

**CONSTITUTION OF
Santa Monica College Chapter No. 36, CSEA
Latest Revision November 21, 2019**

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 Santa Monica College Chapter No. 36, CSEA.

APPROVED

California School Employees Association

Date: October 27, 2020

By: Jessalyn P. Ka, Executive Coordinator

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**ARTICLE I
NAME AND OBJECTS**

Section 1. Name: The name of this organization shall be Santa Monica College Chapter No. 36 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 (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 \$25.00. 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.

1 **Section 3. Membership "In Good Standing"**
2

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
26 which by law is not terminable without reasonable advance written notice being
27 provided to the appropriate CSEA Field Office. CSEA views the minimum notice that is
28 reasonable as 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

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

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.
46
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48

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.
18
19

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 30 days following
38 membership application for new members after September. Such annual payments
39 shall be as calculated by the Association's Accounting Office in accordance with the
40 Association's Bylaws.
41

42 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
43 Chapter shall be \$40.00 per year, and further increased by \$.25 per month after each
44 pay raise implemented, payable in equal amounts by payroll deduction during each of
45 the months October through July in which the member is in regular paid status; or
46 payable annually in advance to the Chapter Treasurer.
47
48

1 (2) Nominations for these offices shall also be accepted from the floor
2 at the October and November Chapter meetings.
3

4 (b) The Certification Committee will then review the official treasurer's record
5 to determine eligibility as defined in member in good standing. Candidates so certified
6 shall be submitted formally to the Chapter no later than the close of the November
7 Chapter meeting.
8

9 (c) All candidates certified as eligible shall be offered equal space and
10 opportunity to state their individual qualifications for the office in the Chapter's official
11 publication "The Classified Focus."
12

13 (d) If, after nominations are closed at the November Chapter meeting there is
14 only one nomination for an office, the single nominee shall be declared elected to the
15 office, and no balloting or other action shall be required. The Executive Board shall so
16 notify the membership in writing as soon thereafter as possible.
17

18 **Section 5. Election Procedures:** 19

20 (a) When there is more than one (1) nominee for an office, the Elections
21 Committee, as selected pursuant to Article VIII of the constitution, shall oversee the
22 election process, retrieve the results of the online balloting, and tally any paper ballots
23 cast.
24

25 (1) The Elections Committee shall request an online ballot from the
26 CSEA Executive Department. Upon verification that the online ballot is available, the
27 Elections Committee shall prepare an election notice.
28

29 (b) The Chapter President shall set the dates for online balloting, which shall
30 begin no sooner than December 1. The online balloting shall be available on the same
31 day the election notice is mailed and shall remain open until the date set to close.
32

33 (c) The election notice shall be sent at least fifteen (15) working days in
34 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
35 Class mail to each CSEA member in good standing who is eligible to vote in the election
36 at his/her last known home address, except that notice may be e-mailed to such
37 members who have an e-mail address on file with the chapter. The notice shall contain:
38

39 (1) the appropriate information needed to cast an online ballot, such as
40 the dates of balloting, instructions on how to access the online ballot via the internet, the
41 member's identification and password code, and communication of the option to vote by
42 a paper ballot.
43

44 (2) instructions for requesting an alternative paper ballot through the
45 Chief Teller, and
46

47 (3) the contact information members can use to request a paper ballot.
48

1 (d) Members who are eligible to vote in the election shall be given the option
2 to vote by paper ballot at the designated site(s).

3
4 (1) Any member eligible to vote may request a paper ballot. Such
5 request must be made at least five (5) days prior to the date set for the online ballot to
6 close.

7
8 (2) The Elections Committee shall immediately inactivate a member's
9 online ballot upon his/her request for a paper ballot.

10
11 (3) If required, the chapter executive board shall schedule a time and
12 place for paper balloting which shall be held at some point during the last four (4) days
13 of online balloting.

14
15 (4) At least two (2) election tellers will be present at each designated
16 site to verify voter eligibility and secure the balloting process. Listings of members in
17 good standing eligible to vote who requested an alternative paper ballot shall be
18 provided to tellers.

19
20 (5) The paper ballot (or ballots) shall be pre-folded in such a manner
21 so that when ballot is cast there will be no chance of accidental observance of the
22 member's vote.

23
24 (6) The election tellers shall deliver the ballot boxes, sign-in sheets,
25 and related materials to a pre-determined location where the tally will take place.

26
27 (e) The Chapter President shall provide advance notice to all candidates so
28 that they or their representative may be present to observe the entire balloting process,
29 including the preparation and distribution of the online election notices and requested
30 paper ballots.

31
32 (f) It shall require a plurality vote to elect an officer. If a tie exists, the election
33 shall be determined by lot (draw) between the tied candidates. Write-in votes shall not
34 be accepted. The official ballot tally shall be provided in writing to all candidates within
35 five working days, and shall be announced at the December Chapter meeting, where
36 the presiding officer shall officially declare the winning candidates or announce such
37 other action as may be necessary. In addition, the final vote count shall be posted in
38 the next edition of "The Classified Focus."

39
40 (g) All procedural matters relating to the online balloting process and tally
41 shall be conducted in accordance with Association Policy 618 and *Robert's Rules of*
42 *Order*.

43
44 (h) All election documents, including notices of nomination and election
45 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
46 all challenges to the election or charges of misconduct in running the election have
47 been resolved, whichever is the longer period.

1 (b) Appoint the activities of the various committees, standing or special,
2 required by this constitution or established by the Executive Board, or as may be
3 ordered by vote of the membership, except as otherwise provided herein.
4

5 (c) Attend, or send designee to, all Regional Presidents' Meetings (RPMs)
6 and other meetings as required by the Association or direction of the Chapter, and
7 report back to the membership at the next Chapter meeting, with recommendations for
8 Chapter action or as otherwise required.
9

10 (d) Be an ex-officio member of all committees, except the Auditing and
11 Elections Committees.
12

13 (e) Serve as a Chapter delegate to the Association's Annual Conference.
14

15 (f) Perform such other duties as normally pertain to the office of President or
16 ordered by this constitution.
17

18 **Section 4. 1st Vice President:** The 1st Vice President shall:
19

20 (a) In the absence or disability of the President, possess all of the powers and
21 perform all of the duties 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) Coordinate and monitor the activities of the standing and special
28 committees, including the compilation of each committee's annual report.
29

30 (e) As assigned by the President or Executive Board, additional duties may
31 include serving on college-wide committees; representing the Chapter at monthly Board
32 of Trustees and Personnel Committee meetings; and serving as the Chapter liaison with
33 other groups including faculty and student organizations, community groups,
34 government agencies, legislative officials and the California Community College
35 Chancellor's office.
36

37 (f) Perform such other duties as may be assigned by the President/Executive
38 Board or ordered by this constitution.
39

40 **Section 5. 2nd Vice President:** The 2nd Vice President shall:
41

42 (a) In the absence or disability of the President and 1st Vice President,
43 possess all of the powers and perform all of the duties in their stead.
44

45 (b) At all times assist the President in the performance of his/her duties.
46
47
48

1 (c) Effectively assist the President and the membership by being thoroughly
2 familiar with the Chapter's constitution and parliamentary procedures, and by providing
3 advice and rulings, when requested, on all actions involving the constitution and/or
4 parliamentary procedures.

5
6 (d) Ensure that all rulings are founding in fact and are incontrovertible so that
7 the matter at issue can be thoroughly debated and expeditiously resolved.

8
9 (e) As assigned by the President or Executive Board, additional duties may
10 include serving on college-wide committees; representing the Chapter at monthly Board
11 of Trustees and Personnel Committee meetings; and serving as the Chapter liaison with
12 other groups including faculty and student organizations, community groups,
13 government agencies, legislative officials and the California Community College
14 Chancellor's office.

15
16 (f) Perform such other duties as may be assigned by the President/Executive
17 Board or ordered by this constitution.

18
19 **Section 6. Secretary:** The Secretary shall:

20
21 (a) In the absence or disability of the President, 1st Vice President and 2nd
22 Vice President, possess all of the powers and perform all of the duties in their stead.

23
24 (b) Keep an accurate record of all proceedings of Chapter and Executive
25 Board meetings, including an accurate roll of members and officers in attendance at
26 each.

27
28 (c) Keep an accurate roster of the officers of the Chapter and see that such
29 information is forwarded to the Association as required.

30
31 (d) Issue notices of all meetings of the Executive Board and Chapter
32 meetings, which shall include notice of matters for discussion at same.

33
34 (e) Notify members of all committees of their appointment/election.

35
36 (f) Have custody of all correspondence, official documents and historical
37 records of the Chapter, which shall be open at all times for the inspection of the
38 President or his/her agent and members of the Executive Board.

39
40 (g) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
41 Association and the constitution of this Chapter and see that copies of same are
42 available for reference at all Executive Board and Chapter meetings, and available for
43 inspection by the general membership upon request.

44
45 (h) Obtain reserved room assignments for all Chapter and special meetings,
46 and issue notices of all meetings of the Executive Board and Chapter meetings, which
47 shall include notice of matters for discussion at same.

1 (i) Perform such other duties as normally pertain to the office of Secretary or
2 as may be assigned by the President/Executive Board or ordered by this constitution.
3

4 **Section 7. Treasurer:** The Treasurer shall:
5

6 (a) Receive all funds of the Chapter and keep and disburse same under the
7 direction of the President and as required by the Constitution & Bylaws of the
8 Association and this Chapter.
9

10 (b) Keep or cause to be kept regular books and full accounts which shall be
11 open at all times to inspection of the President or his/her agent and the Auditing
12 Committee.
13

14 (c) Provide access to all records, vouchers and statements to the Auditing
15 Committee for annual inspection at the close of each fiscal year.
16

17 (d) Report at each meeting of the Executive Board and Chapter as to the
18 financial condition of the treasury with a detailed statement of receipts and expenditures
19 and accounts payable, to include per capita dues/fees paid and owed to the Association
20 if any. The report to the Executive Board should also include copies of the bank
21 statement(s)/reconciliation(s).
22

23 (e) Prepare the annual financial report to include the last day of the fiscal
24 year, and immediately submit same to the President for review and forwarding to the
25 Association, and the membership.
26

27 (f) Promptly forward membership applications and dues payments to the
28 Association. The Association shall send payroll deduction authorizations to the
29 appropriate district office for processing.
30

31 (g) Maintain an accurate record of members in good standing, and prepare
32 such monthly reports and remittances as may be required by the Association and
33 promptly forward to CSEA Headquarters within thirty (30) days of request.
34

35 (h) Assist in preparation of the Chapter budget.
36

37 (i) Upon leaving office, sign such bank signature cards or other documents
38 necessary for the transfer of all Chapter accounts to the new Treasurer.
39

40 (i) Chair the Fundraising Committee.
41

42 (j) Arrange for bond coverage under the Association's blanket bond in such
43 amount as determined by the Executive Board. Premium for said bond shall be at the
44 expense of the Chapter and through the Association.
45

46 (k) Perform such other duties as normally pertain to the office of Treasurer or
47 as may be assigned by the President/Executive Board or ordered by this constitution.
48

1 **Section 8. Chapter Development Officer:** The Chapter Development Officer
2 shall:

- 3
- 4 (a) Chair the Membership Committee.
- 5
- 6 (b) Recruit employees into CSEA membership and educate employees about
7 CSEA.
- 8
- 9 (c) On a monthly basis, provide a list of the newly-hired classified employees
10 to the Membership Chairperson.
- 11
- 12 (d) Send to each new Chapter member a welcome packet containing a
13 current CSEA/District contract, a Chapter constitution, a Member Benefits Guide, and
14 information on the Association.
- 15
- 16 (e) Conduct regular member orientations to explain the benefits and
17 advantages of CSEA membership.
- 18
- 19 (f) Coordinate officer and member training and information sessions.
- 20
- 21 (g) Perform such other duties as normally pertain to the office of Chapter
22 Development Officer or as may be assigned by the President/Executive Board or
23 ordered by this constitution.
- 24

25 **Section 9. Communications Officer:** The Communications Officer shall:

- 26
- 27 (a) Chair the Publicity Committee.
- 28
- 29 (b) Prepare correspondence related to Chapter business.
- 30
- 31 (c) Produce and distribute a Chapter newsletter or similar publication as may
32 be authorized by the Chapter membership, President, or Executive Board.
- 33
- 34 (d) Attend CSEA events and Chapter affairs. Write and distribute articles of
35 interest pertaining to Chapter affairs for local newspapers and the Association's official
36 publication(s).
- 37
- 38 (e) Coordinate Chapter communications program including the bulletin board
39 program, the Chapter website, and other electronic communications.
- 40
- 41 (f) Compile an annual report of activities and achievements of the Chapter
42 and distribute to Chapter membership.
- 43
- 44 (g) Perform such other duties as normally pertain to the Communications
45 Officer or as may be assigned by the President/Executive Board or ordered by this
46 constitution.
- 47
- 48

**ARTICLE VIII
COMMITTEES**

Section 1. Standing Committees: The President shall appoint the following standing committees, which appointment shall be subject to the ratification of the Executive Board:

<u>Committee</u>	<u>Minimum Membership</u>	<u>Section</u>
Auditing	2	10
Benefits	3	11
Certification	3	12
Constitution	3	13
Elections	4	14
Fundraising	3	15
Grievance	# of Union Stewards	16
Hiring Watch	3	17
Membership	3	18
Merit/Board Rules Review	3	19
Political Action	3	21
Publicity	3	22
Research & Negotiations	3	23
Resolutions	3	24
Safety	3	25
Scholarship	3	26
Social/Hospitality	3	27
Technology Maintenance	3	28
Committee of Chairs	n/a	5

(a) In addition, a Negotiating Team shall be elected by the membership.

(b) Committee members should be chosen so as to provide the strongest possible group for the handling of any task that may arise within the providence of the committee.

Section 2. Special Committees: The Executive Board or the Chapter membership may establish other committees as necessary for the welfare of the Chapter. The Executive Board shall determine the composition of such committees and the duration of appointment, which shall not extend beyond the close of the calendar year.

(a) Special committee members should be chosen so as to provide the strongest possible group for the handling of any task that may arise within the providence of the committee. The purpose for which a special committee is established should affect the size and composition as follows:

(1) **Action Committees:** When a special committee is appointed to implement an order of the Chapter, it should be small and should consist only of those in favor of the action to be carried out. If anyone not in sympathy with the action is appointed, s/he should ask to be excused.

1 (2) **Research Committees:** When a special committee is appointed
2 for deliberation or investigation, it should often be larger than an action committee, and
3 it should represent, as far as possible, all points of view of the Chapter so that its
4 opinion will carry maximum weight. When such a committee is properly selected, its
5 recommendations most often reflect the will of the Chapter. The usefulness of this
6 committee will be greatly impaired if any important faction of the Chapter is not
7 represented.

8
9 (3) *Robert's Rules of Order, Newly Revised* will also provide further
10 information on proper committee composition.

11
12 **Section 3. Other Committees:** Unless otherwise specified, the President
13 shall appoint CSEA representatives to any committee or group where CSEA has
14 representation. All appointments shall be subject to the ratification of the Executive
15 Board.

16
17 **Section 4. Committee Chairs:** Committees whose members are elected by
18 the Chapter shall elect their own chairperson. Unless otherwise specified herein, the
19 President shall appoint one (1) person on each committee to be chair for those
20 committees appointed by the President/Executive Board.

21
22 (a) Each chair shall submit written committee reports to the Committee of
23 Chairs monthly.

24
25 (b) Chairs who wish to make a presentation must make a timely request to
26 the President prior to the Chapter meeting.

27
28 **Section 5. Committee of Chairs:** This committee is chaired by the Chapter
29 President and is composed of all of the chairs of the Chapter committees. The 1st Vice
30 President is an ex-officio member.

31
32 (a) **Purpose:** The purpose of the Committee of Chairs is to have a center
33 that connects all of the Chapter committees.

34
35 (b) **Duties:** The Committee of Chairs shall connect all Chapter committees
36 by allowing the free exchange of information. Each member shall make available
37 reports of all meetings of his/her committee and shall report latest actions or concerns
38 of his/her committee.

39
40 **Section 6.** The 1st Vice President shall coordinate all standing and special
41 committees.

42
43 **Section 7.** The President shall be an ex-officio member of all committees,
44 except the Auditing, Certification, and Elections Committees.

45
46 **Section 8. Quorum:** A majority of the members of any committee must be
47 present at any meeting to constitute a quorum.
48

1 **Section 9. Terms:** Unless otherwise provided herein, the term of office for all
2 committees shall be from appointment until the end of the calendar year, provided that
3 any committee member shall automatically forfeit the office if they cease to be an Active
4 member in good standing.

5
6 **Section 10. Auditing Committee:**

7
8 (a) The President shall appoint the chair of the Auditing Committee.

9
10 (b) It shall be the duty of this committee to:

11 (1) Receive and audit the books and records of the Treasurer
12 immediately after the close of each fiscal year, and at such other times as may be
13 directed by the President.

14
15 (2) Report its findings to the Chapter membership.

16
17
18 **Section 11. Benefits Committee:**

19
20 (a) The President shall appoint the chair of the Benefits Committee.

21
22 (b) It shall be the duty of this committee to:

23 (1) Gather input from membership on issues dealing with benefits.

24 (2) Keep membership informed of new benefits issues through official
25 Chapter publications.

26
27
28 **Section 12. Certification Committee:**

29
30 (a) The President shall appoint the chair of the Certification Committee.

31
32 (b) It shall be the duty of this committee to:

33 (1) Certify that all who submit letters of intent to run or who are
34 nominated from the floor for Executive Board office are eligible members in good
35 standing.

36 (2) Review the official treasurer's record to determine eligibility as
37 defined in member in good standing.

38 (3) Submit certification at the November Chapter meeting.

39
40
41 **Section 13. Constitution Committee:**

42 (a) The President shall appoint the chair of the Constitution Committee. The
43 2nd Vice President shall be a member of the Constitution Committee.

1 (b) It shall be the duty of this committee to:

2
3 (1) Annually review CSEA's "Chapter Constitution Format Guide" and
4 update the Chapter's constitution to adhere to its mandatory language.

5
6 (2) Review recommendations for changes from the Association.

7
8 (3) Review Chapter constitution and recommend appropriate changes
9 to be approved by the membership (outdated language, ambiguous language, etc.).

10
11 (4) Seek broad input from the Chapter membership for changes to the
12 constitution.

13
14 (5) Submit to the Executive Board all recommendations for changes of
15 the constitution.

16
17 (6) Comply with the Association's Policy of providing opportunities for
18 the membership to review all recommendations for changes to the constitution.

19
20 (7) Establish standard forms for Chapter motions, committee reports,
21 and other forms as necessary.

22
23 **Section 14. Elections Committee:**

24
25 (a) The President shall appoint the chair of the Elections Committee.

26
27 (b) It shall be the duty of this committee to:

28
29 (1) Supervise and assist in the preparation, distribution, and counting
30 of the ballots in all elections (including contract ratifications) within the Chapter, and
31 certify the results to the Chapter President.

32
33 (2) Ensure that election procedures are in accordance with applicable
34 provisions of the Association's Constitution & Bylaws and Policy, and this constitution.

35
36 (3) Recommend to the Executive Board, for their ratification, a list of
37 Active members in good standing to act as tellers.

38
39 **Section 15. Fundraising Committee:**

40
41 (a) The Treasurer shall chair the Fundraising Committee.

42
43 (b) It shall be the duty of this committee to conduct the Chapter's fundraising
44 programs.

45 **Section 16. Grievance Committee:**

46
47 (a) The Chief Union Steward shall chair the Grievance Committee, with all of
48 the Union Stewards as committee members.

1 (b) It shall be the duty of the Grievance Committee to supervise and assist the
2 operation of the Chapter's Union Steward program. The committee shall ensure that all
3 grievances are handled properly in their investigation and filing, and consistent in their
4 resolution.

5
6 (c) The committee shall be empowered to review proposed settlements of
7 grievances undertaken by individual members of the bargaining unit to ensure they are
8 consistent with the contract.

9
10 (d) The committee shall review all grievances being considered for arbitration
11 and file a report with the Executive Board.

12
13 **Section 17. Hiring Watch Committee:**

14
15 (a) The President shall appoint the chair of the Hiring Watch Committee.

16
17 (b) It shall be the duty of this committee to:

18
19 (1) Strive to attend all meetings of the Personnel Commission and
20 Board of Trustees.

21
22 (2) Regularly scrutinize District documents (e.g., Board of Trustee and
23 Personnel Commission meeting minutes, agendas, SMC budget, DPAC and Budget
24 Committee minutes) for deletions/additions to classified hiring lists.

25
26 (3) Regularly scrutinize District documents for contracting out of
27 classified work.

28
29 (4) Research and suggest language to justify retaining/re-instating
30 dropped classified positions.

31
32 **Section 18. Membership Committee:**

33
34 (a) The Chapter Development Officer shall chair the Membership Committee.

35
36 (b) It shall be the duty of this committee to:

37
38 (1) Strive for 100% CSEA membership and attendance.

39
40 (2) Prepare and execute a program designed to secure new members.

41
42 (3) Prepare and execute a program designed to stimulate attendance
43 at the regular Chapter meetings.

44
45 **Section 19. Merit/Board Rules Review Committee:**

46
47 (a) The President shall appoint the chair of the Merit/Board Rules Review
48 Committee.

1 (b) It shall be the duty of this committee to:

2
3 (1) Strive to attend all meetings of the Personnel Commission and
4 Board of Trustees.

5
6 (2) Regularly scrutinize agenda and minutes of Personnel Commission
7 and Board of Trustees meetings for rule or policy changes that would affect the terms
8 and conditions of employment for the membership.

9
10 (3) Inform Negotiating Team, Grievance Committee, and the Executive
11 Board of Merit Rule or Board Policy changes.

12
13 (4) Suggest possible changes to the Merit Rules, Board Policy, or
14 Administrative Regulations to the Executive Board.

15
16 **Section 20. Negotiating Committee (Team):**

17
18 (a) The Negotiating Committee shall consist of the Chapter President plus
19 four (4) elected representatives. The Negotiating Team shall elect one (1) member of
20 the team as chair.

21
22 (b) The committee members shall be elected by and from among the Active
23 members in good standing who are not elected or appointed officers of the Santa
24 Monica College Classified Senate (by whatever name).

25
26 (c) The election shall be conducted at the same time as the annual election
27 for Executive Board officers. All procedural matters relating to these elections, including
28 timelines for notice to the affected members, shall be in accordance with Association
29 Policy 618.

30
31 (1) Two (2) members of the team shall be elected in the even-
32 numbered years; and two (2) members of the team shall be elected in the odd-
33 numbered years. The nominees who receive the first (1st) and second (2nd) highest
34 number of votes shall be the elected team members. The nominees who receive the
35 third (3rd) and fourth (4th) highest number of votes shall be the designated alternates
36 for the next calendar year.

37
38 (d) The elected team members shall take office and assume their duties on
39 the January 1 following their election and shall continue to serve for two (2) years. A
40 team member shall automatically forfeit his/her position if s/he ceases to be an Active
41 member in good standing who is an elected or appointed officer of the Santa Monica
42 College Classified Senate (by whatever name).

43
44 (e) Vacancies shall be filled by the elected alternates for the remainder of the
45 original term only. If there are simultaneous vacancies, the alternate receiving the
46 higher number of votes shall serve the longer term.

1 If a vacancy occurs and no alternates remain available to fill the position, a
2 special election shall be called to fill the vacancy/vacancies (including alternate
3 vacancies) for the remainder of the term(s).
4

5 (f) **Duties:** It shall be the duty of the Negotiating Committee to negotiate the
6 contract (including reopeners and modifications) for and on behalf of the Chapter with
7 assistance from CSEA field staff.
8

9 **Section 21. Political Action Committee:**

10 (a) The President shall appoint the chair of the Political Action Committee.
11

12 (b) It shall be the duty of this committee to:
13

14 (1) Keep the members informed about the legislative program of the
15 Association.
16

17 (2) May recommend to the Chapter membership legislative proposals it
18 deems desirable for submission to the Association's annual conference or to the
19 Association's Board of Directors for consideration and inclusion in the Association's
20 legislative program.
21

22 (3) Develop and implement a Chapter alert system (telephone tree)
23 designed for emergency contact of the membership when immediate Chapter action is
24 necessary on contract matters, legislative and political issues, and other items of
25 importance to the Association and Chapter.
26

27 (4) Keep abreast of political activities affecting the Chapter and the
28 Association as relates to school board elections, appropriate state assembly and senate
29 districts, support of candidates for statewide offices, support or opposition of initiatives
30 and propositions.
31

32 (5) Render regular reports at Chapter meetings, and recommend any
33 political action or activity it considers appropriate; submit such recommendations as
34 may be approved to PACE of CSEA.
35

36 (6) Work cooperatively with the Political Action Coordinator (PAC),
37 appropriate Association standing committees in furtherance of the Association's
38 legislative and political goals.
39

40 (7) Recruit Victory Club membership and education the Chapter
41 members of the necessity for active participation in the political process, especially for
42 gubernatorial, school board, and local assembly/senate district elections.
43
44

45 **Section 22. Publicity Committee:**

46 (a) The Communications Officer shall chair the Publicity Committee.
47
48

1 (b) It shall be the duty of this committee to:

2
3 (1) Assist the Communications Officer with all duties.

4
5 (2) Develop, implement, and sustain a coordinated Communications
6 program.

7
8 (3) Improve the membership's knowledge of Chapter goals, objectives,
9 and activities by developing better communications and information distribution
10 systems.

11
12 **Section 23. Research & Negotiations Committee:**

13
14 (a) The President shall appoint the chair of the Research & Negotiations
15 Committee.

16
17 (b) It shall be the duty of this committee to support the Negotiating Team.

18
19 **Section 24. Resolutions Committee:**

20
21 (a) The President shall appoint the chair of the Resolutions Committee.

22
23 (b) It shall be the duty of this committee to prepare resolutions for the
24 Association's Annual Conference.

25
26 **Section 25. Safety Committee:**

27
28 (a) The President shall appoint the chair of the Safety Committee.

29
30 (b) It shall be the duty of this committee to:

31
32 (1) Gather input from membership on safety issues.

33
34 (2) Keep membership informed a new safety issues through official
35 Chapter publications.

36
37 **Section 26. Scholarship Committee:**

38
39 (a) The President shall appoint the chair of the Scholarship Committee.

40
41 (b) It shall be the duty of this committee to provide information to the
42 membership, through Chapter newsletter and/or bulletins/flyers and functions, about
43 financial assistance available to members and their dependents.

44
45 **Section 27. Social/Hospitality Committee:**

46
47 (a) The President shall appoint the chair of the Social/Hospitality Committee.

1 (b) It shall be the duty of this committee to:

2
3 (1) Coordinate events and activities for Classified School Employee
4 Week (CSEW).

5
6 (2) Build unity and friendship among the membership through social
7 events, gatherings, and activities.

8
9 (3) Coordinate CSEA social clubs.

10
11 (4) Send appropriate cards/messages to members during personal
12 special occasions.

13
14 **Section 28. Technology Maintenance Committee:**

15
16 (a) The President shall appoint the chair of the Technology Maintenance
17 Committee.

18
19 (b) It shall be the duty of this committee to:

20
21 (1) Research and review new technologies for efficient Chapter
22 communications.

23
24 (2) Maintain CSEA website and other mediums of electronic
25 communication for the Chapter.

26
27
28 **ARTICLE IX**
29 **UNION STEWARDS**

30
31 **Section 1. Appointment:** The President shall appoint Union Stewards in
32 sufficient numbers to serve the needs of the membership. The Executive Board shall
33 ratify all appointments.

34
35 **Section 2. Duties.** The Union Steward(s) shall:

36
37 (a) Educate bargaining unit employees about their rights under the contract
38 and determine how problems arising under the contract can best be handled.

39
40 (b) Investigate and prepare grievances for processing and handle grievances
41 at the immediate-supervisory level, and be present as required during other steps of the
42 grievance procedure.

43
44 (c) Preserve the confidentiality of personal grievances, resolve differences
45 among the membership in grievance handling; maintain a file on all grievances handled.

1 (d) Act as the basic channel of communication between the employees and
2 the Chapter and relay specific member concerns to the Chapter's Negotiating
3 Committee for incorporation into the bargaining proposals.
4

5 (e) Recruit employees into CSEA membership.
6

7 (f) Annually attend at least one (1) Union Steward training workshop
8 conducted by the Association.
9

10 **Section 3.** The authority of the Union Steward to settle grievances shall be
11 determined by rule of the Executive Board or Chapter, consistent with applicable
12 provisions of the collective bargaining agreement.
13

14 **Section 4. Term of Office:** Term of office for Union Stewards shall be from
15 his/her appointment to the end of the Chapter fiscal year, or until their successors are
16 appointed, provided that any Union Steward shall automatically forfeit such office if they
17 cease to be an Active member in good standing employed within the designated service
18 area. Vacancies shall be filled by appointment of the President, ratified by the
19 Executive Board, from among the qualified members in good standing employed within
20 the affected service area, for the remainder of the original term only.
21
22

23 **ARTICLE X** 24 **RECALL OR REMOVAL FROM OFFICE** 25

26 **Section 1. Recall of Elected Offices** 27

28 (a) Any member of the Executive Board, Negotiating Committee and
29 conference delegates and alternates, may be recalled from office upon a 2/3 secret
30 ballot vote of Active members of the Chapter in good standing present and voting at a
31 meeting called for the purpose of a recall action.
32

33 (b) Recall may be initiated by a petition of 2/3 of the Executive Board or 30%
34 of the members in good standing eligible to vote on the individual being recalled. The
35 petition shall state the specific reasons in support of the recall, and the petition shall be
36 presented to the Executive Board and to the individual.
37

38 (c) Upon receipt of the petition, the Executive Board shall arrange for a
39 special meeting to be held not less than 15 days nor more than 30 days following its
40 receipt, at which the charged person shall be afforded opportunity to rebut the charges,
41 including presentation and cross-examination of witnesses as may be appropriate, and
42 the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted
43 to members of the Executive Board and members of the Chapter in good standing who
44 are eligible to vote on the particular recall action, authorized representatives of the
45 Association, and such witnesses as may be pertinent to the action. Notice specifying
46 time, date, and place and the specific nature/purpose of the meeting shall be issued to
47 those eligible for attendance at least ten days in advance.
48

1 (1) The Chairperson of the Elections Committee or other assigned
2 member of the Elections committee as determined by the Chairperson shall request an
3 online ballot from the CSEA Executive Department. Upon verification that the online
4 ballot is available, the Chairperson or designee shall prepare an election notice. Each
5 notice shall include the appropriate information needed to cast an online ballot, such as
6 the dates of balloting, instructions on how to access the online ballot via the internet, the
7 member's identification and password code, and the option to vote by a paper ballot.
8

9 (c) The Chapter President shall set the dates for online balloting, which shall
10 begin no sooner than April 1. The online ballot shall be available on the same day the
11 election notice is sent and shall remain open until the date set to close which will also
12 correlate with the day designated for voting at a pre-determined site.
13

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

21 (e) Members who are eligible to vote in the election have the option to cast an
22 alternate paper ballot by mail or an alternate paper ballot to be cast at a designated site.
23

24 (1) If the member chooses the alternate paper ballot by mail option, all
25 online ballot procedural matters relating to mail balloting shall be in accordance with
26 provisions of Association Policy 618.
27

28 (2) If the member chooses the alternate paper ballot to be cast
29 at a designated site option, all online ballot procedural matters relating to site balloting
30 shall be in accordance with provisions of Association Policy 618.
31

32 (f) The Chapter President shall provide advance notice to all candidates so
33 that they or their representative may be present to observe the entire balloting process,
34 including the preparation and distribution of the online election notices and requested
35 paper ballots.
36

37 (g) It shall require a plurality vote to elect. If a tie exists, the election shall be
38 determined by lot (draw) between the tied candidates. Write-in votes shall not be
39 accepted. The official ballot tally shall be provided in writing to all candidates and
40 notices posted accessible to all Chapter members within five (5) working days, and shall
41 be announced at the next following Chapter meeting at which the presiding officer shall
42 officially declare the winning candidates or announce such other action as may be
43 necessary.
44

45 (h) All procedural matters relating to the online balloting process and tally
46 shall be conducted in accordance with Association Policy 618 and *Robert's Rules of*
47 *Order*.
48

1 (i) All election documents, including notices of nomination and election
2 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
3 all challenges to the election or charges of misconduct in running the election have
4 been resolved, whichever is the longer period.
5

6 **Section 3. Responsibilities:** Delegates shall attend all conference business
7 and other sessions of importance to the Chapter. In addition, the delegates shall:
8

9 (a) Attend at least one (1) orientation meeting at the regional or area level of
10 the Association concerning the resolutions to the upcoming conference.
11

12 (b) The chapter shall provide delegates Conference travel and per diem/meal
13 allowances, which does not require receipts, in amounts approved by Chapter
14 Membership. The Chapter will also provide delegate expenses for registration fees and
15 accommodations at recommended Conference hotels.
16

17 (c) Render an oral report on conference activities to the Chapter membership
18 at the first Chapter meeting following the conference, which shall also be set forth in
19 written form and distributed to all members.
20

21 **Section 4.** A discussion of and a vote on the allocation of delegate expenses
22 shall occur no later than the May Chapter meeting.
23
24

25 **ARTICLE XII**

26 **CONTRACT RATIFICATION**

27

28 **Section 1.** Contract ratification procedures will comply with the provisions of
29 Association Policy 610.
30

31 **Section 2. Initial Proposals:**

32

33 (a) The initial bargaining proposal will be determined by a vote of the
34 membership.
35

36 (b) Copies of the Chapter's initial proposal and the employer's initial proposal
37 shall be submitted to the Field Director and Labor Relations Representative for review.
38

39 **Section 3. Negotiated Agreement:**

40

41 (a) When the Negotiating Committee has negotiated a contract, tentative
42 agreement, or modifications to an existing contract, it shall immediately submit one copy
43 to the CSEA Labor Relations Representative assigned to service the Chapter, for
44 review by the Association prior to membership ratification.
45
46
47
48

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

6
7 **Section 4. Ratification Procedures:**

8
9 (a) A copy of the tentative agreement or a summary of the tentative
10 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the
11 "contract information" meeting. The Negotiating Committee shall include a statement
12 recommending ratification of the agreement. If a summary only is provided, copies of
13 the tentative agreement containing the exact language of the proposal shall be provided
14 for review at the meeting.

15
16 (b) The Chapter President shall set the date, time and place for the ratification
17 meeting. The ratification meeting shall be open to attendance by all employees within
18 the bargaining unit(s), whether or not they are CSEA members, unless an alternate
19 method for nonmembers to convey their support for or objection to the tentative
20 agreement has been provided.

21
22 (1) The notice required by subsection (c) below may be modified to
23 include a statement indicating that only CSEA members may attend the ratification
24 meeting and instruction for submitting comments about the tentative agreement.

25
26 (i) Instructions shall provide a deadline for submitting
27 comments and shall describe the method for submitting comments which may include,
28 but is not limited to, submission via mail, email, comment box, or telephone voicemail
29 system.

30
31 (2) The Negotiating Committee chair or designee shall review all
32 relevant comments prior to the ratification meeting.

33
34 (c) Notice of the ratification meeting shall be issued to all bargaining unit
35 employees no later than five (5) working days in advance of the scheduled date.
36 Distribution of said meeting notice shall be at the discretion of the Chapter President,
37 utilizing any of the following methods which s/he determines to be most efficient:

38
39 (1) To individual bargaining unit employees utilizing the U.S. mail,
40 employer's mail or email system;

41
42 (2) Distribution by Site Representatives or others;

43
44 (3) Posting in prominent locations at each worksite.

45
46 **Exception to the above:** The Association's Executive Director, or designee,
47 may approve a notice period of less than five (5) working days upon request of the
48 Chapter President, if it is deemed an expedited ratification is advisable.

1 (d) **Conduct of Informational Meeting(s):**

2
3 (1) The Negotiating Committee shall review the provisions of the
4 tentative agreement and indicate its recommendations for ratification.

5
6 (2) If the Association recommends rejection of the tentative agreement,
7 an Association representative shall be in attendance at the meeting and shall be
8 provided ample opportunity to outline the recommendation for rejection and the reasons
9 therefore.

10
11 (3) Adequate opportunity for discussion, debate, and answering of
12 questions shall be provided.

13
14 (e) **Ratification Vote:**

15
16 (1) The ratification vote shall be by online balloting following the
17 informational meeting(s). The Elections Committee, as selected pursuant to Article VIII
18 of the constitution, shall oversee the ratification process and conduct the vote tally.

19
20 (2) The Elections Committee shall request an online ballot from the
21 CSEA Executive Department. Upon verification that the online ballot is available, the
22 Elections Committee shall prepare a ballot notice.

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

29
30 (4) The ballot notice shall be sent at least ten (10) calendar days in
31 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
32 Class mail to each CSEA member in good standing employed in the bargaining unit(s)
33 at his/her last known home address, except that notice may be e-mailed to such
34 members who have an e-mail address on file with the chapter. The notice shall contain:

35
36 (i) the appropriate information needed to cast an online ballot,
37 such as the dates of balloting, instructions on how to access the online ballot via the
38 internet, the member's identification and password code, and communication of the
39 option to vote by a paper ballot.

40
41 (ii) instructions for requesting an alternative paper ballot through
42 the Chief Teller, and

43
44 (iii) the contact information members can use to request a paper
45 ballot.

46
47 (5) Members employed in the bargaining unit(s) shall be given the
48 option to vote at a site.

1 (i) A paper ballot and instructions for completion shall be
2 furnished at a designated location/polling place determined by the Executive Board.
3 The period for voting by paper ballot shall be determined by the Executive Board and
4 must occur at some point during the period of time online voting is taking place. The
5 ballot must be submitted before leaving the designated location/polling place.

6
7 (ii) At least two (2) tellers shall be appointed to conduct the
8 balloting at each voting site. Listings of members in good standing eligible to vote at
9 each of designated site shall be provided to tellers.

10
11 (iii) The Elections Committee shall immediately inactivate a
12 member's online ballot upon receipt of a timely request for a paper ballot.

13
14 (6) Only Active CSEA members in good standing employed in the
15 bargaining unit(s) shall be entitled to vote. Members of the bargaining unit(s) joining
16 CSEA after the ballot notice has been distributed shall be given a paper ballot at the
17 alternative site.

18
19 (7) It shall require a majority of the votes cast for ratification. The
20 results of the balloting shall be provided to the membership no later than five (5) days
21 following the vote tally and shall be announced at the next following Chapter meeting.

22
23
24 (8) All procedural matters relating to the online balloting process and
25 tally shall be conducted in accordance with Association Policy 610 and *Robert's Rules*
26 *of Order*.

27
28 **Section 5. Executed Agreement:** Every collective bargaining agreement
29 shall be executed by both the Association and appropriate representatives of this
30 Chapter. No contract shall be valid which has not been ratified by the Chapter
31 membership.

32
33
34 **ARTICLE XIII**
35 **CONCERTED ACTIVITIES**

36
37 **Section 1.** No concerted withholding of service shall be instituted by this
38 Chapter unless such concerted action has been approved at a regular or special
39 membership meeting, advance notice having been given, by secret ballot vote of not
40 less than 65% of the Active members in good standing present and voting; and approval
41 for such concerted activity has been granted by the Association's Board of Directors.

42
43 **Section 2.** If the dispute relates to contract negotiations, no concerted
44 withholding of service shall be instituted unless the last offer of the employer has been
45 submitted to the Chapter membership in accordance with Article XII of this constitution
46 and has been rejected, and the requirements of Section 1 above shall have been met.

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**ARTICLE XIV
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 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 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 XV
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.

1 (c) Funds then remaining shall then be distributed for purposes as
2 appropriate and authorized in accordance with provisions contained in Association
3 Policy 612.
4

5
6 **ARTICLE XVI**
7 **PARLIAMENTARY AUTHORITY**
8

9 The rules contained in the current edition of *Robert's Rules of Order, Newly*
10 *Revised* shall govern the Chapter in all cases in which they are not inconsistent with this
11 constitution, the Constitution & Bylaws or Policy of the Association, and any special
12 rules the Chapter may adopt.
13

14
15 **ARTICLE XVII**
16 **FISCAL YEAR**
17

18 The fiscal year of this Chapter shall extend from January 1 through December
19 31, inclusive.
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