

**CONSTITUTION OF
College of the Siskiyous Chapter No. 581, CSEA
Latest Revision February 17, 2005**

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 College of the Siskiyous Chapter No. 581, CSEA.

APPROVED

California School Employees Association

Date: September 25, 2006

By: *Denise K. Jensen*, Executive Manager

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**ARTICLE I
NAME AND OBJECTS**

Section 1. Name: The name of this organization shall be College of the Siskiyou Chapter No. 581 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.

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

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

18
19 (c) **Active Retired:** Any person who was a member of the Chapter at the
20 time of retirement and who also maintains a retired membership in good standing with
21 the Association may continue as an Active member of this Chapter upon payment of the
22 regular Chapter dues required of Active members. Such dues shall be paid annually in
23 advance or monthly in advance direct to the Chapter Treasurer. Such members shall
24 be entitled to continued full participation in Chapter affairs, including the right to hold
25 appointive or elective offices and the right to vote, with the exception of the right to vote
26 in contract ratification and concerted activities matters.

27
28 Should such member cease to be a retired member in good standing of the
29 Association, his/her Chapter membership shall automatically terminate.

30
31 **Section 2.** Active membership shall be effective upon the completion, dating,
32 and signing of an official CSEA application form as provided by the Association, and
33 execution of a valid authorization for payroll deduction of dues or payment of at least
34 one (1) year's dues in advance. The application shall be promptly countersigned by the
35 Chapter Treasurer who shall immediately forward the approved application, together
36 with advance dues received if any, to the Association, and submit payroll deduction
37 authorizations to the appropriate district office.

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

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

47
48

1 (b) Membership shall terminate with:
2

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

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

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

14 (4) The date of execution of a document terminating payroll deduction
15 of dues, unless arrangements have been made with the Chapter Treasurer for advance
16 cash payment.
17

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

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

25 (7) Actions pursuant to Sections 5 or 6 below.
26

27 **Section 4. Fair Share Service Fee Payers:** Employees obligated to pay
28 either dues or fair share service fees to CSEA pursuant to organizational security
29 provisions in the collective bargaining agreement and who choose not to be Active
30 members of this Chapter shall be carried on the Chapter rolls as "Fair Share Service
31 Fee Payers". Such persons shall pay fair share service fees in an amount equal to the
32 dues required of Active members of the Chapter (less any local Chapter fees unless
33 collection of local Chapter fees has been approved by the Association) subject to
34 annual requests for advance refunds of the portion of fair share service fees that CSEA
35 determines will be used for purposes not related to collective bargaining, in accordance
36 with the policies of the Association.
37

38 Fair share service fee payers shall be entitled to full rights of representation in all
39 matters related to their collective bargaining agreement. They shall not, however, have
40 the right of voice, vote, or other participation in Chapter or Association affairs, unless
41 otherwise provided herein or required by law.
42

43 **Section 5. Delinquency & Resignation:**
44

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

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. Any member allowing his/her arrearages for dues to
4 run over ninety (90) days shall be conclusively presumed to have resigned his/her
5 membership effective on said date and if applicable shall be subject to paragraph (a)
6 above and such action as may be provided under the collective bargaining agreement,
7 unless the Treasurer is notified thirty (30) days prior thereto that the member has not
8 resigned and arrangements for payment of arrearages are made.

9
10 (c) Members who have resigned shall, upon reapplication, be admitted as
11 new members.

12
13 **Section 6. Expulsion, Suspension, Discipline:**

14
15 (a) No member may be involuntarily removed from the membership rolls
16 except as provided for in Sections 3 and 5 above, or in accordance with the procedures
17 for expulsion, suspension and discipline of members as specified in the Association
18 Constitution.

19
20 (b) All matters for proposed disciplinary action against members shall be
21 referred to the Association for action, except that members may be recalled from office
22 in accordance with provisions of Article XII of this Constitution.

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25 **ARTICLE III**
26 **DUES and ASSESSMENTS**

27
28 **Section 1. Association Per Capita Dues**

29
30 (a) Per capita dues to the Association for Active members shall be assessed
31 at the rate of 1.5% of the first \$2,450 of monthly gross salary (*excluding overtime*, but
32 *including* longevity, professional growth and anniversary increments), but not to exceed
33 a maximum of \$367.50 for the 12-month period commencing each September 1st and
34 continuing through the following August 31st. Said dues shall be payable by payroll
35 deduction or annually in advance direct to the Association.

36
37 (1) Payroll deduction shall commence in September of each year and
38 continue through the following August for each month the member is in a paid status, or
39 until the maximum of \$367.50 has been deducted, whichever comes first.

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

46
47 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
48 Chapter shall be \$1.00 per month, payable by payroll deduction during each of the

1 months September through July in which the member is in regular paid status; or
2 payable annually in advance to the Chapter Treasurer.

3
4 **Section 3.** The local Chapter dues plus the Association per capita dues equals
5 the member's total dues requirement.

6
7 **Section 4. Assessments:** No assessments shall be levied in this Chapter
8 other than those approved by three-fourths (3/4) of the Chapter membership present
9 and voting on the question by secret ballot, provided that each member has been
10 notified in writing at least ten (10) days in advance of the nature of the proposal and the
11 time, date and place where the matter will be voted on.

12
13 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
14 Chapter without authorization of the Executive Board. All funds collected (together with
15 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)
16 working days of receipt, for deposit in the Chapter's account.

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19 **ARTICLE IV**
20 **OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES**

21
22 **Section 1. Officers:** The following officers shall be elected by and from
23 among the total Active membership of the Chapter, regardless of the location of their
24 employment: President, Vice President, Secretary, Treasurer, Public Relations Officer.

25
26 **Section 2. Executive Board:** The elected officers designated in Section 1,
27 plus the Immediate Past President, shall constitute the Executive Board of this Chapter.

28
29 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
30 the Active members of the Chapter who are in good standing.

31
32 (a) Nominees for elected office shall be Active members of the Chapter in
33 good standing at the time of nomination and can only accept nomination for one (1)
34 Executive Board office.

35
36 **Section 4. Nominating and Election Procedures:**

37
38 (a) A Nominating Committee appointed as hereinafter provided shall provide
39 its nominations to fill the elective offices listed in Section 1, which shall be submitted
40 annually at the October Chapter meeting.

41
42 (b) Nominations for these offices shall also be accepted from the floor at the
43 October and November Chapter meetings.

44
45 (c) If, after nominations are closed at the November Chapter meeting there is
46 only one (1) nomination for an office, the single nominee shall be declared elected to
47 the office, and no balloting or other action shall be required. The Chapter President
48 shall so notify the membership in writing as soon thereafter as possible.

1 (d) When there is more than one (1) nominee for an office, an election shall
2 be conducted at the December Chapter meeting by secret ballot vote of Active
3 members in good standing present at said meeting. It shall require a plurality vote to
4 elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall
5 be determined by lot (draw) between the tied candidates.

6
7 (e) Notices of the time, date, and place for nominations and balloting, and all
8 other procedural matters relating to conducting these elections, shall be in accordance
9 with provisions of Association Policy 618.

10
11 (f) All candidates shall be provided an opportunity to address the members
12 present at the election meeting prior to the balloting, and they or their designated
13 representative shall be accorded the right to observe the ballot tally process.

14
15 (g) All ballots, including used, unused, invalid and challenged ballots, tally
16 sheets and related election documents, including notices of nomination and election
17 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
18 all challenges to the election or charges of misconduct in the running of the election
19 have been resolved, whichever is the longer period.

20
21 **Section 5. Terms of Office:** Elected officers shall take office and assume
22 their duties on the January 1 following their election and shall continue to serve for
23 one (1) year or until their successors are elected, provided that any officer shall
24 automatically forfeit such office if they cease to be an Active member in good standing.

25
26 **Section 6. Vacancies:**

27
28 (a) A vacancy in the office of President shall be filled by the Vice President.

29
30 (b) For vacancies in any other elected office, the Executive Board shall submit
31 its recommendation to fill the office in writing to the Chapter membership at least five (5)
32 working days in advance of a designated Chapter meeting. Nominations from the floor
33 shall also be accepted at said meeting. If there are no nominations from the floor, the
34 Executive Board's candidate shall be declared elected. If nominations from the floor are
35 made, a secret ballot election shall be conducted among the Active members in good
36 standing present.

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39 **ARTICLE V**
40 **AUTHORITY OF EXECUTIVE BOARD/DUTIES OF OFFICERS**

41
42 **Section 1. Executive Board:** The Executive Board shall have general
43 supervision of the affairs of the Chapter between the general membership meetings. It
44 shall transact the routine business of the Chapter as authorized and required herein,
45 prioritize and determine recommendations on matters requiring discussion and action
46 by the general membership, and perform such other duties as are specified in this
47 constitution. The Board shall be subject to the orders of the Chapter membership, and
48 none of its actions shall conflict with actions taken by the Chapter membership.

1 A report on all actions taken by the Executive Board shall be made to the
2 membership at the next regular or special Chapter meeting, with such actions subject to
3 membership ratification if appropriate.
4

5 Minutes of Chapter and Executive Board meetings shall be kept on file for at least
6 five (5) years. Chapter financial records shall be kept on file for at least five (5) years.
7

8 The Executive Board shall meet at the call of the President or at such times and
9 places designated by it; the President shall call a special meeting upon the written
10 request of a majority of the Board.
11

12 A majority of the members of the Executive Board shall constitute a quorum.
13

14 **Section 2. Duties of Officers, General:** Upon separation from office, an
15 officer shall immediately turn over to his/her successor or other properly designated
16 CSEA official all books, records, money and other effects of the Chapter in his/her
17 possession.
18

19 **Section 3. President:** The President shall:
20

21 (a) Be chairperson of the Executive Board, call and preside over all meetings
22 of the Chapter and Executive Board at which s/he is in attendance.
23

24 (b) Fix the time and place of meetings except as otherwise directed by the
25 membership.
26

27 (c) Set the agenda for Chapter meetings, as noted in Article VI.
28

29 (d) Appoint and direct the activities of the various committees, standing or
30 special, required by this constitution or established by the Executive Board, or as may
31 be ordered by vote of the membership, except as otherwise provided herein.
32

33 (e) Attend all regional presidents' meetings (RPMs) and such other meetings
34 as required by the Association or direction of the Chapter, and report back to the
35 Executive Board and Chapter membership at the next Chapter meeting, with
36 recommendations for Chapter action or as otherwise required.
37

38 (f) Perform such other duties as normally pertain to the office of President or
39 ordered by this constitution.
40

41 **Section 4. Vice President:** The Vice President shall:
42

43 (a) In the absence or disability of the President, possess all of the powers and
44 perform all of the duties in his/her stead.
45

46 (b) At all times assist the President in the performance of his/her duties.
47

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

1 (d) Serve as Chairperson of the Membership Committee.

2
3 (e) Coordinate and direct the activities of the Site Representatives.

4
5 (f) In coordination with the Chief Job Steward, call and conduct periodic
6 meetings between the Site Representatives and Job Stewards to ensure an appropriate
7 level of communication and coordination between these two programs.

8
9 (g) Coordinate the activities of the standing committees.

10
11 (h) Perform such other duties as may be assigned by the President/Executive
12 Board or ordered by this constitution.

13
14 **Section 5. Secretary:** The Secretary shall:

15
16 (a) Keep an accurate record of all proceedings of Chapter and Executive
17 Board meetings, including an accurate roll of members and officers in attendance at
18 each.

19
20 (b) Keep an accurate roster of the officers of the Chapter and see that such
21 information is forwarded to the Association as required.

22
23 (c) Issue notices of all meetings of the Executive Board and Chapter
24 meetings, which shall include notice of matters for discussion at same.

25
26 (d) Notify members of all committees of their appointment/election.

27
28 (e) Have custody of all correspondence, official documents and historical
29 records of the Chapter, which shall be open at all times for the inspection of the
30 President or his/her agent and members of the Executive Board.

31
32 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
33 Association and the constitution of this Chapter and see that copies of same are
34 available for reference at all Executive Board and Chapter meetings, and available for
35 inspection by the general membership upon request.

36
37 (g) Perform such other duties as normally pertain to the office of Secretary or
38 as may be assigned by the President/Executive Board or ordered by this constitution.

39
40 **Section 6. Treasurer:** The Treasurer shall:

41
42 (a) Receive all funds of the Chapter and keep and disburse same under the
43 direction of the President and as required by the Constitution & Bylaws of the
44 Association and this Chapter.

45
46 (b) Keep or cause to be kept regular books and full accounts which shall be
47 open at all times to inspection of the President or his/her agent and the Auditing
48 Committee.

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

3
4 (d) Report at each meeting of the Chapter as to the financial condition of the
5 treasury with a detailed statement of receipts and expenditures and accounts payable,
6 to include per capita dues/fees paid and owed to the Association if any.

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

11
12 (f) Promptly process and forward membership applications and dues
13 payments to CSEA Headquarters and payroll deduction authorizations to proper district
14 office for processing.

15
16 (g) Maintain an accurate record of members in good standing, and prepare
17 such monthly reports and remittances as may be required by the Association and
18 promptly forward to CSEA Headquarters within thirty (30) days of request.

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

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

24
25 (j) Perform such other duties as normally pertain to the office of Treasurer or
26 as may be assigned by the President/Executive Board or ordered by this constitution.

27
28 **Section 7. Public Relations Officer:** The Public Relations Officer shall:

29
30 (a) Edit and distribute a newsletter or similar publication as may be authorized
31 by the Executive Board and the Chapter membership.

32
33 (b) Keep the CSEA webpage up-to-date.

34
35 (c) Write articles of interest pertaining to Chapter affairs for local newspapers
36 and official publications of the Association.

37
38 (d) Perform such other duties as normally pertain to the Public Relations
39 Officer or as may be assigned by the President/Executive Board or ordered by this
40 constitution.

41
42 **Section 8. Immediate Past President:** The Immediate Past President shall
43 be a member of the Executive Board and perform such duties as may be assigned by
44 the President and/or the Executive Board.

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**ARTICLE VI
MEETINGS**

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

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

Section 3. Meeting Notices:

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

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

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

- (1) Pledge of Allegiance to the Flag
- (2) Approval of Minutes of the Previous Meeting
- (3) Communications
- (4) Report of Executive Board Actions
- (5) Treasurer's Report
- (6) Committee Reports
 - (a) Report of the Membership Committee/Recognition of New Members
 - (b) Report of the Negotiating Committee
 - (c) Job Steward/Site Representative Reports
 - (d) Other Committees as Required
- (7) Unfinished Business
- (8) New Business
- (9) Good of the Order
- (10) Adjournment

Section 5. Quorum for Meetings: It shall require at least eight (8) members 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 College of the Siskiyou Chapter No. 581, CSEA, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President or Vice 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, except that the Treasurer shall submit any single expenditure in excess of \$100 to the Executive Board for prior approval. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership.

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**ARTICLE VIII
COMMITTEES**

Section 1. Standing Committees/Appointees: The following shall be the standing committees of the Chapter: Auditing, Elections, Grievance, Membership, Negotiating, Nominating, Political Action, and President's Advisory Council. 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 Job Steward shall be Chairperson of the Grievance Committee.

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

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

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

7 **Section 7. Negotiating Committee (Team):**
8

9 (a) The Negotiating Committee shall consist of the Chapter President or
10 his/her designee as Chairperson, plus two (2) representatives from the membership at
11 large.
12

13 (b) The committee members shall be appointed by the President from among
14 the members in good standing.
15

16 (c) Term of office for the appointed members shall commence upon their
17 appointment and continue for one (1) year or until their successors are appointed.
18

19 (d) Vacancies shall be filled by appointment by the President for the
20 remainder of the original term only.
21

22 (e) **Duties:** It shall be the duty of the Negotiating Committee to:
23

24 (1) Research issues and prepare and submit initial bargaining
25 proposals (including proposals on re-openers) for review and approval of members in
26 good standing of the bargaining unit(s) prior to commencement of negotiations.
27

28 (2) Negotiate the contract (including re-openers and modifications) for
29 and on behalf of the Chapter with assistance from CSEA field staff.
30

31 (3) Keep the Executive Board and the membership informed on the
32 progress of negotiations and solicit membership input where advisable.
33

34 (4) Ensure that all bargained agreements are submitted for ratification
35 of the bargaining unit(s) in accordance with Article XIV of this constitution.
36

37 **Section 8. Auditing Committee:** It shall be the duty of this committee to
38 receive and audit the books and records of the Treasurer immediately after the close of
39 each fiscal year, and at such other times as may be directed by the President, and
40 report its findings to the Chapter membership.
41

42 **Section 9. Elections Committee:** It shall be the duty of this committee to
43 supervise and assist in the preparation, distribution, and counting of the ballots in all
44 elections (including contract ratifications) within the Chapter, and certify the results to
45 the Chapter President. In addition, the committee shall ensure that election procedures
46 are in accordance with applicable provisions of the Association's Constitution & Bylaws
47 and Policy, and this constitution.
48

1
2 **Section 10. Grievance Committee:**

3
4 (a) It shall be the duty of the Grievance Committee to supervise and assist the
5 operation of the Chapter's Job Steward program. The committee shall ensure that all
6 grievances are handled properly in their investigation and filing and consistent in their
7 resolution.

8
9 (b) The committee shall be empowered to review proposed settlements of
10 grievances undertaken by individual members of the bargaining unit (i.e., without
11 representation of a Job Steward or CSEA staff) to ensure they are resolved consistent
12 with provisions of the collective bargaining agreement.

13
14 (c) The committee shall review all grievances going beyond the immediate
15 supervisory level to determine whether CSEA staff assistance should be obtained. If
16 staff assistance is required, the President shall be so notified.

17
18 (d) The committee shall review all grievances being considered for arbitration
19 and recommend to the Executive Board whether each particular case should be
20 arbitrated.

21
22 **Section 11. Membership Committee:** It shall be the duty of this committee to
23 strive for 100% CSEA membership within the represented bargaining unit(s), and to
24 prepare and execute a program designed to secure new members and stimulate
25 membership attendance at Chapter meetings on an ongoing basis.

26
27 **Section 12. Nominating Committee:** It shall be the duty of this committee to
28 investigate the qualifications of members for the elective Executive Board offices and
29 submit such nominees as in its judgment will best serve the interests of the Chapter.
30 Nominations shall be reported to the Chapter membership as required by Article IV of
31 this constitution.

32
33 **Section 13. 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.

45
46 (c) Work cooperatively with the Political Action Coordinator (PAC),
47 appropriate staff and PACE and Legislative Committee area representatives in
48 furtherance of the Association's legislative and political goals, rendering regular reports

1 at Chapter meetings regarding the same and recommending any Chapter support or
2 activity it considers appropriate.

3
4 (d) Encourage all members to financially support PACE of CSEA and the
5 Victory Club, and educate the membership regarding the necessity for active
6 participation in the political process in accordance with Association and Chapter goals.

7
8 (e) Make recommendations to the Chapter membership regarding
9 endorsement of candidates for school board, in accordance with the following
10 procedures:

11
12 (1) The committee shall conduct a pre-screening of candidates to be
13 recommended for endorsement, through direct interviews or questionnaires sent to the
14 candidates. Following the pre-screening process, the committee shall present its
15 recommendations for endorsement at a designated Chapter meeting for action by the
16 Chapter membership. A majority vote shall be required for endorsement.

17
18 (2) Whenever possible, the committee shall arrange for a candidates'
19 forum to provide Chapter members an opportunity to hear and question the candidates
20 on relevant issues prior to hearing the committee's recommendation and the
21 endorsement vote being taken.

22
23 (f) The committee shall determine the amount of financial support, if any, to
24 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
25 such forms as may be required.

26
27 (g) The committee shall solicit volunteer activity by the Chapter membership
28 on behalf of endorsed candidates, and shall be responsible for coordinating and
29 directing such member activities.

30 31 **Section 14. President's Advisory Council Appointee**

32
33 (a) **Membership:** In accordance with California Education Code 70901.2 and
34 CSEA Contract Article 2.3.2, CSEA-Senate shall be the exclusive representative for
35 bargaining-unit classified employees in the matters of non-contractual issues. CSEA,
36 which functions as a Classified Senate concerning shared governance issues (hereafter
37 to be known as CSEA-Senate), includes all bargaining-unit classified employees of
38 College of the Siskiyous.

39
40 (b) **Appointment:** The CSEA President shall appoint a representative to
41 serve on PAC (President's Advisory Council) college or district task forces, committees,
42 or other governance groups from among Active CSEA members in good standing,
43 which appointment shall be subject to the ratification of the Executive Board.

44
45 (c) **Purpose:**

46
47 (1) Participate in the governance structure of the District.
48

1 (2) Provide a body representing the concerns and viewpoints of the
2 bargaining unit classified group on non-contractual issues.

3
4 (3) Provide a unified means of two-way communication between
5 classified bargaining unit staff, the District, and other constituent groups.

6
7 (4) Provide an opportunity to develop individual leadership and
8 professional standards among the classified bargaining unit staff.

9
10 (5) CSEA-Senate promotes the interest of the bargaining unit –
11 classified staff in development and formulation of policies and practices related, but not
12 limited to the following:

- 13
14 ▪ Selection & evaluation of administrators.
15 ▪ In-service training.
16 ▪ Facilities and services, classified relations with student/
17 faculty/administration and administrative support group, and
18 finance and budget.

19
20 (d) **Reporting:** The PAC agenda is distributed via email. Reports are
21 provided at the meeting on actions taken and PAC minutes are posted to web. It is the
22 duty of the PAC appointee to keep the CSEA membership informed by giving monthly
23 reports at the CSEA meetings.

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26 **ARTICLE IX**
27 **JOB STEWARDS**

28
29 **Section 1. Appointment:** The Chapter President will appoint a Chief Job
30 Steward, which appointment shall be subject to the ratification of the Chapter
31 membership. The Chapter President will appoint, in sufficient numbers to serve the
32 needs of the membership, Job Stewards to serve each job classification. The President
33 shall determine the number of Stewards to be appointed for each area of
34 representation.

35
36 **Section 2. Term of Office:** Term of office for Job Stewards shall be from the
37 January 1 following their appointment to the end of the Chapter and fiscal year, or until
38 their successors are appointed, provided that any Job Steward shall automatically forfeit
39 such office if s/he ceases to be an Active member in good standing employed within the
40 designated service area. Vacancies shall be filled by appointment of the President,
41 ratified by the Executive Board, from among the qualified members in good standing
42 employed within the affected service area, for the remainder of the original term only.

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1 **Section 3. Duties.**

2
3 (a) **Chief Job Steward:** The Chief Job Steward shall:

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

9
10 (2) Process all grievances not settled at the immediate-supervisory
11 level, unless CSEA staff assistance is required.

12
13 (3) Serve as Chairperson of the Grievance Committee, and keep the
14 Executive Board informed on all grievance activity.

15
16 (4) In coordination with the Vice President, call and conduct periodic
17 meetings between the Site Representatives and Job Stewards to ensure an appropriate
18 level of communication and coordination between these two programs.

19
20 (b) **Job Steward(s):** The Job Steward(s) shall:

21
22 (1) Attend annual training sessions for Job Stewards provided by the
23 Association and/or other appropriate training as directed by the President.

24
25 (2) Attend periodic Site Representative/site council meetings as
26 directed by the Chief Job Steward.

27
28 (3) Educate bargaining unit employees about their rights under the
29 contract and determine how problems arising under the contract can best be handled.

30
31 (4) Act as the basic channel of communication between the employees
32 and the Chapter and relay specific member concerns to the Chapter's Negotiating
33 Committee for incorporation into the bargaining proposals.

34
35 (5) Investigate and prepare grievances for processing and handle
36 grievances at the immediate-supervisory level, and be present as required during other
37 steps of the grievance procedure.

38
39 (6) Immediately inform the Chief Job Steward of all grievances
40 received; immediately report to the Chief Job Steward the settlement of grievances
41 processed or the failure to settle within contractual timelines.

42
43 (7) **Preserve the confidentiality** of personal grievances, resolve
44 differences among the membership in grievance handling; maintain a file on all
45 grievances handled which shall be turned over to the Chief Job Steward upon
46 completion.

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ARTICLE X
SITE REPRESENTATIVES

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

Section 2. Site Representative duties shall be to:

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

(b) Distribute Chapter newsletter, bulletins, and other CSEA information at the worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.

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

(d) Relay member concerns to the appropriate Job Steward or other Chapter officer.

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

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ARTICLE XI
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.

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ARTICLE XII
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

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

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

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

Section 2. Removal of Appointed Offices

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

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

Section 3. Resignation from Office

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

(b) A resignation by any appointee of the President/Executive Board is not effective until accepted by the President/Executive Board.

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ARTICLE XIII
DELEGATES TO CONFERENCE

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

(a) The Chapter President.

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

Section 2. Election:

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

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

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

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

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

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

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

(d) Notwithstanding (c) above, all chapter delegates will be given funds as stipulated in the standing orders for chapter delegates. Any additional funds requested by the member shall have to be approved per section (c).

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ARTICLE XIV
CONTRACT RATIFICATION

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

Section 2. Initial Proposals:

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

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

Section 3. Negotiated Agreement:

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

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

Section 4. Ratification Procedures:

(a) A copy of the tentative agreement or a summary of the tentative agreement, and a statement as to whether the Negotiating Committee is recommending ratification or rejection of the agreement, shall be provided each CSEA member of the bargaining unit(s) prior to the ratification meeting. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be provided at the meeting.

(b) The Chapter President shall set the date, time and place for the ratification meeting, which shall be open to attendance by all employees within the bargaining unit(s), whether or not they are CSEA members.

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

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

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

5
6 (d) **Conduct of Meeting and Vote:**

7
8 (1) The Negotiating Committee shall review the provisions of the
9 tentative agreement and indicate its recommendations for ratification or rejection and
10 reasons therefore.

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

16
17 (3) Polls for voting shall not be opened until the period for discussion,
18 debate, and answering of questions has begun. Non-CSEA members (including fair
19 share service fee payers) of the bargaining unit(s) in attendance shall be granted the
20 right to participate in the discussion and debate. **They shall not, however, have the**
21 **right to make motions or vote.**

22
23 (4) The ratification vote shall be by secret ballot conducted at the
24 ratification meeting under the supervision of the Elections Committee and in accordance
25 with procedures required by Association Policy 610. Only Active CSEA members of the
26 bargaining unit(s) who are in good standing and present at the ratification meeting shall
27 be entitled to vote on the ratification or rejection of the agreement. Absentee or proxy
28 votes shall not be permitted.

29
30 (5) Ballots shall be tallied and results announced prior to close of the
31 meeting. A majority vote shall ratify.

32
33 **Section 5. Executed Agreement:** Every collective bargaining agreement
34 shall be executed by both the Association and appropriate representatives of this
35 Chapter. No contract shall be valid which has not been ratified by the Chapter
36 membership.

37
38
39 **ARTICLE XV**
40 **CONCERTED ACTIVITIES**

41
42 **Section 1.** No concerted withholding of service shall be instituted by this
43 Chapter unless such concerted action has been approved at a regular or special
44 membership meeting, advance notice having been given, by secret ballot vote of not
45 less than sixty-five percent (65%) of the Active members in good standing present and
46 voting; and approval for such concerted activity has been granted by the Association's
47 Board of Directors.

