

**CONSTITUTION OF  
Hartnell Chapter No. 470, CSEA  
Adopted July 1986  
Revised December 10, 2021**

**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 Hartnell Chapter No. 470, CSEA.**

**APPROVED**

**California School Employees Association**

**Date:** April 26, 2022

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

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**ARTICLE I  
NAME AND OBJECTS**

**Section 1. Name:** The name of this organization shall be Hartnell Chapter No. 470 of the California School Employees Association.

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

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**ARTICLE II  
MEMBERSHIP**

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

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

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

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

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

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

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

18  
19                   (c) **Lifetime Retired:** Any person who was a member of the Chapter at the  
20 time of retirement may become a "Lifetime Retired" member of this Chapter upon  
21 payment of a one-time fee of \$20.00. Such members shall be permitted to attend  
22 Chapter meetings and social functions and to receive the Chapter newsletter as long as  
23 they live in the local area. They shall not otherwise be accorded voice, vote or other  
24 participation in Chapter affairs.

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

34  
35                   Should such member cease to be a retired member in good standing of the  
36 Association, his/her Chapter membership shall automatically terminate.

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

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1                   **Section 3.   Membership "In Good Standing"**  
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3           (a)    Membership "in good standing" shall be effective and shall continue upon  
4 receipt of the required dues for the current month. For purposes of establishing voting  
5 rights and eligibility to hold an elected or appointed office, Active members whose dues  
6 are paid via payroll deduction shall not be deemed to be in good standing until the first  
7 of the month following the month in which the first dues are deducted, unless s/he pays  
8 dues in cash for the interim period.  
9

10           (b)   Membership shall terminate with:

11                   (1)    The effective date of layoff for members who are laid off and who  
12 choose not to continue in either an Active or Inactive status under provisions of Sections  
13 1(a)(1) or 1(b) above.  
14

15                   (2)    The effective date of an unpaid leave of absence or placement on a  
16 reemployment list for reasons other than layoff, for such members who choose not to  
17 continue in an Inactive status under provisions of Section 1(b) above.  
18

19                   (3)    The date of termination of their 39-month reemployment rights or  
20 approved leave of absence for members who have continued in an Active or Inactive  
21 status, if such members have not been returned to active employment.  
22

23                   (4)    The date of execution of a document terminating payroll deduction  
24 of dues, unless arrangements have been made with the Chapter Treasurer for advance  
25 cash payment. However, the dues authorization signed by a member is a contract which  
26 by law is not terminable without reasonable advance written notice being provided to the  
27 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as  
28 being five (5) days.  
29

30                   (5)    The effective date of removal from the bargaining unit, or voluntary  
31 termination of employment.  
32

33                   (6)    The effective date of involuntary termination of employment, unless  
34 the member is eligible to continue and elects to retain Active status as permitted under  
35 provisions of Section 1(a)(2) above.  
36

37                   (7)    Actions pursuant to Sections 4 or 5 below.  
38

39                   **Section 4.   Delinquency & Resignation:**  
40

41           (a)    Members who no longer wish to retain that status may resign CSEA  
42 membership by providing a five (5) day advance written notification to the Area's  
43 assigned CSEA Field Office. Such notification must include the member's name,  
44 address, employer's name or Chapter name, the last four (4) digits of his/her social  
45 security number, and his/her CSEA ID number or Employee ID number.  
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1 (b) Any member failing to pay all dues owed for the current month shall be  
2 deemed delinquent and shall not be considered to be in good standing until such  
3 delinquency has been remitted.

4  
5 (c) Members who have resigned shall, upon reapplication, be admitted as  
6 new members.

7  
8 **Section 5. Expulsion, Suspension, Discipline:**

9  
10 (a) No member may be involuntarily removed from the membership rolls  
11 except as provided for in Sections 3 and 4 above, or in accordance with the procedures  
12 for expulsion, suspension and discipline of members as specified in the Association  
13 Constitution.

14  
15 (b) All matters for proposed disciplinary action against members shall be  
16 referred to the Association for action, except that members may be recalled from office  
17 in accordance with provisions of Article XI of this Constitution.

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20 **ARTICLE III**  
21 **DUES and ASSESSMENTS**

22  
23 **Section 1. Association Per Capita Dues**

24  
25 (a) Per capita dues to the Association for Active members shall be assessed  
26 at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but  
27 *including* longevity, professional growth and anniversary increments), but not to exceed  
28 a maximum of \$472.50 for the 12-month period commencing each September 1st and  
29 continuing through the following August 31st. Said dues shall be payable by payroll  
30 deduction or annually in advance direct to the Association.

31  
32 (1) Payroll deduction shall commence in September of each year and  
33 continue through the following August for each month the member is in a paid status, or  
34 until the maximum of \$472.50 has been deducted, whichever comes first.

35  
36 (2) Annual in advance payments must be remitted direct to the  
37 Association's accounting office no later than September 30, or within thirty (30) days  
38 following membership application for new members after September. Such annual  
39 payments shall be as calculated by the Association's Accounting Office in accordance  
40 with the Association's Bylaws.

41  
42 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this  
43 Chapter shall be \$3.00 per month, payable by payroll deduction during each of the  
44 months September through June in which the member is in regular paid status; or  
45 payable annually in advance to the Chapter Treasurer.

46  
47 **Section 3.** The local Chapter dues plus the Association per capita dues equals  
48 the member's total dues requirement.



1 (d) When there is more than one (1) nominee for an office, the Elections  
2 Committee, as selected pursuant to Article VIII of the constitution, shall oversee the  
3 election process and retrieve the results of the online balloting. All procedural matters  
4 relating to the online balloting process and tally shall be conducted in accordance with  
5 Association Policy 618.  
6

7 (1) The Elections Committee shall request an online ballot from the  
8 CSEA Executive Department. Upon verification that the online ballot is available, the  
9 Elections Committee shall prepare an election notice. Each notice shall include the  
10 appropriate information needed to cast an online ballot, such as the dates of balloting,  
11 instructions on how to access the online ballot via the internet, the member's  
12 identification and password code.  
13

14 (e) The Chapter President shall set the dates for online balloting, which shall  
15 begin no sooner than December 1. The online balloting shall be available on the same  
16 day the election notice is mailed and shall remain open until the date set to close.  
17

18 (f) The election notice shall be sent at least ten (10) working days in advance  
19 of the date set for online balloting to close. Notice must be mailed via U.S. First Class  
20 mail to each CSEA member in good standing who is eligible to vote in the election at  
21 his/her last known home address, except that notice may be e-mailed to such members  
22 who have an e-mail address on file with the chapter.  
23

24 (g) The Chapter President shall provide advance notice to all candidates so  
25 that they or their representative may be present to observe the entire balloting process,  
26 including the preparation and distribution of the online election notices.  
27

28 (h) It shall require a plurality vote to elect. If a tie exists, the election shall be  
29 determined by lot (draw) between the tied candidates. Write-in votes shall not be  
30 accepted. The official ballot tally shall be provided in writing to all candidates and  
31 notices posted accessible to all Chapter members within five (5) working days and shall  
32 be announced at the next following Chapter meeting at which the presiding officer shall  
33 officially declare the winning candidates or announce such other action as may be  
34 necessary.  
35

36 (i) All election documents, including notices of nomination and election  
37 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and  
38 all challenges to the election or charges of misconduct in running the election have  
39 been resolved, whichever is the longer period.  
40

41 **Section 5. Terms of Office:** Elected officers shall take office and assume  
42 their duties on the January 1 following their election and shall continue to serve for two  
43 (2) years or until their successors are elected, provided that any officer shall  
44 automatically forfeit such office if they cease to be an Active member in good standing.  
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1 (b) Fix the time and place of meetings except as otherwise directed by the  
2 membership.

3  
4 (c) Set the agenda for Chapter meetings, as noted in Article VI.

5  
6 (d) Appoint and direct the activities of the various committees, standing or  
7 special, required by this constitution or established by the Executive Board, or as may  
8 be ordered by vote of the membership, except as otherwise provided herein.

9  
10 (e) Attend all regional presidents' meetings (RPMs) and such other meetings  
11 as required by the Association or direction of the Chapter, and report back to the  
12 Executive Board and Chapter membership at the next Chapter meeting, with  
13 recommendations for Chapter action or as otherwise required.

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

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18 **Section 4. Vice President:** The 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 in his/her stead.

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

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

26  
27 (d) Serve as Chairperson of the Membership Committee.

28  
29 (e) Coordinate and direct the activities of the Site Representatives.

30  
31 (f) In coordination with the Chief Union Steward, call and conduct periodic  
32 meetings between the Site Representatives and Union Stewards to ensure an  
33 appropriate level of communication and coordination between these two (2) programs.

34  
35 (g) Coordinate the activities of the standing committees.

36  
37 (h) Perform such other duties as may be assigned by the President/Executive  
38 Board or ordered by this constitution.

39  
40 **Section 5. Secretary:** The Secretary shall:

41  
42 (a) Keep an accurate record of all proceedings of Chapter and Executive  
43 Board meetings, including an accurate roll of members and officers in attendance at  
44 each.

45  
46 (b) Keep an accurate roster of the officers of the Chapter and see that such  
47 information is forwarded to the Association as required.

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

3  
4 (d) Notify members of all committees of their appointment/election.

5  
6 (e) Have custody of all correspondence, official documents and historical  
7 records of the Chapter, which shall be open at all times for the inspection of the  
8 President or his/her agent and members of the Executive Board.

9  
10 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the  
11 Association and the constitution of this Chapter and see that copies of same are  
12 available for reference at all Executive Board and Chapter meetings, and available for  
13 inspection by the general membership upon request.

14  
15 (g) Perform such other duties as normally pertain to the office of Secretary or  
16 as may be assigned by the President/Executive Board or ordered by this Constitution.

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18 **Section 6. Treasurer:** The Treasurer shall:

19  
20 (a) Receive all funds of the Chapter and keep and disburse same under the  
21 direction of the President and as required by the Constitution & Bylaws of the  
22 Association and this Chapter.

23  
24 (b) Keep or cause to be kept regular books and full accounts which shall be  
25 open at all times to inspection of the President or his/her agent and the Auditing  
26 Committee.

27  
28 (c) Provide access to all records, vouchers and statements to the Auditing  
29 Committee for annual inspection at the close of each fiscal year.

30  
31 (d) Report at each meeting of the Chapter as to the financial condition of the  
32 treasury with a detailed statement of receipts and expenditures and accounts payable,  
33 to include per capita dues/fees paid and owed to the Association if any.

34  
35 (e) Prepare the annual PERB financial report to include the last day of the  
36 fiscal year, and immediately submit same to the President for review and forwarding to  
37 the Association, and the membership.

38  
39 (f) Promptly forward membership applications and dues payments to the  
40 Association. The Association shall send payroll deduction authorizations to the  
41 appropriate district office for processing.

42  
43 (g) Maintain an accurate record of members in good standing, and prepare  
44 such monthly reports and remittances as may be required by the Association and  
45 promptly forward to CSEA Headquarters within thirty (30) days of request.

46  
47 (h) Assist in preparation of the Chapter budget.

48

1 (i) Upon leaving office, sign such bank signature cards or other documents  
2 necessary for the transfer of all Chapter accounts to the new Treasurer.  
3

4 (j) Perform such other duties as normally pertain to the office of Treasurer or  
5 as may be assigned by the President/Executive Board or ordered by this constitution.  
6

7 **Section 7. Communications Officer:** The Communications Officer shall:  
8

9 (a) Edit and distribute a newsletter or similar publication as may be authorized  
10 by the Executive Board and the Chapter membership.  
11

12 (b) Write articles of interest pertaining to Chapter affairs for local newspapers  
13 and official publications of the Association.  
14

15 (c) Perform such other duties as normally pertain to the Communications  
16 Officer or as may be assigned by the President/Executive Board or ordered by this  
17 constitution.  
18

19 **Section 8. Chief Union Steward:** The Chief Union Steward shall:  
20

21 (a) Ensure that the Union Steward Program of the Chapter functions  
22 according to the requirements set forth in this constitution, and maintain the necessary  
23 records on matters of contract enforcement to permit the Chapter to effectively  
24 represent bargaining unit employees.  
25

26 (b) Process all grievances not settled at the immediate-supervisory level,  
27 unless CSEA staff assistance is required.  
28

29 (c) Serve as Chairperson of the Grievance Committee, and keep the  
30 Executive Board informed on all grievance activity.  
31

32 (d) In coordination with the Vice President, call and conduct periodic meetings  
33 between the site representatives and union stewards to ensure an appropriate level of  
34 communication and coordination between these two (2) programs.  
35

36 **Section 9. Immediate Past President:** The Immediate Past President shall  
37 be a member of the Executive Board and perform such duties as may be assigned by  
38 the President and/or the Executive Board.  
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41 **ARTICLE VI**  
42 **MEETINGS**  
43

44 **Section 1.** Regular business meetings of this Chapter shall be held during the  
45 months of September through June, inclusive. The schedule of such meetings shall be  
46 established in January of each year for the succeeding twelve (12) month period and  
47 shall be provided to the membership.  
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1           **Section 2.** Special meetings of the Chapter may be called by the Chapter  
2 President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the  
3 Executive Board or upon petition to the President of twenty (20%) of the Chapter  
4 membership.

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6           **Section 3. Meeting Notices:**

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

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

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

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

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

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

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

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

12  
13 (e) **Technical requirements.** Each member is responsible for their own audio  
14 and Internet connections. No action shall be invalidated on the grounds that the loss of,  
15 or poor quality of, a member's individual connection prevented participation in the  
16 meeting.

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

- 20  
21 (1) Pledge of Allegiance to the Flag  
22 (2) Approval of minutes of the previous meeting  
23 (3) Communications  
24 (4) Report of Executive Board actions  
25 (5) Treasurer's report  
26 (6) Committee reports  
27 (a) Report of the Membership Committee/Recognition of New  
28 Members  
29 (b) Report of the Negotiating Committee  
30 (c) Union Steward/Site Representative reports  
31 (d) Other committees as required  
32 (7) Unfinished business  
33 (8) New business  
34 (9) Good of the Order  
35 (10) Adjournment  
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37 **Section 6. Quorum for Meetings:** It shall require at least ten (10) members  
38 in good standing in attendance at any Chapter meeting for business to be conducted.  
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**ARTICLE VII  
CONTROL OF FUNDS / BUDGET**

**Section 1.** All funds received shall be deposited in the name of Hartnell Chapter No. 470, CSEA, in such bank or other financial institution as approved by the Executive Board. The use of Chapter debit cards is strictly prohibited. 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: Vice President, Secretary.

**Section 2.** The Executive Board shall prepare an annual budget for approval of 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. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership, except that expenditures under \$100 may be approved by the Executive Board and reported to the Chapter membership at the next Chapter Meeting.

**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:** Such other committees as the President or the Chapter membership may deem necessary to perform a specified task for the welfare of the Chapter 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.** The Vice President shall act as coordinator of all appointed committees, and shall be Chairperson of the Membership Committee. The Chief Union Steward shall be Chairperson of the Grievance Committee.

**Section 4.** The President shall be, ex-officio, a member of all committees, except the Auditing and Elections Committees.

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

1           **Section 6. Terms:** Unless otherwise provided herein, the term of office for all  
2 committees shall be from January 1 until the end of the Chapter and fiscal year or until  
3 their successors are appointed, provided that any committee member shall  
4 automatically forfeit the office if they cease to be an Active member in good standing.  
5

6           **Section 7. Negotiating Committee (Team):**  
7

8           (a) The Negotiating Committee shall consist of the Chapter President or  
9 his/her designee as Chairperson, plus three (3) representatives from the membership at  
10 large.  
11

12           (b) The committee members shall be elected by and from among the  
13 members in good standing. The Chapter President shall set the time, date and place of  
14 such election meeting, which shall be no later than December of the designated election  
15 year. The Chapter President shall preside at said election meeting, at which  
16 nominations will be taken and a secret ballot vote shall be conducted. All procedural  
17 matters relating to this election, including timelines for notice to the affected members,  
18 shall be in accordance with Association Policy 618.  
19

20           (c) Term of office for the elected members shall commence upon their  
21 election and continue for one (1) year or until their successors are elected. In the event  
22 negotiations for any year are still in progress at the time of committee election, the  
23 designated Negotiating Committee/Team shall remain in place until negotiations have  
24 been completed and the contract ratified.  
25

26           (d) Vacancies shall be filled by special election for the remainder of the  
27 original term only.  
28

29           (e) **Duties:** It shall be the duty of the Negotiating Committee to:  
30

31                   (1) Research issues and prepare and submit initial bargaining  
32 proposals (including proposals on reopeners) for review and approval of members in  
33 good standing of the bargaining unit(s) prior to commencement of negotiations.  
34

35                   (2) Negotiate the contract (including reopeners and modifications) for  
36 and on behalf of the Chapter with assistance from CSEA field staff.  
37

38                   (3) Keep the Executive Board and the membership informed on the  
39 progress of negotiations and solicit membership input where advisable.  
40

41                   (4) Ensure that all bargained agreements are submitted for ratification  
42 of the bargaining unit(s) in accordance with Article XIII of this constitution.  
43

44           **Section 8. Auditing Committee:** It shall be the duty of this committee to  
45 receive and audit the books and records of the Treasurer immediately after the close of  
46 each fiscal year, and at such other times as may be directed by the President, and  
47 report its findings to the Chapter membership.  
48  
49



1           **Section 9. 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 10. 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           **Section 11. Membership Committee:** It shall be the duty of this committee to  
29 strive for 100% CSEA membership within the represented bargaining unit(s), and to  
30 prepare and execute a program designed to secure new members and stimulate  
31 membership attendance at Chapter meetings on an ongoing basis.

32  
33           **Section 12. Political Action Committee:** It shall be the duty of this committee  
34 to:

35  
36           (a) Develop and implement a Chapter alert system designed for emergency  
37 contact of the membership when immediate Chapter action is necessary on contract  
38 matters, legislative and political issues, and other items of importance to the Association  
39 and Chapter.

40  
41           (b) Keep the members informed about the legislative program of the  
42 Association, and may recommend to the Chapter membership legislative proposals it  
43 deems desirable for submission to the Association's Legislative Committee for  
44 consideration and inclusion in the Association's legislative program.

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1 (c) Work cooperatively with the Political Action Coordinator (PAC),  
2 appropriate staff and PACE and Legislative Committee area representatives in  
3 furtherance of the Association's legislative and political goals, rendering regular reports  
4 at Chapter meetings regarding the same and recommending any Chapter support or  
5 activity it considers appropriate.  
6

7 (d) Encourage all members to financially support PACE of CSEA and the  
8 Victory Club, and educate the membership regarding the necessity for active  
9 participation in the political process in accordance with Association and Chapter goals.  
10

11 (e) Make recommendations to the Chapter membership regarding  
12 endorsement of candidates for school board, in accordance with the following  
13 procedures:  
14

15 (1) The committee shall conduct a pre-screening of candidates to be  
16 recommended for endorsement, through direct interviews or questionnaires sent to the  
17 candidates. Following the pre-screening process, the committee shall present its  
18 recommendations for endorsement at a designated Chapter meeting for action by the  
19 Chapter membership. A majority vote shall be required for endorsement.  
20

21 (2) Whenever possible, the committee shall arrange for a candidates'  
22 forum to provide Chapter members an opportunity to hear and question the candidates  
23 on relevant issues prior to hearing the committee's recommendation and the  
24 endorsement vote being taken.  
25

26 (f) The committee shall determine the amount of financial support, if any, to  
27 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on  
28 such forms as may be required.  
29

30 (g) The committee shall solicit volunteer activity by the Chapter membership  
31 on behalf of endorsed candidates, and shall be responsible for coordinating and  
32 directing such member activities.  
33

## 34 35 **ARTICLE IX** 36 **UNION STEWARDS** 37

38 **Section 1. Election:** Union Stewards shall be elected to serve each school.  
39 The Chapter President shall determine the number of stewards to be elected for each  
40 area of representation.  
41

42 (a) No later than December of the designated election year, the members in  
43 good standing employed in each of the service areas designated above shall meet and  
44 elect from among themselves their union steward(s). The Chapter President shall set  
45 the time, date and place of such election meetings. The Chapter President shall preside  
46 at said election meetings, at which nominations will be taken and a secret ballot vote  
47 shall be conducted. All procedural matters relating to these elections, including timelines  
48 for notice to the affected members, shall be in accordance with Association Policy 618.  
49



1 (c) Conduct periodic site-level meetings to keep the members informed of  
2 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to  
3 keep members informed of Association and/or Chapter activity regarding grievances,  
4 PERB decisions, contract negotiations, legislative and political activity, and other  
5 matters of importance.

6  
7 (d) Relay member concerns to the appropriate Union Steward or other  
8 Chapter officer.

9  
10 (e) Attend Chapter meetings; attend training workshops and other seminars  
11 as directed and approved by the Chapter President; attend joint Union Steward/Site  
12 Representative (site council) meetings as may be called by the Chief Union Steward  
13 and/or the Vice President.

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

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19 **Section 1. Recall of Elected Offices**

20  
21 (a) Any member of the Executive Board, Negotiating Committee, conference  
22 delegates and alternates, and delegates to the Central Labor Council may be recalled  
23 from office upon a two-thirds (2/3) secret ballot vote of Active members of the Chapter  
24 in good standing present and voting at a meeting called for the purpose of a recall  
25 action. Union Stewards may be recalled from office by a two-thirds (2/3) secret ballot  
26 vote of the Active members in good standing of the school from which the position was  
27 originally elected who are present and voting at a designated meeting.

28  
29 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive  
30 Board or thirty percent (30%) of the members in good standing eligible to vote on the  
31 individual being recalled. The petition shall state the specific reasons in support of the  
32 recall, and the petition shall be presented to the Executive Board and to the individual.

33  
34 (c) Upon receipt of the petition, the Executive Board shall arrange for a  
35 special meeting to be held not less than fifteen (15) days nor more than thirty (30) days  
36 following its receipt, at which the charged person shall be afforded opportunity to rebut  
37 the charges, including presentation and cross-examination of witnesses as may be  
38 appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting  
39 shall be restricted to members of the Executive Board and members of the Chapter in  
40 good standing who are eligible to vote on the particular recall action, authorized  
41 representatives of the Association, and such witnesses as may be pertinent to the  
42 action. Notice specifying time, date, and place and the specific nature/purpose of the  
43 meeting shall be issued to those eligible for attendance at least ten (10) days in  
44 advance.

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1           **Section 4. Ratification Procedures:**  
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3           (a) A copy of the tentative agreement or a summary of the tentative  
4 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the  
5 "contract information" meeting. The Negotiating Committee shall include a statement  
6 recommending ratification of the agreement. If a summary only is provided, copies of  
7 the tentative agreement containing the exact language of the proposal shall be provided  
8 for review at the meeting.  
9

10           (b) The Chapter President shall set the date, time and place for one (1) or  
11 more "contract information" meetings, which shall be open to attendance by all  
12 employees within the bargaining unit(s), whether or not they are CSEA members.  
13

14           (c) Notice of the "contract information" meeting(s) shall be issued to all  
15 bargaining unit employees no later than five (5) working days in advance of the  
16 scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the  
17 Chapter President, utilizing any of the following methods, which it determines to be most  
18 efficient:  
19

- 20                   (1) To individual bargaining unit employees utilizing the U.S. mail or  
21                   the employer's mail system;
- 22                   (2) Distribution by Site Representatives or others;
- 23                   (3) Posting in prominent locations at each worksite.  
24

25           **Exception to the above:** The Association's Executive Director, or designee,  
26 may approve a notice period of less than five (5) working days upon request of the  
27 Chapter President, if it is deemed an expedited ratification is advisable.  
28

29           **(d) Conduct of Informational Meeting(s):**  
30

31                   (1) The Negotiating Committee shall review the provisions of the  
32 tentative agreement and indicate its recommendations for ratification.  
33

34                   (2) If the Association recommends rejection of the tentative agreement,  
35 an Association representative shall be in attendance at the meeting and shall be  
36 provided ample opportunity to outline the recommendation for rejection and the reasons  
37 therefore.  
38

39                   (3) Adequate opportunity for discussion, debate, and answering of  
40 questions shall be provided. Non-CSEA members of the bargaining unit(s) in  
41 attendance shall be granted the right to participate in the discussion and debate. They  
42 shall not, however, have the right to make motions or vote.  
43

44           **(e) Ratification Vote:**  
45

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





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**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 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.**

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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.

**ARTICLE XIX  
CHAPTER PRE-RETIREMENT RESOURCE PERSON**

**Section 1.** A Chapter Pre-Retirement Resource Person shall be appointed by the President and ratified by the Executive Board.

**Section 2.** His/her duties shall be to:

(a) Direct Chapter members to the right sources so they receive the best retirement information available.

(b) Attend Chapter meetings and training workshops/seminars as directed and approved by the Chapter President.

**ARTICLE XX  
DELEGATES TO THE CENTRAL LABOR COUNCIL**

**Section 1. Delegates:** Delegates to the Monterey Bay Central Labor Council shall be designated from among the Active members in good standing (including Active Retired members) as follows:

(a) The Chapter President or a designee from the Executive Board.

(b) Additional delegates in such number as may be authorized by the governing document of the Monterey Bay Central Labor Council.

**Section 2. Election:**

(a) Nominations for the authorized delegate position(s), other than the President/Executive Board designee, shall be taken at the regular Chapter meeting in November, and election shall be by secret ballot at the next regular Chapter meeting in December.

1 (b) Notification of nominations and election and all other procedural matters  
2 relating to the delegate election shall conform to Association Policy 618 and shall be  
3 conducted under the supervision of the Elections Committee.  
4

5 (c) Term of office for the elected members shall commence upon their  
6 election and continue for one (1) year or until their successors are elected.  
7

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

11 **Section 3. Responsibilities:** Delegates shall:  
12

13 (a) Make written or oral reports to the Executive Board and Chapter.  
14

15 (b) Make periodic reports, as requested, Regional Presidents Meetings  
16 (RPM's).  
17

18 (c) Follow the constitution/bylaws of the Central Labor Council in respect to  
19 delegate duties to the Central Labor Council.  
20

21 (d) Represent the Chapter at the Central Labor Council on all applicable  
22 CSEA issues.  
23

24 (e) Attend monthly Central Labor Council meetings.  
25

26 (f) Attend monthly Central Labor Council Executive Board meetings, as  
27 appropriate.  
28

29 (g) Ensure that all actions are consistent with CSEA policies and procedures,  
30 including political endorsements.  
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