

**CONSTITUTION OF
Glendale Community College Chapter No. 76, CSEA
Latest Revision September 18, 2024**

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 Glendale Community College Chapter No. 76, CSEA.

APPROVED

California School Employees Association

Date: November 13, 2024

By: *Chance Davis*, Executive Coordinator

TABLE OF CONTENTS

	<u>Page</u>
Article I – Name and Objects	3
Article II – Membership	3
Article III – Dues and Assessments	6
Article IV – Officers & Executive Board/Election Procedures	7
Article V – Authority of Executive Board/Duties of Officers	9
Article VI – Meetings.....	13
Article VII – Control of Funds / Budget	15
Article VIII – Committees	16
Article IX – Union Stewards	20
Article X – Site Representatives	20
Article XI – Recall or Removal from Office	22
Article XII – Delegates to Conference.....	23
Article XIII – Contract Ratification	24
Article XIV – Concerted Activities	27
Article XV – Amendments to Constitution	27
Article XVI – Disbandment of Chapter	28
Article XVII – Parliamentary Authority.....	28
Article XVIII – Fiscal Year	28

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**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.

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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 unpaid
5 leave of absence by the employer, or (2) is placed on a reemployment list for reasons
6 other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off
7 and elects not to continue as an Active member under provisions of paragraph (a)(1)
8 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.

28
29 Should such member cease to be a retired member in good standing of the
30 Association, the Chapter membership shall automatically terminate.

31
32 **Section 2.** Active membership shall be effective upon the completion,
33 dating, and signing of an official CSEA application form as provided by the Association,
34 and execution of a valid authorization for payroll deduction of dues or payment of at
35 least 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 the
46 member pays dues in cash for the interim period.

47
48 (b) Membership shall terminate with:
49

1 (1) The effective date of layoff for members who are laid off and who
2 choose not to continue in either an Active or Inactive status under provisions of Sections
3 1(a)(1) or 1(b) above.

4
5 (2) The effective date of an unpaid leave of absence or placement on a
6 reemployment list for reasons other than layoff, for such members who choose not to
7 continue in an Inactive status under provisions of Section 1(b) above.

8
9 (3) The date of termination of their 39-month reemployment rights or
10 approved leave of absence for members who have continued in an Active or Inactive
11 status, if such members have not been returned to active employment.

12
13 (4) The date of execution of a document terminating payroll deduction
14 of dues, unless arrangements have been made with the Chapter Treasurer for advance
15 cash payment. However, the dues authorization signed by a member is a contract which
16 by law is not terminable without reasonable advance written notice being provided to the
17 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as
18 being ten (10) working days.

19
20 (5) The effective date of removal from the bargaining unit, or voluntary
21 termination of employment.

22
23 (6) The effective date of involuntary termination of employment, unless
24 the member is eligible to continue and elects to retain Active status as permitted under
25 provisions of Section 1(a)(2) above.

26
27 (7) Actions pursuant to Sections 4 or 5 below.

28
29 **Section 4. Delinquency & Resignation:**

30
31 (a) Members who no longer wish to retain that status may resign CSEA
32 membership by providing a ten (10) working day advance written notification to the
33 Area's assigned CSEA Field Office. Such notification must include the member's name,
34 address, employer's name or Chapter name, the last four (4) digits of their social
35 security number, and CSEA ID or Employee ID number.

36
37 (b) Any member failing to pay all dues owed for fifty (50) working days shall
38 be deemed delinquent and shall not be considered to be in good standing until such
39 delinquency has been remitted.

40
41 (c) Members who have resigned shall, upon reapplication, be admitted as
42 new members.

43
44 **Section 5. Expulsion, Suspension, Discipline:**

45
46 (a) No member may be involuntarily removed from the membership rolls
47 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
48 for expulsion, suspension and discipline of members as specified in the Association
49 Constitution.

1 (b) All matters for proposed disciplinary action against members shall be
2 referred to the Association for action, except that members may be recalled from office
3 in accordance with provisions of Article XI of this Constitution.
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6 **ARTICLE III**
7 **DUES AND ASSESSMENTS**
8

9 **Section 1. Association Per Capita Dues**
10

11 (a) Per capita dues to the Association for Active members shall be assessed
12 at the rate of 1.5% of the first \$3,150 of monthly gross salary (excluding overtime, but
13 including longevity, professional growth and anniversary increments), but not to exceed
14 a maximum of \$472.50 for the 12-month period commencing each September 1st and
15 continuing through the following August 31st. Said dues shall be payable by payroll
16 deduction or annually in advance direct to the Association.
17

18 (1) Payroll deduction shall commence in September of each year and
19 continue through the following August for each month the member is in a paid status, or
20 until the maximum of \$472.50 has been deducted, whichever comes first.
21

22 (2) Annual in advance payments must be remitted direct to the
23 Association's accounting office no later than September 30, or within twenty-five (25)
24 working days following membership application for new members after September.
25 Such annual payments shall be as calculated by the Association's Accounting Office in
26 accordance with the Association's Bylaws.
27

28 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
29 Chapter shall be \$30.00 per year, payable by payroll deduction during each of the
30 months October through July in which the member is in regular paid status; or payable
31 annually in advance to the Chapter Treasurer.
32

33 **Section 3.** The local Chapter dues plus the Association per capita dues equals
34 the member's total dues requirement.
35

36 **Section 4. Assessments:** No assessments shall be levied in this Chapter
37 other than those approved by three-fourths (3/4) of the Chapter membership present
38 and voting on the question by secret ballot, provided that each member has been
39 notified in writing at least eight (8) working days in advance of the nature of the proposal
40 and the time, date and place where the matter will be voted on.
41

42 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
43 Chapter without authorization of the Executive Board. All funds collected (together with
44 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)
45 working days of receipt, for deposit in the Chapter's account.
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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, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Communications Officer, Chief Union Steward.

Section 2. Executive Board: The elected officers designated in Section 1, plus the Past President, 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 and Election Procedures:

(a) Nominations to fill the elective offices listed in Section 1 shall be accepted in odd-numbered years.

(b) Nominations for these offices shall 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. The Chapter President shall so notify the membership in writing as soon thereafter as possible.

(d) When there is more than one (1) nominee for an office, the Elections Committee, as selected pursuant to Article VIII of the constitution, shall oversee the election process and retrieve the results of the online balloting. All procedural matters relating to the online balloting process and tally shall be conducted in accordance with Association Policy 618.

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

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

1 (f) The election notice shall be sent at least ten (10) calendar days in
2 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
3 Class mail to each CSEA member in good standing who is eligible to vote in the election
4 at the last known home address, except that notice may be e-mailed to such members
5 who have an e-mail address on file with the chapter.
6

7 (g) The Chapter President shall provide advance notice to all candidates so
8 that they or their representative may be present to observe the entire balloting process,
9 including the preparation and distribution of the online election notices.
10

11 (h) It shall require a plurality vote to elect. If a tie exists, the election shall be
12 determined by lot (draw) between the tied candidates. Write-in votes shall not be
13 accepted. The official ballot tally shall be provided in writing to all candidates and
14 notices posted accessible to all Chapter members within five (5) working days and shall
15 be announced at the next following Chapter meeting at which the presiding officer shall
16 officially declare the winning candidates or announce such other action as may be
17 necessary.
18

19 (i) All election documents, including notices of nomination and election
20 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
21 all challenges to the election or charges of misconduct in running the election have
22 been resolved, whichever is the longer period.
23

24 **Section 5. Terms of Office:** Elected officers shall take office and assume
25 their duties on the January 1 following their election and shall continue to serve for
26 two (2) years or until their successors are elected, provided that any officer shall
27 automatically forfeit such office if they cease to be an Active member in good standing.
28

29 (a) A member who has completed two (2) consecutive two-year terms shall
30 not be permitted to hold that office again until two (2) years have passed since the
31 completion of the last term.
32

33 **Section 6. Vacancies:**
34

35 (a) A vacancy in the office of President shall be filled by the 1st Vice
36 President.
37

38 (b) For vacancies in any other elected office, the Executive Board shall submit
39 its recommendation to fill the office in writing to the Chapter membership at least five (5)
40 working days in advance of a designated Chapter meeting. Nominations from the floor
41 shall also be accepted at said meeting. If there are no nominations from the floor, the
42 Executive Board's candidate shall be declared elected. If nominations from the floor are
43 made, a secret ballot election shall be conducted among the Active members in good
44 standing present.
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2 **ARTICLE V**
3 **AUTHORITY OF EXECUTIVE BOARD/DUTIES OF OFFICERS**

4 **Section 1. Executive Board:** The Executive Board shall have general
5 supervision of the affairs of the Chapter between the general membership meetings. It
6 shall transact the routine business of the Chapter as authorized and required herein,
7 prioritize and determine recommendations on matters requiring discussion and action
8 by the general membership, and perform such other duties as are specified in this
9 constitution. The Board shall be subject to the orders of the Chapter membership, and
10 none of its actions shall conflict with actions taken by the Chapter membership.

11
12 A report on all actions taken by the Executive Board shall be made to the
13 membership at the next regular or special Chapter meeting, with such actions subject to
14 membership ratification if appropriate.

15
16 Minutes of Chapter and Executive Board meetings shall be kept on file for at
17 least five (5) years. Chapter financial records shall be kept on file for at least five (5)
18 years.

19
20 The Executive Board shall meet at the call of the President or at such times and
21 places designated by it; the President shall call a special meeting upon the written
22 request of a majority of the Board. Attendance of all Executive Board members is
23 required at all Executive Board meetings, unless prior notification has been given to the
24 President.

25
26 A majority of the members of the Executive Board shall constitute a quorum.

27
28 **Section 2. Duties of Officers, General:** Upon separation from office, an
29 officer shall immediately turn over to the successor or other properly designated CSEA
30 official all books, records, money and other effects of the Chapter in the possession of
31 the separating officer.

32
33 **Section 3. President:** The President shall:

34
35 (a) Chair the Executive Board as well as call and preside over all meetings of
36 the Chapter and Executive Board at which the President is in attendance.

37
38 (b) Fix the time and place of monthly Chapter and Executive Board meetings,
39 except as otherwise directed by the membership; and provide a calendar to the
40 Secretary for distribution.

41
42 (c) Set the agenda for Chapter meetings, as noted in Article VI, and provide
43 to the Secretary for distribution to the membership.

44
45 (d) Attend all regional presidents' meetings (RPMs) and such other meetings
46 as required by the Association or at the direction of the Chapter, and report back to the
47 Executive Board and Chapter membership at the next Chapter meeting, with
48 recommendations for Chapter action or as otherwise required.
49

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.

4
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 programs.

8
9 (g) Develop and maintain communication with all constituencies of the
10 college.

11
12 (h) Serve as a member of the Membership Committee, and promote and
13 participate in membership recruitment activity to build the union.

14
15 (i) Perform such other duties as normally pertain to the office of President or
16 ordered by this constitution.

17
18 **Section 4. 1st Vice President:** The 1st Vice President shall:

19
20 (a) In the absence or disability of the President, possess all of the powers and
21 perform all of the duties of the President.

22
23 (b) At all times assist the President in the performance of their duties.

24
25 (c) Assume the office of President if a vacancy occurs.

26
27 (d) Coordinate and direct the activities of the Site Representatives, standing
28 committees, and any adhoc committees.

29
30 (e) Serve as a member of the Membership Committee, and promote and
31 participate in membership recruitment activity to build the union.

32
33 (f) Perform such other duties as may be assigned by the President/Executive
34 Board or ordered by this constitution.

35
36 **Section 5. 2nd Vice President:** The 2nd Vice President shall:

37
38 (a) Assist the 1st Vice President in the performance of their duties, as
39 directed.

40
41 (b) Recruit classified representatives from the membership to volunteer
42 service on standing governance committees within the college. The 2nd Vice President
43 shall do this with consideration to skill, interest, and avoiding any "conflict of interest"
44 situations in representation on such committees. This office will also coordinate reports
45 on these governance committees to the Executive Board and membership.

46
47 (c) Serve as Chairperson of the Membership Committee, and promote and
48 participate in membership recruitment activity to build the union.

49

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

3
4 **Section 6. Secretary:** The Secretary shall:

5
6 (a) Keep an accurate record of all proceedings of Chapter and Executive
7 Board meetings, including an accurate roll of members and officers in attendance at
8 each; and post these records to the Chapter website and provide to the
9 Communications Officer for the newsletter and any other distribution.

10
11 (b) Keep an accurate roster of the officers of the Chapter and see that such
12 information is forwarded to the Association as required.

13
14 (c) Issue notices of all meetings of the Executive Board and Chapter
15 meetings, which shall include an agenda/notice of matters for discussion at same.

16
17 (d) Notify members of all committees of their appointment/election.

18
19 (e) Maintain all correspondence, official documents and historical records of
20 the Chapter, which shall be open at all times for inspection by the President or designee
21 and members of the Executive Board.

22
23 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
24 Association and the constitution of this Chapter and see that copies of same are
25 available for reference at all Executive Board and Chapter meetings, and available for
26 inspection by the general membership upon request.

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

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

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

35
36 (a) Receive all funds of the Chapter and keep and disburse same under the
37 direction of the President and as required by the Constitution & Bylaws of the
38 Association and this Chapter. Inform the Association at chapter-financials@csea.com
39 prior to any changes in the financial institution(s) utilized by the Chapter.

40
41 (b) Maintain regular books and full accounts which shall be open at all times
42 to inspection by the President or designee, and the Auditing Committee.

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

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1 (d) Report at each meeting of the Executive Board and Chapter as to the
2 financial condition of the treasury with a detailed statement of receipts and expenditures
3 and accounts payable, to include where the Chapter holds its treasury, and per capita
4 dues/fees paid and owed to the Association if any. The report to the Executive Board
5 shall also include copies of the bank statement(s)/reconciliation(s).
6

7 (e) Prepare the annual financial report to include the last day of the fiscal
8 year, and immediately submit same to the President for review and forwarding to the
9 Association, and the membership.

10
11 (f) Promptly forward membership applications and dues payments to the
12 Association. The Association shall send payroll deduction authorizations to the
13 appropriate district office for processing.
14

15 (g) Maintain an accurate record of members in good standing, and prepare
16 such monthly reports and remittances as may be required by the Association and
17 promptly forward to CSEA Headquarters within twenty-five (25) working days of request.
18

19 (h) Assist in preparation of the annual Chapter budget.
20

21 (i) Upon leaving office, sign such bank signature cards or other documents
22 necessary for the transfer of all Chapter accounts to the new Treasurer.
23

24 (j) Serve as a member of the Membership Committee, and promote and
25 participate in membership recruitment activity to build the union.
26

27 (k) Perform such other duties as normally pertain to the office of Treasurer or
28 as may be assigned by the President/Executive Board or ordered by this constitution.
29

30 **Section 8. Communications Officer:** The Communications Officer shall:
31

32 (a) Edit and distribute a newsletter or similar publication (such as Chapter
33 website) as may be authorized by the Executive Board and the Chapter membership.
34

35 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
36 and official publications of the Association.
37

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

41 (d) Perform such other duties as normally pertain to the Communications
42 Officer or as may be assigned by the President/Executive Board or ordered by this
43 constitution.
44

45 **Section 9. Chief Union Steward:** The Chief Union Steward shall:
46

47 (a) Attend training sessions for Chief Union Stewards provided by the
48 Association and/or other appropriate training as directed by the President.
49

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

5
6 (c) Process all grievances not settled at the immediate-supervisory level,
7 unless CSEA staff assistance is required.

8
9 (d) Serve as Chairperson of the Grievance Committee; and keep the
10 Executive Board informed on all grievance activity.

11
12 (e) In coordination with the President, call and conduct periodic meetings
13 between the Site Representatives and Union Stewards to ensure an appropriate level of
14 communication and coordination between these programs.

15
16 (f) Handle any and all responsibilities of Union Stewards, as described in
17 Article IX, if there are an insufficient number to handle issues and/or pending
18 grievances.

19
20 (g) Serve as a member of the Membership Committee, and promote and
21 participate in membership recruitment activity to build the union.

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23 **ARTICLE VI**
24 **MEETINGS**

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

31
32 **Section 2.** Special meetings of the Chapter may be called by the Chapter
33 President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the
34 Executive Board or upon petition to the President of twenty percent (20%) of the
35 Chapter membership. At the President's discretion, additional Chapter meetings may
36 be called during July and/or August.

37
38 **Section 3. Meeting Notices:**

39
40 (a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice
41 shall precede all Chapter meetings at least five (5) working days in advance to allow
42 members a reasonable opportunity to attend. Said notice shall include a summary of the
43 business to be acted upon, and the time, date and place of the meeting.

44
45 (b) **Special Meetings.** Notice for special meetings shall include the specific
46 topic(s) for discussion/action at said meeting, and unless otherwise required herein, a
47 notice of less than five (5) working days, but not less than twenty-four (24) hours in
48 advance, may be given in an emergency situation.

1 **Section 4. Electronic Meeting.** Meetings of the Chapter may be conducted
2 through use of Internet meeting services designated by the President that support
3 voting, support visible displays identifying those participating, identifying those seeking
4 recognition to speak, showing (or permitting the retrieval of) the text of pending motions,
5 and showing the results of votes.
6

7 Meetings of the Chapter may be held electronically when the Chapter President
8 has obtained consent from two-thirds (2/3) of the Executive Board; or, in the case of
9 Special Meetings, when so directed by those calling the special meeting. Meetings held
10 electronically shall be subject to the following rules:
11

12 (a) **Meeting notices.** Appropriate login information necessary to connect to
13 the meeting and information on how to participate in the meeting shall be included in the
14 meeting notice including phone login information to participate aurally by telephone.
15 Members joining by phone should announce themselves at the direction of the chair at
16 the first opportunity.
17

18 (b) **Voting.** Votes shall be taken by the voting feature of the Internet meeting
19 service, unless a different method such as a roll call or raised hand vote is approved by
20 the members. Members participating by phone only shall vote by roll call at the direction
21 of the chair. Internet meeting service shall not be used for secret ballot votes.
22

23 (c) **Obtaining the floor or interrupting a member.** A member has the floor
24 and may unmute once recognized by the chair. A member may only interrupt a speaker
25 for a specific motion or request which under the rules permits a member to do so. A
26 member who intends to make such a motion or request shall so indicate to the chair and
27 then shall wait a reasonable time for the chair's instructions before attempting to
28 interrupt the speaker by voice.
29

30 (d) **Member participation and forced disconnections.** All chapter members
31 in attendance have the right to participate in the meeting including making motions and
32 speaking in debate. However, the chair may cause or direct the muting or disconnection
33 of a member's connection if it is causing interference with the meeting (such as
34 interrupting other members when not permitted by the rules or when not recognized by
35 the chair or if there is repeated, disruptive background noise). The chair's decision to do
36 so must be announced to all participants prior to any action taken and is subject only to
37 an undebatable appeal that can be made by any member present. To be in order, the
38 appeal must be made immediately, before business moves onto the next subject. If
39 appealed, a majority vote of members present is required to overturn the decision of the
40 chair.
41

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

- 3
- 4 (1) Pledge of Allegiance to the Flag
- 5 (2) Approval of Minutes of the Previous Meeting
- 6 (3) Communications
- 7 (4) Report of Executive Board Actions
- 8 (5) Treasurer's Report
- 9 (6) Committee Reports
- 10 (7) Unfinished Business
- 11 (8) New Business
- 12 (9) Good of the Order
- 13 (10) Adjournment
- 14

15 **Section 6. Quorum for Meetings:** It shall require at least seven (7) members
16 in good standing in attendance at any Chapter meeting for business to be conducted.

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19 **ARTICLE VII**

20 **CONTROL OF FUNDS / BUDGET**

21

22 **Section 1.** All funds received shall be deposited in the name of Glendale
23 Community College Chapter No. 76, CSEA, in such bank or other financial institution as
24 approved by the Executive Board. The use of chapter debit cards is strictly prohibited.
25 No funds shall be disbursed except by check, duly authorized and signed by the
26 Treasurer and the President. In the event of absence of, inability to act by, or vacancy
27 in the office of Treasurer, funds shall only be disbursed upon signature of the President
28 and one (1) of the following: 1st Vice President, 2nd Vice President, Secretary. The
29 Executive Board shall provide the Association with the name and location of the
30 Chapter bank or financial institution, including any changes thereto, at csea-
31 financials@csea.com. Chapter financial practices shall conform to Association Policy
32 627.

33

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

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**ARTICLE VIII
COMMITTEES**

Section 1. Standing Committees: The following shall be the standing committees of the Chapter: Auditing, Elections, Grievance, Membership, Negotiating, Political Action. 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 2. Ad Hoc Committees: Shall be defined as such other committees 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 of such committees and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

Section 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 1st Vice President shall act as coordinator of all appointed committees except college governance committees.

(c) The 2nd Vice President shall be Chairperson of the Membership Committee, and act as coordinator of members serving on college governance committees.

(d) The Chief Union Steward shall be Chairperson of the Grievance Committee.

Section 4. Quorum: A majority of the members of any committee must be present at any meeting to constitute a quorum.

Section 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 6. Auditing Committee: It shall be the duty of this 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.

1 **Section 7. Elections Committee:** It shall be the duty of this committee to
2 supervise and assist in the preparation, distribution, and counting of the ballots in all
3 elections (including contract ratifications) within the Chapter, and certify the results to
4 the Chapter President. In addition, the committee shall ensure that election procedures
5 are in accordance with applicable provisions of the Association's Constitution & Bylaws
6 and Policy, and this constitution.

7
8 **Section 8. Grievance Committee:**

9
10 (a) It shall be the duty of the Grievance Committee to supervise and assist the
11 operation of the Chapter's Union Steward program. The committee shall ensure that all
12 grievances are handled properly in their investigation and filing and consistent in their
13 resolution.

14
15 (b) The committee shall be empowered to review proposed settlements of
16 grievances undertaken by individual members of the bargaining unit (i.e., without
17 representation of a Union Steward or CSEA staff) to ensure they are resolved
18 consistent with provisions of the collective bargaining agreement.

19
20 (c) The committee shall review all grievances going beyond the immediate
21 supervisory level to determine whether CSEA staff assistance should be obtained. If
22 staff assistance is required, the President shall be so notified.

23
24 (d) The committee shall review all grievances being considered for arbitration
25 and recommend to the Executive Board whether each particular case should be
26 arbitrated.

27
28 (e) The Chief Union Steward shall serve as Chairperson of this committee.

29
30 **Section 9. Membership Committee:** It shall be the duty of this committee to
31 strive for 100% CSEA membership within the chapter, to develop and execute a
32 program designed to secure new members especially at new employee orientations,
33 and stimulate membership attendance at Chapter meetings on an ongoing basis. All
34 members of the Executive Board shall serve as members of this committee in addition
35 to any other members appointed. The 2nd Vice President shall serve as Chairperson of
36 this committee.

37
38 **Section 10. Negotiating Committee (Team):**

39
40 (a) The members of the Negotiating Committee shall consist of the Chief
41 Negotiator, plus at least one (1) representative from each of the three (3) of the major
42 job groupings represented by this Chapter, as follows: Student Services, Instructional
43 Services, and Administrative Services. Whenever a particular job grouping has a job-
44 specific item being negotiated, it is mandatory that a member (or members) of that job
45 grouping be consulted by the team.

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1 (b) The Chief Negotiator shall be appointed by the President from among the
2 members in good standing, subject to approval by the Executive Board. The committee
3 members shall be appointed by the President from among the members in good
4 standing employed in areas designated above.

5
6 (c) Term of office for the appointed members shall commence upon their
7 appointment and continue until their successors are appointed.

8
9 (d) Vacancies shall be filled by appointment by the President for the
10 remainder of the original term only.

11 (e) **Duties:**

12 (1) The Chief Negotiator shall:

13
14 (i) Serve as the Chief Negotiator (along with the Association
15 Labor Relations Representative) at all negotiations meetings with
16 the District.

17
18 (ii) Keep Chapter President and Executive Board Members
19 informed of all negotiation discussions and agreements.

20
21 (iii) Meet with the Chapter President to discuss negotiations.

22
23 (iv) Conduct negotiations surveys of the chapter membership to
24 prepare for successor negotiations.

25
26 (2) The Negotiating Committee shall:

27
28 (i) Research issues, and prepare and submit initial bargaining
29 proposals (including proposals on re-openers) to the membership for review and
30 approval prior to commencement of negotiations and in coordination with the President.

31
32 (ii) Negotiate the contract (including re-openers and
33 modifications) for and on behalf of the Chapter with assistance from CSEA field staff.

34
35 (iii) Keep the Executive Board and the membership informed on
36 the progress of negotiations and solicit membership input where advisable.

37
38 (iv) Ensure that all bargained agreements are submitted for
39 ratification by of the bargaining unit(s) in accordance with Article XIII of this constitution.

40
41 **Section 11. Nominating Committee:** It shall be the duty of this committee to
42 investigate the qualifications of members for the elective Executive Board offices and
43 submit such nominees as in its judgment will best serve the interests of the Chapter.
44 Nominations shall be reported to the Chapter membership as required by Article IV of
45 this constitution.

1 **Section 12. Political Action Committee:** It shall be the duty of this committee
2 to:

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) Inform all members about PACE of CSEA and the Victory Club, and
20 educate the membership regarding the necessity for active participation in the political
21 process in accordance with Association and Chapter goals.

22
23 (e) Make recommendations to the Chapter membership regarding
24 endorsement of candidates for college 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 Chapter President shall appoint Union Stewards, in sufficient numbers to serve the needs of the membership. The President shall determine the number of Stewards to be appointed.

Section 2. Term of Office: Term of office for Union 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 Union Steward shall automatically forfeit such office if they cease 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 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 periodic Site Representative/site council meetings as directed by the Chief Union Steward.

(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 Chief Union Steward of all grievances received; immediately report to the Chief Union 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 Union Steward upon completion.

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**ARTICLE X
SITE REPRESENTATIVES**

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

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

8
9 **Section 3. Duties:** The Site Representative Coordinator shall:

10
11 (a) Guide, train, and direct the Chapter's Site Representative(s) in the
12 performance of their duties. Ensure that the communications network flows from
13 Association to Chapter to site, and from site to Chapter to Association.

14
15 (b) Work cooperatively with chapter leadership on all matters of
16 communication, to enable involvement of all bargaining unit members.

17
18 (c) Keep the Executive Board informed of all bargaining unit employees'
19 issues and concerns as reported by each site representative.

20
21 (d) Conduct monthly check-ins with the Site Representative(s). Attend
22 Membership Committee meetings.

23
24 **Section 4. Duties:** Site Representative(s) shall:

25
26 (a) Help the 2nd Vice President recruit employees into CSEA membership and
27 educate employees about CSEA.

28
29 (b) Help distribute Chapter newsletter, bulletins, and other CSEA information
30 on the website; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.

31
32 (c) Help conduct periodic site-level meetings with assigned Executive Board
33 officer(s) to keep the members informed of actions taken at Chapter meetings, to
34 explain CSEA benefit plans and services, and to keep members informed of Association
35 and/or Chapter activity regarding grievances, PERB decisions, contract negotiations,
36 legislative and political activity, and other matters of importance.

37
38 (d) Relay member concerns to the appropriate Union Steward or other
39 Chapter officer.

40
41 (e) Attend Chapter meetings; attend training workshops and other seminars
42 as directed and approved by the Chapter President; attend joint Union Steward/Site
43 Representative (site council) meetings as may be called by the Chief Union Steward
44 and/or the President.

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

4 **Section 1. Recall of Elected Offices**
5

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

10
11 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive
12 Board or thirty percent (30%) of the members in good standing eligible to vote on the
13 individual being recalled. The petition shall state the specific reasons in support of the
14 recall, and the petition shall be presented to the Executive Board and to the individual.

15
16 (c) Upon receipt of the petition, the Executive Board shall arrange for a
17 special meeting to be held not less than eleven (11) working days nor more than twenty-
18 five (25) working days following its receipt, at which the charged person shall be
19 afforded opportunity to rebut the charges, including presentation and cross-examination
20 of witnesses as may be appropriate, and the secret ballot vote shall be conducted.
21 Attendance at said meeting shall be restricted to members of the Executive Board and
22 members of the Chapter in good standing who are eligible to vote on the particular
23 recall action, authorized representatives of the Association, and such witnesses as may
24 be pertinent to the action. Notice specifying time, date, and place and the specific
25 nature/purpose of the meeting shall be issued to those eligible for attendance at least
26 eight (8) working days in advance.

27
28 **Section 2. Removal of Appointed Offices**
29

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

36
37 (b) Any appointed committee chairperson or member failing to attend three
38 (3) consecutive committee meetings, unless excused for cause, shall be automatically
39 removed from the committee.

40
41 **Section 3. Resignation from Office**
42

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

45
46 (b) A resignation by any appointee of the President/Executive Board is not
47 effective until acknowledged by the President/Executive Board.
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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 February. Alternates in sufficient numbers for each of the authorized delegates, to include an alternate for the President, shall also be elected.

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

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

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

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

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

1 (f) The Chapter President shall provide advance notice to all candidates so
2 that they or their representative may be present to observe the entire balloting process,
3 including the preparation and distribution of the online election notices.
4

5 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be
6 determined by lot (draw) between the tied candidates. Write-in votes shall not be
7 accepted. The official ballot tally shall be provided in writing to all candidates and
8 notices posted accessible to all Chapter members within five (5) working days and shall
9 be announced at the next following Chapter meeting at which the presiding officer shall
10 officially declare the winning candidates or announce such other action as may be
11 necessary.
12

13 (h) All election documents, including notices of nomination and election
14 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
15 all challenges to the election or charges of misconduct in running the election have
16 been resolved, whichever is the longer period.
17

18 (i) In the event a delegate cannot attend, the Executive Board shall
19 determine which alternate shall replace the authorized delegate.
20

21 **Section 3. Responsibilities:** Delegates shall attend all conference business
22 and other sessions of importance to the Chapter. In addition, the delegates shall:
23

24 (a) Attend at least one (1) orientation meeting at the regional or area level of
25 the Association concerning the resolutions to the upcoming conference, as directed by
26 the President/Executive Board.
27

28 (b) Provide written and oral reports on conference activities to the Chapter
29 membership at the first Chapter meeting following the conference.
30

31 (c) Submit a detailed report of expenditures to the Chapter Treasurer within
32 three (3) weeks following the conference, and if an expense advance has been provided
33 by the Chapter, reimburse the Chapter treasury for advance funds not utilized for
34 authorized purposes.
35

36 **ARTICLE XIII**

37 **CONTRACT RATIFICATION**

38

39 **Section 1.** Contract ratification procedures will comply with the provisions of
40 Association Policy 610.
41

42 **Section 2. Initial Proposals:**

43

44 (a) The initial bargaining proposal will be determined by a vote of the
45 membership.
46

47 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
48 shall be submitted to the Field Director and Labor Relations Representative for review.
49

1 **Section 3. Negotiated Agreement:**
2

3 (a) When the Negotiating Committee has negotiated a contract, tentative
4 agreement, or modifications to an existing contract, it shall immediately submit one (1)
5 copy to the CSEA Labor Relations Representative assigned to service the Chapter, for
6 review by the Association prior to membership ratification.
7

8 (1) All contract modifications shall be submitted to the Labor Relations
9 Representative for review by the Association. However, membership ratification shall
10 not be required for those items listed as exceptions to the definition of "modifications"
11 within the provisions of Association Policy 610, unless they are included as part of
12 contract re-opener negotiations.
13

14 **Section 4. Ratification Procedures:**
15

16 (a) A copy of the tentative agreement or a summary of the tentative
17 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the
18 "contract information" meeting. The Negotiating Committee shall include a statement
19 recommending ratification of the agreement. If a summary only is provided, copies of
20 the tentative agreement containing the exact language of the proposal shall be provided
21 for review at the meeting.
22

23 (b) The Chapter President shall set the date, time and place for one (1) or
24 more "contract information" meetings, which shall be open to attendance by all
25 employees within the bargaining unit(s), whether or not they are CSEA members.
26

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

- 32 (1) To individual bargaining unit employees utilizing the U.S. mail or
33 the employer's mail system;
34 (2) Distribution by Site Representatives or others;
35 (3) Posting in prominent locations at each worksite.
36

37 **Exception to the above:** The Field Director may approve a notice period of less
38 than five (5) working days upon request of the Chapter President, if it is deemed an
39 expedited ratification is advisable.
40

41 **(d) Conduct of Informational Meeting(s):**
42

43 (1) The Negotiating Committee shall review the provisions of the
44 tentative agreement and indicate its recommendations for ratification.
45

46 (2) If the Association recommends rejection of the tentative agreement,
47 an Association representative shall be in attendance at the meeting and shall be
48 provided ample opportunity to outline the recommendation for rejection and the reasons
49 therefore.

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

5
6 (e) **Ratification Vote:**
7

8 (1) The ratification vote shall be by online balloting following the
9 informational meeting(s). The Chapter Elections Committee shall oversee the ratification
10 process and conduct the vote tally. All procedural matters relating to the online balloting
11 process and tally shall be conducted in accordance with Association Policy 610.
12

13 (2) The Elections Committee shall request an online ballot from the
14 CSEA Executive Department. Upon verification that the online ballot is available, the
15 Elections Committee shall prepare a ballot notice. Each notice shall include the
16 appropriate information needed to cast an online ballot, such as the dates of balloting,
17 instructions on how to access the online ballot via the internet, the member's
18 identification and password code.
19

20 (3) The Chapter President shall set the dates for online balloting, which
21 shall begin no sooner than the day after the final informational meeting. The online
22 balloting shall be available on the same day the ballot notice is distributed and shall
23 remain open until the date set to close.
24

25 (4) The ballot notice shall be sent at least five (5) working days in
26 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
27 Class mail to each CSEA member in good standing employed in the bargaining unit(s)
28 at the last known home address, except that notice may be e-mailed to such members
29 who have an e-mail address on file with the Chapter.
30

31 (5) It shall require a majority of the votes cast to ratify. The results of
32 the balloting shall be provided to the membership no later than five (5) days following
33 the vote tally and shall be announced at the next Chapter meeting.
34

35 **Section 5.** It is the duty of all elected officers to encourage the entire
36 membership to exercise their right to vote.
37

38 **Section 6. Executed Agreement:** Every collective bargaining agreement
39 shall be executed by both the Association and appropriate representatives of this
40 Chapter. No contract shall be valid which has not been ratified by the Chapter
41 membership.
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ARTICLE XIV CONCERTED ACTIVITIES

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 shall have been met.

ARTICLE XV AMENDMENTS TO CONSTITUTION

Section 1. This Constitution shall at all times conform to all provisions of the Association Constitution & Bylaws and Policy, and where any conflict should occur, the Association Constitution & 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 amendment(s) and the date, time, and place of the designated Chapter meeting to be issued to all members in good standing at least eight (8) working 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.**

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**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 purposes as appropriate and authorized in accordance with provisions contained in Association Policy 612.

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**ARTICLE XVII
PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules 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.