

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.

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.

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.

The Executive Board shall meet at the call of the President or at such times and places designated by it; the 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.

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: The President shall:

(a) 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 for distribution.

(c) Set the agenda for Chapter meetings, as noted in Article VI, and provide to the Secretary for distribution to the membership.

(d) Attend all regional presidents' meetings (RPMs) and such other meetings as required by the Association or 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.

1 (e) Ensure that the Executive Board, appointed officials, and the membership
2 are equally represented and afforded the opportunity to express their concerns and
3 opinions freely.
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5 (f) In coordination with the Chief Union Steward, call and conduct periodic
6 meetings between the Site Representatives and Union Stewards to ensure an
7 appropriate level of communication and coordination between these two programs.
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9 (g) Develop and maintain communication with all constituencies of the
10 college.
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12 (h) Perform such other duties as normally pertain to the office of President or
13 ordered by this constitution.
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15 **Section 4. 1st Vice President:** The 1st Vice Vice President shall:
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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.
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20 (b) At all times assist the President in the performance of his/her duties.
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22 (c) Assume the office of President if a vacancy occurs.
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24 (d) Coordinate and direct the activities of the Site Representatives, standing
25 committees, and any adhoc committees.
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27 (e) Perform such other duties as may be assigned by the President/Executive
28 Board or ordered by this constitution.
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30 **Section 5. 2nd Vice President:** The 2nd Vice President shall:
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32 (a) Assist the 1st Vice President in the performance of his/her duties, as
33 directed.
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35 (b) Recruit classified representatives from the membership to volunteer
36 service on standing governance committees within the college. The 2nd Vice President
37 shall do this with consideration to skill, interest, and avoiding any "conflict of interest"
38 situations in representation on such committees. This office will also coordinate reports
39 on these governance committees to the Executive Board and membership.
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41 (c) Serve as Chairperson of the Membership Committee.
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43 (d) Perform such other duties as may be assigned by the President/Executive
44 Board or ordered by this constitution.
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Section 6. Secretary: The Secretary shall:

(a) Keep an accurate record of all proceedings of Chapter and Executive Board meetings, including an accurate roll of members and officers in attendance at each; 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) Maintain all correspondence, official documents and historical records of the Chapter, which shall be open at all times for inspection by the President or his/her 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: The Treasurer shall:

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

(b) Maintain regular books and full accounts which shall be open at all times to inspection by the President or his/her designee, and the Auditing Committee.

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

(d) Report at each meeting of the Executive Board and 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. The report to the Executive Board should also include copies of the bank statement(s)/reconciliation(s).

(e) Prepare the annual 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.

1 (f) Promptly process and forward membership applications and dues
2 payments to CSEA Headquarters and payroll deduction authorizations to proper district
3 office for processing.

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

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9 (h) Assist in preparation of the annual Chapter budget.

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

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

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17 **Section 8. Public Relations Officer:** The Public Relations Officer shall:

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19 (a) Edit and distribute a newsletter or similar publication (such as Chapter
20 website) as may be authorized by the Executive Board and the Chapter membership.

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

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

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29 **Section 9. Chief Union Steward:** The Chief Union Steward shall:

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

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34 (b) Ensure that the Union Steward program of the Chapter functions
35 according to the requirements set forth in this constitution; and maintain the necessary
36 records on matters of contract enforcement to permit the Chapter to effectively
37 represent bargaining unit employees.

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39 (c) Process all grievances not settled at the immediate-supervisory level,
40 unless CSEA staff assistance is required.

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42 (d) Serve as Chairperson of the Grievance Committee; and keep the
43 Executive Board informed on all grievance activity.

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45 (e) In coordination with the President, call and conduct periodic meetings
46 between the Site Representatives and Union Stewards to ensure an appropriate level of
47 communication and coordination between these two programs.

(f) Handle any and all responsibilities of Union Stewards, as described in Article IX, if there are an insufficient number to handle issues and/or pending grievances.

ARTICLE VI MEETINGS

Section 1. Regular business meetings of this Chapter shall be held during the months of September through 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 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.