Secretary, Treasurer, Public Relations Officer, and Chief Job Steward. The Past President position shall be filled by the immediate past President who served during the previous term. The Chief Negotiator is appointed by the President and voted on by the Executive Board. ~~Representative for Administrative Services Staff, and Representative for District-wide Services.~~

Section 2. Executive Board:

The elected officers, The Chief Negotiator, and the Past President designated in Section 1 shall constitute the Executive Board of this Chapter.

Section 3. Eligibility to Hold Office:

Officers shall be elected from among the Active members of the Chapter who are in good standing and have passed their initial probationary period.

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

Section 4. ~~Nominating~~ Officer Nomination and Election Procedures:

- (a) ~~A Nominating Committee appointed as hereinafter provided shall provide recommendations (nominations) of all officer candidates to fill elective office listed in Section 1 whom the committee has qualified to hold office. The qualified officer candidates' names Elections shall be held submitted in the on odd-numbered years at the October Chapter meeting during the month of December.~~
- (b) Nominations for ~~these offices~~ elected officers shall also be accepted from the floor at the October and November Chapter meetings.
- (c) If, after nominations are closed at the November Chapter meeting, there is only one (1) nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required.
- (d) When there is more than one (1) nominee for an office, the Elections Committee shall prepare appropriate ballots, which shall be distributed to all active Chapter members in good standing, ~~mailed, via first class mail, to all Active Chapter members in good standing at their home address, together with instructions for the their completion shall prepare appropriate ballots.~~
- (e) A plurality vote is required to be elected to office. ~~It shall require a plurality vote to elect.~~ Write-in votes shall not be accepted. ~~If a tie vote exists~~ In case of a tie, the election shall be determined by the lot (draw) between the tied candidates. Only ballots that are signed and received by the deadline shall be certified as valid. Only valid certified ballots shall be counted. The official ballot tally shall be posted and shared with all Chapter members ~~provided in writing to all candidates and notices posted accessible to all chapter members~~ within five (5) working days, and shall be announced at the next Chapter meeting at which the presiding officer shall officially declare the winning candidates or announce such other action as may be necessary.

- (f) All procedures of the Elections Committee in distributing, collecting and tallying ~~collection and tally~~ of the ballots shall be in accordance with provisions of Association Policy 618.
- (g) All ballots, including used, unused, invalid and challenged ballots, tally sheets and related election documents, including notices of nomination and election procedures shall be retained by the Chapter Secretary for one (1) year, or until any and all challenges to the election or charges of misconduct in running the election have been resolved, whichever is the longer period.
- (h) It is the duty of all elected ~~offices~~ **officers** to encourage the entire membership to exercise their right to vote.

Section 5. Terms of Office:

Elected officers shall take the office and assume their duties on January 1 following their election and shall continue to server for two (2) years or until their successors are elected, provided that any officer shall automatically forfeit such office if they cease to be an Active member in good standing.

- (a) ~~The offices of President, First Vice President, and Second Vice President~~ **No office** shall ~~not~~ be held by the same member for more than two (2) consecutive terms.

Section 6. Vacancies:

- (a) A vacancy in the office of President shall be filled by the First Vice President.
- (b) For vacancies in any other elected office, the Executive Board shall submit its recommendation to fill the office in writing to the Chapter membership at least five (5) working days in advance of a designated Chapter meeting. Nominations from the floor shall also be accepted at said meeting. If there are no nominations from the floor, the Executive Board's candidate shall be declared elected ~~if nominations from the floor, the Executive Board's candidate shall be declared elected.~~ If nominations from the floor are made, a secret ballot election shall be conducted among the Active members in good standing present.

ARTICLE V: AUTHORITY OF EXECUTIVE BOARD/DUTIES OF OFFICERS

Section 1. Executive Board:

The Executive Board shall have general supervision of the affairs of the Chapter between the general membership meetings. It shall transact the routine business of the Chapter as authorized and required herein, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this constitution. ~~The Board shall be subject to the orders of the Chapter membership, and none of its actions shall conflict with actions taken by the Chapter membership. The Board shall conflict with actions taken by the Chapter membership. ???~~

- (a) A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special chapter meeting, with such actions subject to membership ratification if appropriate.
- (b) Minutes of Chapter and Executive Board meetings shall be kept on file for at least five (5) years. Chapter financial records shall be kept on file for at least five (5) years.
- (c) The Executive Board shall meet at the call of the President or at such times and places designated by it; President shall call a special meeting upon the written request of a majority of the Board. **Attendance of**

all Executive Board Members is required at all Executive Board meetings, unless prior notification has been given to the President.

(d) A majority of the members of the Executive Board shall constitute a quorum.

Section 2. Duties of Officers, General:

Upon separation from office an officer shall immediately turn over to his/her successor or other properly designated CSEA official all books, records, money, and other effects of the chapter in his/her possession.

Section 3. President

It shall be the duty of the President to:

- (a) ~~Be chairperson of~~ Chair the Executive Board as well as call and preside over all meetings of the Chapter and Executive Board at which s/he is in attendance.
- (b) Fix the time and place of monthly Chapter and Executive Board meetings, except as otherwise directed by the membership; and provide a calendar to the Secretary ~~of~~ for distribution.
- (c) Set the agenda for Chapter meetings, as noted in Article VI, and provide to the Secretary for distribution to the membership; ~~and provide to the Secretary for distribution to the membership.~~
- (d) Attend all regional presidents' meetings (RPM's) and such other meetings as required by the Association ~~of~~ at the direction of the Chapter, and report back to the Executive Board and Chapter membership at the next Chapter meeting, with recommendations for Chapter action or as otherwise required.
- (e) Ensure that the Executive Board, appointed officials, and the membership are equally represented and afforded the opportunity to express their concerns and opinions freely.
- (f) In coordination with the Chief Job Steward, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.
- (g) Develop and maintain communication with all constituencies of the college.
- (h) Perform such other duties as normally pertain to the office of President ordered by this constitution.

Section 4. First Vice President

It shall be the duty of the First Vice President to:

- (a) In the absence or disability of the President, possess all of the powers and perform all of the duties in his/her stead.
- (b) At all times assist the President in the performance of his/her duties.
- (c) Assume the office of President if a vacancy occurs.
- (d) Coordinate and direct the activities of the Site Representatives, standing committees, and any ad hoc committees.
- (e) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.

Section 5. Second Vice President

It shall be the duty of the Second Vice President to:

- (a) Assist the First Vice President in the performance of his/her duties, as directed.
- (b) Recruit classified representative from the membership to volunteer service on standing governance committees within the college. The Second vice President shall do this with consideration to skill, interest, and avoiding any "conflict of interest" situations in representation on such committees. This office will also coordinate reports on these governance committees to the Executive Board and membership.
- (c) Serve as Chairperson of the Membership Committee.
- (d) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.

Section 6. Secretary

It shall be the duty of the Secretary to:

- (a) Keep an accurate record of all proceedings of Chapter and Executive Board meetings, including an accurate roll of members and officers in attendance at each; and post these records to the Chapter website and provide to the Public Relations Officer for the newsletter and any other distribution.
- (b) Keep an accurate roster of the officers of the Chapter and see that such information is forwarded to the Association as required.
- (c) Issue notices of all meetings of the Executive Board and Chapter meetings, which shall include an agenda/notice of matters for discussion at same.
- (d) Notify members of all committees of their appointment/election.
- (e) ~~Have custody of~~ Maintain all correspondence, official documents and historical records of the Chapter, which shall be open at all times for the inspection of by the President or his/her agent designee and members of the Executive Board.
- (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the Association and the constitution of this Chapter and see that copies of same are available for reference at all Executive Board and Chapter meetings, and available for inspection by the general membership upon request.
- (g) Perform such other duties as normally pertain to the office of Secretary or as may be assigned by the President/Executive Board or ordered by this constitution.

Section 7. Treasurer

It shall be the duty of the Treasurer to:

- (a) Receive all funds of the Chapter and keep and disburse same under the direction of the President and as required by the Constitution & Bylaws of the Association and this Chapter.
- (b) ~~Maintain~~ ~~Keep or cause to be kept~~ regular books and full accounts which shall be open at all times to for inspection of by the President or his/her agent designee and the Auditing Committee.
- (c) Provide access to all records, vouchers and statements to the ~~Auditing Committee~~ Executive Board for annual inspection at the close of each fiscal year.
- (d) Report at each meeting of the Chapter as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable, to include per capita dues/fees paid and owed to the Association if any.

- (e) Prepare the annual PERB financial report to include the last day of the fiscal year, and immediately submit same to the President for review and forwarding to the Association, and the membership.
- (f) Promptly process and forward membership applications and dues payments to CSEA Headquarters and payroll deduction authorizations to proper district office for processing.
- (g) Maintain an accurate record of members in good standing, and prepare such monthly reports and remittances as may be required by the Association and promptly forward to CSEA Headquarters within thirty (30) days of request.
- (h) Assist in preparation of the **annual** Chapter budget.
- (i) Upon leaving office, sign such bank signature cards or other documents necessary for the transfer of all Chapter accounts to the new Treasurer.
- (j) Perform such other duties as normally pertain to the office of Treasurer or as may be assigned by the President/Executive Board or ordered by this Constitution.

Section 8. Public Relations Officer

It shall be the duty of the Public Relations Officer to:

- (a) Edit and distribute a newsletter or similar publications (such as Chapter website) as may be authorized by the Executive Board and the Chapter membership.
- (b) Write articles of interest pertaining to Chapter affairs for local newspapers and official publications of the Association.
- (c) Perform such other duties as normally pertain to the Public Relations Officer or as may be assigned by the President/Executive Board or ordered by this constitution.

Section 9. Chief Job Steward

It shall be the duty of the Chief Job Steward to:

- (a) Attend training sessions for Chief Job Stewards provided by the Association and/or other appropriate training as directed by the President.
- (b) Ensure that the Job Steward program of the Chapter functions according to the requirements set forth in this constitution; and maintain the necessary records on matters of contract enforcement to permit the Chapter to effectively represent bargaining unit employees.
- (c) Process all grievances not settled at the immediate-supervisory level, unless CSEA staff assistance is required.
- (d) Serve as Chairperson of the Grievance Committee; and keep the Executive Board informed on all grievance activity.
- (e) In coordination with the President, call and conduct periodic meetings between the Site Representatives and Job Stewards to ensure an appropriate level of communication and coordination between these two programs.
- (f) Handle any and all responsibilities of job Stewards, as described in Article IX, if there are an insufficient number to handle issues and/or pending grievances.

Section 10. CSEA Chief Negotiator

It shall be the duty of the CSEA Chief Negotiator to:

- (a) Serve as the Chief Negotiator (along with the Association's Labor Representative) at all negotiations meeting with the District.
- (b) Keep chapter President and Executive Board Members informed of all negotiation discussions and agreements.
- (c) Meet with Chapter President to discuss negotiations.
- (d) ~~Will~~ Conduct negotiations survey of the chapter membership to prepare for successor negotiations

Section 11. Past President

It shall be the duty of the Past President to:

- (a) Provide input and advice to the President and Executive Board in the decision-making process.
- (b) Perform such other duties as may be assigned by the President.

Section 10. Representative for Administrative Services Staff

~~It shall be the duty of the Representative for Administrative Services Staff to:~~

- ~~(a) Serve as Chairperson of at least one (1) standing committee and assist the Vice Presidents in coordinating the activities of these committees.~~
- ~~(b) Coordinate meetings with and represent members that are part of the District's Administrative Services staff, excluding Human Resources staff, Facilities, Food Services, and Police Job Family members as listed in the CSEA/District collective bargaining agreement.~~
- ~~(c) With the other elected Representative, jointly direct the activities of the various committees, standing or special, required by this constitution or established by the Executive Board, or as may be order by vote of the membership, except otherwise provided herein.~~
- ~~(d) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.~~

Section 11. Representative for College Services Staff

~~It shall be the duty of the Representative for College Services Staff to:~~

- ~~(a) Serve as Chairperson of at least one (1) standing committee and assist the Vice Presidents in coordinating the activities of these committees.~~
- ~~(b) Coordinate meetings with an represent members that are part of the District's College Services staff and Student Support Job Family members as listed in the CSEA/District collective bargaining agreement. ???~~
- ~~(c) With the other elected Representatives, jointly direct the activities of the various committees, standing or special, required by this constitution or established by the Executive Board, or as may be ordered by vote of the membership, except as otherwise provided herein.~~
- ~~(d) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.~~

Section 12. Representative for Instructional Services Staff

~~It shall be the duty of the Representative for Instructional Services Staff to:~~

- ~~(a) Serve as Chairperson of at least one (1) standing committee and assist the Vice Presidents in coordinating the activities of these committees.~~
- ~~(b) Coordinate meetings with and represent members that are part of the District's Instructional Services staff, excluding member of the Computer Job Family, as listed in the CSEA/District collective bargaining agreement.~~
- ~~(c) With the other elected Representatives, jointly direct the activities of the various committees, standing or special, required by this constitution or established by the Executive Board, or as may be ordered by vote of the membership, except as otherwise provided herein.~~
- ~~(d) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.~~

Section 13. Representative for District-wide Services Staff

It shall be the duty of the Representative for District-wide Services Staff to:

- ~~(a) Serve as Chairperson of at least one (1) standing committee and assist the Vice Presidents in coordinating the activities of these committees.~~
- ~~(b) Coordinated meetings with and represent members that are not represented by another elected Representative or are part of the District's Human Resources staff, members of the Facilities, Food Services, Police Department, and Computer Job Facilities, as listed in the CSEA/District collective bargaining agreement.~~
- ~~(c) With the other elected Representatives, jointly direct the activities of the various committees, standing or special, required by this constitution or established by the Executive Board, or as may be ordered by vote of the membership, except as otherwise provided herein.~~
- ~~(d) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution.~~

ARTICLE VI: MEETINGS

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

Section 2. Special meetings of the Chapter may be called by the Chapter President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the Executive Board or upon petition to the President of twenty percent (20%) of the Chapter membership. At the President's discretion, additional Chapter meetings may be called during July and/or August.

Section 3. Meeting Notices:

- (a) Regular Meetings. Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.
- (b) Special Meetings. Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than twenty-four (24) hours in advance, may be given in an emergency situation.

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

1. Pledge of Allegiance to the Flag
2. Approval of Minutes of the Previous Meeting
3. Communications
4. Report of Executive Board Actions
5. Treasurer’s Report
6. Committee Reports
7. Unfinished Business
8. New Business
9. Good of the Order
10. Adjournment

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

ARTICLE VII: CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name of Glendale Community College Chapter 76, CSEA, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and one (1) of the following: First Vice President, Second Vice President, or Secretary.

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

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees:

The following shall be the standing committees of the Chapter:

Auditing	Negotiating
Elections	Nominating
Grievance	Political Action
Membership	

Unless otherwise specified herein, the President shall, as soon as possible after January 1 of each year, appoint the chairpersons and members of the standing committees, which appointment shall be subject to the ratification of the Executive Board. The President shall determine the number of members to be appointed to each, except as otherwise provided herein.

Section 1. 2. Ad Hoc Committees:

The following shall be the ad hoc committees of the Chapter:

Auditing	Negotiating
Elections	Nominating
Grievance	Political Action

Shall be defined as such other committees, as the President or the Chapter membership may deem necessary, created to perform a specified task for the welfare of the Chapter. Such committees may be appointed. The President shall determine the composition such committee and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

Section 2. 3. Executive Board Officers on Committees:

- (a) The President shall be an ex-officio member of all committees, except the Auditing, Elections, and Nominating Committees.
- (b) The First Vice President shall act as coordinator of all appointed committees.
- (c) The Second Vice President shall be Chairperson of the Membership Committee, and act as coordinator of members serving on college governance committees.
- (d) The Chief Job Steward shall be Chairperson of the Grievance Committee.

Section 3. 4. Quorum:

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

Section 4. 5. Terms:

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

Section 5. 6. Auditing Committee:

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

Section 6. 7. Elections Committee:

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

Section 7. 8. Grievance Committee:

It shall be the duty of the Grievance committee to supervise and assist the operation of the Chapter's Job Steward program. The committee shall ensure that all grievances are handled properly in their investigation and filing and consistent in their resolution.

- (a) The committee shall be empowered to review proposed settlements of grievances undertaken by individual members of the bargaining unit (i.e., without representation of a Job Steward or CSEA staff) to ensure they are resolved consistent with provisions of the collective bargaining agreement.
- (b) The committee shall review all grievances going beyond the immediate supervisory level to determine whether CSEA staff assistance should be obtained. If staff assistance is required, the President shall be so notified.

- (c) The committee shall review all grievances being considered for arbitration and recommend to the Executive Board whether each particular case should be arbitrated.
- (d) The Chief Job Steward shall serve as Chairperson of this committee.

Section 8. 9. Membership Committee:

It shall be the duty of the Membership committee to strive for 100% CSEA membership within the represented bargaining unit(s), and to prepare and execute a program designed to secure new members and stimulate membership attendance at Chapter meetings on an ongoing basis. The Second Vice President shall serve as Chairperson of this committee.

Section 9. 10. Negotiating Committee (Team):

- (a) The members of the Negotiating Committee shall consist of the ~~Chapter President~~ CSEA Chief Negotiator or his/her designee as Chairperson, plus at least one (1) representative from at least three (3) of the major job groupings areas represented by this Chapter, as follows: Student Services, Instructional Services, and Administrative Services. ~~Athletics, Clerical, Computer, Facilities, Instructional Assistants, Police, Misc.~~ Whenever a particular job grouping has a job-specific item being negotiated, it is mandatory that a member (or members) of that job grouping be appointed to consulted by the team.
- (b) The committee members shall be appointed by the President from among the members in good standing employed in a job grouping as areas designated above.
- (c) Term of office for the appointed members shall commence upon their appointment and continue until their successors are appointed.
- (d) Vacancies shall be filled by appointment by the President for the remainder of the original term only.
- (e) Duties: It shall be the duty of the Negotiating Committee to:
 1. Research issues; ~~and~~ prepare and submit initial bargaining proposals (including proposals on re-openers) to the membership for review and approval, ~~of members in good standing of the bargaining unit(s)~~ prior to commencement of negotiations and in coordination with the President.
 2. Negotiate the contract (including re-openers and modifications) for and on behalf of the Chapter with assistance from CSEA field staff.
 3. Keep the Executive Board and the membership informed on the progress of negotiations and solicit membership input where advisable.
 4. Ensure that all bargained agreements are submitted for ratification ~~of~~ by the bargaining unit(s) in accordance with Article XIII of this Constitution.

Section 10. 11. Nominating Committee:

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

Section 11. 12. Political Action Committee:

It shall be the duty of the Political Action Committee to:

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

- (b) Keep the members informed about the legislative program of the Association, and may recommend to the Chapter membership legislative proposals it deems desirable for submission to the Association's Legislative Committee for consideration and inclusion in the Association's legislative program.
- (c) Work cooperatively with the Political Action Coordinator (PAC), appropriate staff and PACE and Legislative Committee area representatives in furtherance of the Association's legislative and political goals, rendering regular reports at Chapter meetings regarding the same and recommending any Chapter support or activity it considers appropriate.
- (d) Inform all members about PACE of CSEA and the Victory Club, and educate the membership regarding the necessity for active participation in the political process in accordance with Association and Chapter goals.
- (e) Make recommendations to the Chapter membership regarding endorsement of candidates for ~~school~~ college board, in accordance with the following procedures:
 1. The committee shall conduct a pre-screening of candidates to be recommended for endorsement, through direct interviews or questionnaires sent to the candidates. Following the pre-screening process, the committee shall present its recommendations for endorsement at a designated Chapter meeting for action by the Chapter membership. A majority vote shall be required for endorsement.
 2. Whenever possible, the committee shall arrange for a candidates' forum to provide Chapter members an opportunity to hear and question the candidates on relevant issues prior to hearing the committee's recommendation and the endorsement vote being taken.
- (f) The committee shall determine the amount of financial support, if any, to be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on such forms as may be required.
- (g) The committee shall solicit volunteer activity by the Chapter membership on behalf of endorsed candidates, and shall be responsible for coordinating and directing ~~on~~ such membership activities.

ARTICLE IX; JOB STEWARDS

Section 1. Appointment:

The Chapter President shall ~~be appointed~~ Job Stewards, in sufficient numbers to serve the needs of the membership, ~~Job Stewards to serve the membership~~. The President shall determine the number of Stewards to be appointed ~~for each area of representation~~.

Section 2. Term of Office:

Term of office for Job Stewards shall be from the January 1 following their appointment to the end of the Chapter and fiscal year, or until their successors are appointed, provided that any Job Steward shall automatically forfeit such office if ~~she~~ they ceases to be an Active member in good standing. Vacancies shall be filled by appointment of the President, ~~and~~ ratified by the Executive Board, for the remainder of the original term only.

Section 3. Duties.

The Job Steward(s) shall:

- (a) Attend annual training sessions for Job Stewards provided by the Association and/or other appropriate training as directed by the President.
- (b) Attend periodic Site Representative/site council meetings as directed by the Chief Job Steward.

- (c) Educate bargaining unit employees about their rights under the contract and determine how problems arising under the contract can be best handled.
- (d) Act as the basic channel of communication between the employees and the Chapter and relay specific member concerns of 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 Chief Job Steward of all grievances received; immediately report to the Chief Job Steward 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 Chief Job Steward upon completion.

ARTICLE X: SITE REPRESENTATIVES

Section 1. Site Representatives to serve each worksite may be appointed by the President and ratified by the Executive Board.

Section 2. ~~Site Representative Duties, shall be to:~~
Site Representative(s) shall:

- (a) Help the Second Vice President recruit employees into CSEA membership and educate employees about CSEA.
- (b) Help distribute Chapter newsletter, bulletins, and other CSEA information at on the website; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
- (c) Help conduct periodic site-level meetings with assigned Executive Board officer(s) to keep the members informed of actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to keep members informed of Association and/or Chapter activity regarding grievances, PERB decisions, contract negotiations, legislative and political activity, and other matters of importance,
- (d) Relay member concerns to the appropriate Job Steward or other Chapter officer.
- (e) Attend Chapter meetings; attend training workshops and other seminars as directed and approved by the Chapter President; attend joint Job Steward/Site Representative (site council) meetings as may be called by the Chief Job Steward and/or the President.

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 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.

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

Section 2. Removal of Appointed Offices

- (a) Any appointee of the President/Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board, a quorum being present, provided such person shall be provided at least five (5) days advance notice of the reasons for removal and the time, date and place where the Board will meet to vote on the matter. At said meeting the member shall be afforded an opportunity to provide rebuttal argument prior to the vote being taken.
- (b) Any appointed committee chairperson or member failing to attend three (3) consecutive committee meetings, unless excused for cause, shall be automatically removed from the committee.

Section 3. Resignation from Office

- (a) A resignation by an elected officer is not effective until accepted by the Active members in good standing present at a Chapter meeting.
- (b) A resignation by any appointee of President/Executive Board is not effective until accepted by the President/Executive Board.

ARTICLE XII: DELEGATES TO CONFERENCE

Section 1. Delegates:

Voting delegates to an annual conference of the Association (and their alternates) shall be designated from among the Active members in good standing as follows:

- (a) The Chapter President.
- (b) Additional delegates in such number as may be authorized by the Chapter for attendance, but not to exceed the total number authorized by the Bylaws of the Association, shall be elected as provided in Section 2 below.

Section 2. Election:

- (a) Nominations for the authorized delegate positions, other than the President, shall be taken at the regular Chapter meeting in March, and election shall be by secret ballot at the regular Chapter meeting in April. Alternates in sufficient numbers for each of the authorized delegates, to include an alternate for the President, shall also be elected.
- (b) Notification of nominations and election and all other procedural matters relating to delegate and alternate

election shall conform to Association Policy 618 and shall be conducted under the supervision of the Elections Committee.

- (c) In the event a delegate cannot attend, the Executive Board shall determine which alternate shall replace the authorized delegate.

Section 3. Responsibilities:

Delegates shall attend all conference business and other sessions of importance to the Chapter. In addition, the delegates shall:

- (a) Attend at least one (1) orientation meeting at the regional or area level of the association concerning the resolutions to the upcoming conference, as directed by the President/Executive board.
- (b) Provide written and oral reports on conference activities to the Chapter membership at the first chapter meeting following the conference.
- (c) Submit a detailed report of expenditures to the Chapter Treasurer within three (3) weeks following the conference, and if an expense advance has been provided by the Chapter, reimburse the Chapter treasury for advance funds not utilized for authorized purposes.

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 ~~and~~ a contract, tentative agreement, or modifications to an existing contract, it shall immediately submit one copy to the CSEA Labor Relations Representative assigned to service the Chapter, for review by the Association prior to membership ratification.
- (b) 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, and statement as to whether the Negotiating Committee is recommending ratification or rejection of the agreement, shall be provided to each CSEA member of the bargaining unit(s) prior to the "contract information" meetings noted below. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be available for review at said meeting(s).

- (b) The Chapter President shall set the date, time and place for one 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~~ ~~later~~ than five 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 is ~~determined~~ ~~it determines~~ to be most efficient:
 1. To individual bargaining unit employees utilizing the US mail or the employers mail system;
 2. Distribution by site Representatives or others;
 3. Posting in prominent locations at each worksite.

Exception to the above: the Association’s Executive Director, or designee may approve a notice period of less than five working days upon request of the chapter president, if it is deemed an expedited ratification is advisable.

- (d) Conduct of Informational Meeting(s):
 1. The negotiating committee shall review the provisions of the tentative agreement and indicate its recommendations for ratification or rejection and reasons therefore.
 2. If the association recommends rejection of the tentative agreement, an association representative shall be in attendance at the meeting and shall be provided ample opportunity to outline the recommendation for rejection and the reasons therefore.
 3. Adequate opportunity for discussion, debate, and answering of questions shall be granted. ~~Members~~ ~~have~~ the right to participate in the discussion and debate. They shall not, however, have the right to make motions or vote.
- (e) Ratification Vote:
 1. The ratification vote shall be conducted by secret ballot at designated voting sites. The location and ~~member~~ ~~number~~ of voting sites and the date and times for conducting the balloting shall be ~~as~~ determined by the chapter president, except that the balloting shall not be earlier than the day following the informational meeting(s).
 2. Only active CSEA members in good standing employed within the bargaining unit(s) shall be entitled to vote. Members shall be notified of the date, time(s) and location where the balloting will be conducted for their designated site. Such notice shall be issued at least five working days in advance unless an exception is granted by the association’s Executive Director under provisions of Policy 610.
 3. The balloting process and vote tally shall be conducted in accordance with procedures ~~prescribed~~ ~~proscribed~~ by association policy 610. It shall require a majority vote to ratify.
 4. The results of the balloting shall be provided to the membership no ~~later~~ ~~later~~ than five days following the vote tally, and shall be announced at the next ~~following~~ chapter meeting.

Section 5. It is the duty of all elected officers to encourage the entire membership to exercise their right to vote.

Section 6. Executed Agreement:

Every collective bargaining agreement shall be executed by both the Association and appropriate representatives of this chapter. No contract shall be valid which has not been ratified by the chapter membership.

ARTICLE XIV: CONCERTED ACTIVITES

Section 1. No concerted withholding of service shall be instituted by this chapter unless such concerted action has been approved at a regular or special membership meeting, advance notice having been given, by secret ballot vote of not less than sixty-five percent (65%) of the active members in good standing present and voting; and approval for such concerted activity has been granted by the Association’s Board of Directors.

Section 2. If the dispute relates to contract negotiations, no concerted withholding of service shall be instituted unless the last offer of the employer has been submitted to the Chapter membership in accordance with Article XIII of this constitution and has been rejected, and the requirements of Section 1 above have been met.

ARTICLE XV: AMENDMENTS TO CONSTITUTION

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

Section 2. Any member in good standing of the Chapter (or the Executive Board) may submit a written proposal to amend this constitution (containing the exact text of the proposed change) at any Chapter meeting, which shall constitute a first reading.

The Chapter President shall then cause the proposed amendment(s) to be placed on the agenda of the next regular or a special Chapter meeting where the matter will be read a second time and acted upon, and shall cause written notification of the proposed amendments(s) and the date, time, and place of the designated Chapter meeting to be issued to all members in good standing at least ten (10) days in advance of said meeting. Said notification shall include at least a written summary of the proposed changes.

The exact text of the proposed changes shall be made available for review by members upon request prior to the second reading if not provided with said notification, and shall be distributed to all members in attendance at the second reading.

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

Section 4. All amendments shall be submitted to the Association's Executive Director immediately following their adoption by the Chapter. No amendment shall become operative until approved by the Executive Director, or designee, or action of the Association's Board of Directors in accordance with Article III, Section 8 of the Association's Constitution.

ARTICLE XVI: DISBANDMENT OF CHAPTER

Section 1. Should the Chapter disband for any reason, all financial accounts shall be transferred to the control of the Association, and a final audit of the financial books and records of the Chapter shall be made in conjunction with the Association's Financial Analyst/Auditor. Upon conclusion and certification of such audit, final distribution of funds shall be as follows:

- (a) All outstanding obligations of the Chapter shall be promptly paid.
- (b) All funds due and owing the Association shall be promptly remitted to the Association's general fund.
- (c) Funds then remaining shall then be distributed for the purposes as appropriate and authorized in accordance with provisions contained in Association Policy 612.

ARTICLE XVII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule's of Order, Newly Revised shall govern the Chapter in all cases in which they are not inconsistent with this constitution, the Constitution & Bylaws or Policy of the Association, and any special rules the Chapter may adopt.

ARTICLE XVIII: FISCAL YEAR

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

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