



Constitution & Standing Rules

Barstow College Chapter #176
California School Employees Association

Last Revised on January 15, 2002

CODE OF ETHICS

School employees who are in daily contact with many phases of educational work should be persons whose conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, California School Employees Association proposes this Code of Ethics as a standard for its members.

As a school employee I will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service—to the end that others may emulate my example.
2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
3. Be just in my criticism and be generous in my praise; to improve and not destroy.
4. At all times be courteous in my relations with pupils, parents, teachers, and others.
5. Be a resourceful person who readily adapts to different kinds of work and changed conditions and finds better ways to do things.
6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.
8. Always uphold my obligations as a citizen to my nation, my state, my school district, and my community, and give them unswerving loyalty.
9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

– Adopted July 1954

Constitution of
Barstow College Chapter No. 176, CSEA
Adopted September 14, 1982
Latest Revision January 15, 2002

This Constitution is the local operating document for this chapter as formulated under Article III, Section 8 of the State Association Constitution.

Where used throughout this document, “State Association” or “Association” means the California School Employees Association, the statewide governing body for this organization; “organization” and “chapter” are interchangeable and mean Barstow College Chapter No. 176, CSEA.

CONTENTS
—Constitution—

Article I.	Name and Objects	1
Article II.	Membership	1
Article III.	Dues, Assessments, Solicitations	3
Article IV.	Officers & Executive Board/Election Procedures	4
Article V.	Authority of Executive Board/Duties of Officers	5
Article VI.	Meetings	8
Article VII.	Control of Funds/Budget	8
Article VIII.	Committees	9
Article IX.	Job Stewards	13
Article X.	Recall or Removal from Office	14
Article XI.	Delegates to Conference	14
Article XII.	Contract Ratification	15
Article XIII.	Concerted Activities	16
Article XIV.	Amendments to Constitution	16
Article XV.	Disbandment of Chapter	17
Article XVI.	Parliamentary Authority	17
Article XVII.	Fiscal Year	17
Article XVIII.	Chapter Pre-Retirement Resource Person	18

ARTICLE I
NAMES AND OBJECTS

Section 1. Name: The name of this organization shall be the Barstow College Chapter No.176 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 for 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.

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 elective or appointed offices within the State Association and chapter and to have voice and vote and otherwise participate in chapter and State Association affairs.

(4) "Active" members of this chapter must also be "Active" members of the State Association as defined in the State Association's Constitution.

(b) Inactive: Any "Active" member of this chapter who (1) is granted an unpaid leave of absence by the employer, or (2) is placed on a reemployment list for reasons other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off and elects not to continue as an "Active" member under provisions of paragraph (a)(1) above, may continue membership in an "Inactive" status until expiration of the approved leave of absence or reemployment list, or until returned to paid employment status in an eligible position [as defined by paragraph (a) above], whichever occurs first, upon continued payment of dues at ½ the rate required of them as an "Active" member at the time the leave or placement on the reemployment list occurred. Such dues shall be paid annually in advance, or for the number of months of the approved leave if less than one year. Such members shall be eligible to continue to receive such membership benefits as are generally made available to the "Active"

membership, unless specifically excluded by contract. They shall not, however, be accorded voice or vote in chapter or State Association affairs.

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

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

Section 3. Membership "In Good Standing"

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

(b) Membership shall terminate with:

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

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

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

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

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

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

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

Section 4. Service Fee Payers: Employees obligated to pay either dues or service fees to CSEA pursuant to organizational security provisions in the collective bargaining agreement and who choose not to be "Active" members of this chapter shall be carried on the chapter rolls as "Service Fee Payers". Such persons shall pay service fees in an amount equal to the state dues required of "Active" members of the chapter, subject to annual requests for advance refunds of the portion of service fees that CSEA determines will be used for purposes not related to collective bargaining, in accordance with the policies of the State Association.

"Service Fee Payers" shall be entitled to full rights of representation in all matters related to their collective bargaining agreement. They shall not, however, have the right of voice, vote, or other participation in chapter or State Association affairs, unless otherwise provided herein or required by law.

Section 5. Delinquency & Resignation:

(a) Members who no longer wish to retain that status may resign CSEA membership by written notification to the Chapter Treasurer. If they are obligated to pay dues or service fees to CSEA pursuant to an organizational security agreement, they shall become "Service Fee Payers" subject to the same service fees and rights, benefits and burdens as provided under Section 4 of this Article.

(b) Any member failing to pay all dues owed for the current month shall be deemed delinquent and shall not be considered to be "in good standing" until such delinquency has been remitted. Any member allowing his/her arrearages for dues to run over 90 days shall be conclusively presumed to have resigned his/her membership effective on said date and if applicable shall be subject to paragraph (a) above and such action as may be provided under the collective bargaining agreement, unless the Treasurer is notified 30 days prior thereto that the member has not resigned and arrangements for payment of arrearages are made.

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

Section 6. Expulsion, Suspension, Discipline:

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

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

ARTICLE III
DUES, ASSESSMENTS, SOLICITATIONS

Section 1. Annual Dues

(a) The annual dues for "Active" members of this chapter shall not exceed one hundred seventeen dollars (\$117), plus the applicable annual per capita dues of the State Association as specified in subsection (b) below. The annual dues of the chapter plus the annual per capita dues of the State Association equals the member's total annual dues.

State dues are payable by payroll deduction during the months of August through May, or may be paid annually in advance. The member's state dues divided by 10, or divided by the actual number of months worked in a school year if less than 10, is the member's monthly state dues requirement.

Chapter dues are payable on a per-working-month basis during the school year by payroll deduction, or may be paid annually in advance. The Chapter Standing Rules shall specify the monthly payment breakdown of chapter dues.

(b) The annual per capita dues of the State Association shall be assessed at the rate of 1.5% of annual salary up to a maximum "cap" as specified in the Association's Bylaws. Annual salary shall be computed based on placement on the salary schedule for the school year commencing July 1, and including longevity, professional growth and annual anniversary increments. Annual salaries shall be recomputed and dues rate adjustments made accordingly effective as of July 1 of each year, except as follows:

(1) If a general dues increase has been approved by action of delegates to the State Association's annual conference to take effect other than July 1, the new dues rates shall be effective on the date specified and adjustments made accordingly.

(2) Members who realize a reduction in salary due to an involuntary reduction in work hours or classification or a voluntary reduction in lieu of layoff may have their dues rate recomputed effective with the first of the month following such reduction.

Section 2. Assessments: No assessments shall be levied in this chapter other than those approved by three-fourths (3/4) of the chapter membership present and voting on the question by secret ballot, provided that each member has been notified in writing at least ten (10) days in advance of the nature of the proposal and the time, date and place where the matter will be voted on.

Section 3. Fund Solicitation: No funds shall be solicited in the name of the chapter without authorization of the Executive Board.

ARTICLE IV OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES

Section 1. Officers: The following officers shall be elected by and from among the total "Active" membership of the chapter, regardless of the location of their employment: President, Vice President, Secretary, Treasurer, Public Relations Officer, and Chief Job Steward.

Section 2. Executive Board: The elected officers designated in Section 1, plus the Immediate Past President, shall constitute the Executive Board of this chapter.

Section 3. Eligibility to Hold Office: Officers shall be elected from among the "Active" chapter members in good standing who have maintained such membership continuously for a period of 12 consecutive calendar months immediately preceding the month in which they are nominated. Nominees can only accept nomination for one Executive Board office.

Section 4. Nominating and Election Procedures:

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

(b) Nominations for these offices shall also be accepted from the Floor at the October and November chapter meetings.

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

(d) When there is more than one nominee for an office, a secret ballot election shall be conducted in the month of December. Balloting shall be conducted at such times and at campus site locations as determined by the Executive Board.

(e) Every member shall be notified, at least five (5) working days in advance of the date set for balloting, of the exact location of their balloting site, the specific date and time (hours) during which balloting will take place, and the candidates and offices which will appear on the ballot. At least one Election Teller will be present at each balloting site to verify voter eligibility and secure the balloting process.

(f) Absentee ballots shall be permitted in accordance with Chapter Standing Rules and State Association Policy 618.

(g) Immediately following the appointed hour for close of polls, the Election Teller(s) shall deliver the ballot box(es), sign-in sheet(s) and related materials to a pre-determined location where the tally will then take place.

(h) All procedural matters relating to the site balloting process and tally shall be conducted in accordance with State Association Policy 618 and *Robert's Rules of Order, Newly Revised*. All candidates shall be permitted to appoint an observer at each site to observe the balloting procedures, and each candidate or his/her representative shall be permitted to observe the ballot tally.

(i) Election to an office shall require a plurality vote. Write-in votes shall not be accepted. The official

ballot tally shall be provided in writing to all candidates within five (5) working days, and shall be announced at the December chapter meeting, where the presiding officer shall officially declare the winning candidates or announce such other action as may be necessary.

(j) All ballots, including used, unused, invalid and challenged ballots, sign-in sheets, tally sheets and related election documents, including notices of nomination and election, shall be retained by the Chapter Secretary for one year, or until any and all challenges to the election or charges of misconduct in running the election have been resolved, whichever is the longer period.

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

Section 6. Vacancies:

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

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

ARTICLE V AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS

Section 1. Executive Board: The Executive Board shall have general supervision of the affairs of the chapter between the general membership meetings. It shall transact the routine business of the chapter as authorized and required herein, direct the activities of the various committees, fix the time and place of meetings except as otherwise directed by the membership, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this Constitution. The Board shall be subject to the orders of the chapter membership, and none of its actions shall conflict with actions taken by the chapter membership.

A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special chapter meeting, with such actions subject to membership ratification if appropriate. Minutes of Executive Board meetings shall be kept on file for at least five (5) years.

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

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

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

Section 3. President: The President shall:

(a) Be Chairperson of the Executive Board, and preside at all meetings of the chapter and Executive Board at which s/he is in attendance.

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

(c) Attend all Regional Presidents' Meetings and such other meetings as required by the State Association or direction of the chapter, and report back to the Executive Board and chapter membership at the next chapter meeting, with recommendations for chapter action or as otherwise required.

(d) Perform duties of Job Steward as needed.

(e) Perform such other duties as normally pertain to the office of President or ordered by this Constitution.

Section 4. Vice President: The Vice President shall:

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

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

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

(d) Serve as Chapter Parliamentarian.

(e) Attend all Executive Board, Regional Presidents' Meetings and such other meetings as required by the State Association or the President.

(f) Coordinate chapter workshops and activities at the direction of the President.

(g) Perform the duties of Job Steward as needed.

(h) Perform such other duties as may be assigned by the President or ordered by the Constitution or Standing Rules.

Section 5. Secretary: The Secretary shall:

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

(b) Keep an accurate roster of the officers of the chapter and see that such information is forwarded to the State Association as required.

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

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

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

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

(g) In the absence or disability of the President, Vice President and Past President, possess all of the powers and perform all of the duties in his/her stead.

(h) Attend Executive Board meetings.

(i) Perform such other duties as normally pertain to the office of Secretary or as may be directed by the President or required by the Constitution or Standing Rules.

Section 6. Treasurer: The Treasurer shall:

(a) Attend annual training sessions for Treasurers provided by the State Association and/or other appropriate training as directed by the Executive Board.

(b) Receive all funds of the chapter and keep and disburse same under the direction of the President

and as required by the Constitution & Bylaws of the State Association and this chapter.

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

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

(e) Report at each meeting of the chapter as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable, to include per capita dues/fees paid and owed to the State Association if any.

(f) Prepare the annual PERB financial report to include the last day of the fiscal year, and immediately submit same to the President for review and forwarding to PERB, the State Association, and the membership.

(g) Promptly process and forward membership applications and dues payments to State Headquarters and payroll deduction authorizations to proper district office for processing.

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

(i) Arrange for bond coverage under the State Association's blanket bond in such amount as determined by the Executive Board; premium for said bond shall be at the expense of the chapter and through the State Association.

(j) Assist in preparation of the chapter budget, and perform such other duties as may be directed by the President.

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

(l) Attend Executive Board meetings.

Section 7. Public Relations Officer: The Public Relations Officer shall:

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

(b) Write articles of interest pertaining to chapter affairs for local newspapers and *The California School Employee*.

(c) Maintain the chapter web page.

(d) Attend Executive Board meetings.

(e) Perform such other public relations activities as directed by the President.

Section 8. Chief Job Steward: The Chief Job Steward shall:

(a) Ensure that the Job Steward program of the chapter functions according to the requirements set forth in this Constitution, and maintain the necessary records on matters of contract enforcement to permit the chapter to effectively represent bargaining unit employees.

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

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

(d) Attend Executive Board meetings.

Section 9. Immediate Past President: The Immediate Past President shall be a member of the Executive Board and perform such duties as may be assigned by the President and/or the Executive Board, and shall, in the absence or disability of both the President and Vice President, possess the powers and perform the duties of the President.

ARTICLE VI MEETINGS

Section 1. Regular monthly Chapter meetings shall be held. Dates and times of such meetings shall be established in January for the succeeding twelve (12) month period and be made known to the membership.

Section 2. Special meetings may be called by the Chapter President as deemed necessary, or shall be called by a vote of two-thirds 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 24 hours in advance, may be given in an emergency situation.

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

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call of Officers
- (4) Approval of Agenda
- (5) Approval of Minutes of the Previous Meeting
- (6) Executive Board Report
- (7) Treasurer's Report
- (8) Committee Reports
 - (a) President's Advisory Council
 - (b) Negotiating Team
 - (c) Job Stewards
 - (d) Other Committees as required
- (9) Unfinished Business
- (10) New Business
- (11) Good of the Order
- (12) Adjournment

Section 5. Quorum for Meetings: It shall require at least 7 members in good standing in attendance at any chapter meeting for business to be conducted.

ARTICLE VII
CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name of Barstow College Chapter No. 176, 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 of the following: Vice President or Secretary.

(a) General Operating Fund: All funds received from dues/fees/assessments shall be deposited in a separate account to be designated as the General Operating Fund of the chapter, from which all chapter expenditures shall be made, in accordance with the approved budget.

(b) Scholarship Fund: All proceeds from fundraisers shall be deposited in a separate savings account to be designated as the Scholarship Fund of the chapter. Expenditures from this fund shall be to support the chapter's scholarship awards program. Funds shall be transferred from the Scholarship Fund to the General Operating Fund when and as needed for the appropriate approved expenditures.

(1) Nothing herein shall preclude general operating funds from being used to supplement the above programs/activities as approved in the annual budget or by appropriate membership action.

Section 2. The Executive Board shall prepare an annual budget for approval of the chapter membership no later than December 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 \$250 to the Executive Board for prior approval. Any expenditures in excess of those approved in the budget must have prior approval of the chapter membership.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees: The following shall be the standing committees of the chapter: Auditing, Nominating/Elections, Grievance, Negotiating, Political Action, Constitution & Standing Rules, Holiday Party, Job Evaluation, Job Appeals, Classified School Employees Week (CSEW), Scholarship, and Hospitality. 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 Executive Board 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 Executive Board or the chapter membership may deem necessary to perform a specified task for the welfare of the chapter may be appointed. The Executive Board 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 President shall act as coordinator of all appointed committees. The Chief Job Steward shall be Chairperson of the Grievance Committee.

Section 4. The President shall be, ex-officio, a member of all committees, except the Nominating/Elections Committee.

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

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

member in good standing.

Section 7. Auditing Committee:

(a) The Auditing Committee shall consist of three (3) elected representatives.

(b) It shall be the duty of this committee to receive and audit the books and records of the Treasurer immediately after the close of the fiscal year, and at such other times as the President may direct, and report its findings to the Chapter.

Section 8. Negotiating Team:

(a) The Negotiating Team shall consist of the Chapter President or his/her designee as Chairperson, plus four (4) elected representatives.

(b) The team members shall be elected by and from among the members in good standing.

(c) Term of office for the elected members shall commence upon their election and continue for two (2) years or until their successors are elected. Committee Members 1 and 2 shall be elected in the even-numbered years and Committee Members 3 and 4 shall be elected in the odd-numbered years.

(d) Vacancies shall be filled first by an elected alternate for the remainder of the original term only. In the event no alternate is available, the vacancy shall be filled by recommendation of the Executive Board which shall be submitted in writing to the membership at least five (5) days in advance of a designated chapter meeting. Nominations from the Floor shall also be accepted at said meeting. If there are no nominations from the Floor, the Executive Board's candidate shall be declared elected. If nominations from the Floor are made, a secret ballot election shall be conducted among the "Active" members in good standing present.

(e) Duties: It shall be the duty of the Negotiating Team to research issues and prepare and submit initial bargaining proposals (including proposals on reopeners) for review and approval of members in good standing of the bargaining unit(s) prior to commencement of negotiations, to negotiate the contract (including reopeners and modifications) for and on behalf of the chapter with assistance from State Association field staff, to keep the Executive Board and the membership informed on the progress of negotiations and solicit membership input where advisable, and to ensure that all bargained agreements are submitted for ratification of the bargaining unit(s) in accordance with Article XIII of this Constitution.

Section 9. Grievance Committee:

(a) The Grievance Committee shall consist of the three (3) Job Stewards, with the Chief Job Steward serving as Grievance Chairperson.

(b) It shall be the duty of the Grievance Committee to supervise and assist the operation of the Job Steward Program within the Chapter. The committee shall insure that all grievances are handled properly in their investigation and filing and consistent in their resolution. The committee shall issue grievance settlement recommendations to the Executive Board.

(c) The Committee shall be empowered to review proposed settlements of grievances undertaken by individuals members of the bargaining unit (i.e., without representation of a Job Steward or CSEA staff) to ensure that they are resolved consistent with provisions of the collective bargaining agreement.

(d) The Committee shall review all grievances going beyond the immediate supervisory level to determine whether CSEA staff assistance should be obtained. If staff assistance is required, the Executive Board shall be so notified.

(e) The Committee shall review all grievances being considered for arbitration and recommend to the Executive Board on whether each particular case should be arbitrated.

Section 10. Job Evaluation Committee:

(a) The Job Evaluation Committee shall consist of four (4) elected representatives and two (2) alternates.

(b) Duties as are defined by contract.

(c) Vacancies shall be filled first by an elected alternate for the remainder of the original term only. In the event no alternate is available, the vacancy shall be filled by recommendation of the Executive Board which shall be submitted in writing to the membership at least five (5) days in advance of a designated chapter meeting. Nominations from the Floor shall also be accepted at said meeting. If there are no nominations from the Floor, the Executive Board's candidate shall be declared elected. If nominations from the Floor are made, a secret ballot election shall be conducted among the "Active" members in good standing present.

(c) Term of office for the elected members shall commence upon their election and continue for two (2) years or until their successors are elected. Committee Members 1 and 2 shall be elected in the even-numbered years and Committee Members 3 and 4 shall be elected in the odd-numbered years.

Section 11. Job Appeals Committee:

(a) The Job Appeals Committee shall consist of two (2) elected representatives and two (2) alternates.

(b) Duties are defined by contract.

(c) Vacancies shall be filled first by an elected alternate for the remainder of the original term only. In the event no alternate is available, the vacancy shall be filled by recommendation of the Executive Board which shall be submitted in writing to the membership at least five (5) days in advance of a designated chapter meeting. Nominations from the Floor shall also be accepted at said meeting. If there are no nominations from the Floor, the Executive Board's candidate shall be declared elected. If nominations from the Floor are made, a secret ballot election shall be conducted among the "Active" members in good standing present.

(c) Term of office for the elected members shall commence upon their election and continue for two (2) years or until their successors are elected. Committee Member 1 shall be elected in the even-numbered years and Committee Member 2 shall be elected in the odd-numbered years.

Section 12. Nominating/Elections Committee:

(a) This committee shall consist of three (3) appointed representatives.

(b) It shall be the duty of this committee to investigate the qualifications of members for the elective executive board offices and submit such nominees as in its judgment will best serve the interests of the chapter. Nominations shall be reported to the chapter membership as required by Article IV, Section 4 of this Constitution. This committee shall also supervise and assist in the preparation, distribution, and counting of the ballots in all elections (including contract ratifications) within the chapter, and certify the results to the Chapter President. In addition, the committee shall ensure that election procedures are in accordance with applicable provisions of the State Association's Constitution & Bylaws and Policy, and this Constitution.

Section 13. Political Action Committee: It shall be the duty of this committee to:

(a) Develop and implement a chapter Alert system designed for emergency contact of the membership when immediate chapter action is necessary on contract matters, legislative and political issues, and other items of importance to the Association and chapter.

(b) Keep the members informed about the legislative program of the State Association, and may recommend to the chapter membership legislative proposals it deems desirable for submission to the Association's Annual Conference or to the Association's Legislative Committee for consideration and inclusion in the Association's legislative program.

(c) Work cooperatively with the Regional Political Action Coordinator (RPAC), appropriate staff and Area PACE and Legislative Committee representatives in furtherance of the Association's legislative and political goals, rendering regular reports at chapter meetings regarding the same and recommending any chapter support or activity it considers appropriate.

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

(e) Make recommendations to the chapter membership regarding endorsement of candidates for school board, in accordance with the following procedures.

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

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

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

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

Section 14. Constitution & Standing Rules Committee:

(a) This committee shall consist of three (3) appointed representatives.

(b) It shall be the duty of this committee to meet at least once a year to review, update and/or make recommendations for revisions to the Chapter Constitution & Standing Rules, soliciting membership input where appropriate. This committee shall ensure that all members receive current copies of the Constitution & Standing Rules.

Section 15. Holiday Party Committee:

(a) This committee shall consist of the elected Holiday Party Chair and at least two (2) additional appointed members.

(b) It shall be the duty of this committee to meet regularly to plan and coordinate the annual Chapter Holiday Party and develop fundraising activities to support the event, soliciting membership input where appropriate.

Section 16. Classified School Employees Week (CSEW) Chair:

(a) This committee shall consist of the elected CSEW Chair and at least three (3) additional appointed members.

(b) It shall be the duty of this committee to meet regularly to plan and coordinate the annual Classified School Employees Week activities, soliciting membership input where appropriate.

Section 17. Scholarship Committee:

(a) This committee shall consist of the elected Scholarship Chair and at least two (2) additional appointed members.

(b) It shall be the duty of this committee to meet regularly to develop fundraising activities to support the chapter's scholarship program, prepare and present scholarship awards at local school awards ceremonies, select the recipient of the annual Dina Bassford Memorial Scholarship and maintain the

master list of member dependents for future scholarship awards.

Section 18. Hospitality Committee:

(a) This committee shall consist of the elected Hospitality Chair.

(b) It shall be the duty of this committee to send cards, flowers and/or donations to members on their birthdays or for other special events and to prepare refreshments for chapter meetings.

ARTICLE IX
JOB STEWARDS

Section 1. Election: Two (2) Job Stewards and one (1) Chief Job Steward shall be elected in accordance to Article 4, Section 4 to serve the needs of the membership.

Section 2. Term of Office:

(a) The Chief Job Steward shall be elected by January 1 of the odd-numbered years; the remaining Job Stewards shall be elected by January 1 of the even-numbered years.

(b) Term of office for Job Stewards shall be for two years, beginning from the January 1 following their election to the end of the following chapter year, or until their successors are elected. Any Job Steward shall automatically forfeit such office if they cease to be an "Active" member in good standing employed within the designated service area. Vacancies shall be filled by appointment of the President, ratified by the Executive Board, from among the qualified members in good standing employed within the affected service area, for the remainder of the original term only.

Section 3. Duties: Job Steward duties shall be to:

(a) Attend annual training sessions for Job Stewards provided by the State Association and/or other appropriate training as directed by the Executive Board.

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

(c) Act as the basic channel of communication between the employees and the chapter and relay specific member concerns to the chapter's Negotiating Team for incorporation into the bargaining proposals.

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

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

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

ARTICLE X
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

(a) Any member of the Executive Board, Negotiating Team and Job Stewards, Conference delegates and alternates, or any other elected officer or committee member, may be recalled from office upon a two-thirds (2/3) secret ballot vote of "Active" chapter members 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 State 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) Appointed committee members 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.

ARTICLE XI
DELEGATES TO CONFERENCE

Section 1. Delegates: Voting delegates to an annual conference of the State 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 State 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 April, and election shall be by secret ballot at the regular chapter meeting in May. 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 Assn. 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 orientation meeting at the Regional or Area level of the State Association concerning the resolutions to the upcoming conference, as directed by the executive board.

(b) Report 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.

ARTICLE XII CONTRACT RATIFICATION

Section 1. Negotiated Agreement:

(a) When the Negotiating Team has negotiated a contract or modifications to an existing contract, it shall immediately submit one copy to the CSEA Labor Relations Representative assigned to service the chapter, for review and recommendation by the State Association prior to membership ratification.

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

Section 2. Ratification Procedures:

(a) A copy of the Tentative Agreement or a summary of the Tentative Agreement, and a statement as to whether the Negotiating Team is recommending ratification or rejection of the Agreement, shall be provided each CSEA member of the bargaining unit prior to the "contract information" meeting(s) as noted below. *If a summary only is provided, copies of the Tentative Agreement containing the exact language of the proposal shall be provided for review at said meeting(s).*

(b) The Chapter President/Executive Board shall set the date, time and place for one or more contract information meetings, 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 "contract information" meeting(s) shall be issued to all bargaining unit employees no later than five (5) working days in advance of the scheduled date. Said meeting notice(s) shall be distributed to individual bargaining unit employees utilizing the district mail system.

Exception to the above: The Association's Executive Director may approve a notice period of less than 5-working-days upon request of the chapter's Executive Board, if it is deemed an expedited ratification is advisable.

(d) Conduct of Informational Meeting(s):

(1) The Negotiating Team shall review the provisions of the Tentative Agreement and indicate its recommendations for ratification or rejection and reasons therefor.

(2) If the State Association is recommending rejection of the Tentative Agreement, a State Association representative shall be in attendance at the meeting and shall be provided ample opportunity to outline the recommendation for rejection and the reasons therefor.

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

(e) Ratification Vote:

Section 3. Executed Agreement: Every collective bargaining agreement shall be executed by both the State Association and appropriate representatives of this chapter. No contract shall be valid which has not been ratified by the chapter membership.

Section 4. The Chapter shall, immediately upon the contract or amendments thereto being ratified by both itself and the Barstow College Board of Trustees, provide the Labor Relations Representative assigned to service the chapter with three (3) copies of the agreement.

ARTICLE XIII CONCERTED ACTIVITIES

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

Section 2. If the dispute relates to contract negotiations, no concerted withholding of service shall be instituted unless the last offer of the employer has been submitted to the chapter membership in accordance with Article XIII of this Constitution and has been rejected, and the requirements of Section 1 above shall have been met.

ARTICLE XIV AMENDMENTS TO CONSTITUTION

Section 1. This Constitution shall at all times conform to all provisions of the State Association Constitution & Bylaws and Policy, and where any conflict should occur, the State Association Constitution & Bylaws and/or Policy shall prevail.

Section 2. Any member in good standing of the chapter (or the Executive Board) may submit a written proposal to amend this Constitution (containing the exact text of the proposed change) at any chapter meeting, which shall constitute a first reading. The Chapter President shall then cause the proposed amendment(s) to be placed on the agenda of the next regular or a special chapter meeting where the matter will be read a second time and acted upon, and shall cause written notification of the proposed amendment(s) and the date, time, and place of the designated chapter meeting to be issued to all members in good standing at least ten (10) days in advance of said meeting. Said notification shall include at least a written summary of the proposed changes, and the exact text of the proposed changes shall be made available for review by members upon request.

Section 3. Approval by two-thirds (2/3) of the "Active" members in good standing present and voting at the second reading shall be required to adopt the amendment(s). If the amendment relates to a revision of chapter dues, the vote shall be conducted by secret ballot.

Voting by absentee ballot shall be permitted in accordance with the Chapter Standing Rules and the State Association Policy 618.

Section 4. All amendments shall be submitted to the State 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.

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 State Association, and a final audit of the financial books and records of the chapter shall be made in conjunction with the State 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 State Association shall be promptly remitted to the Association's general fund.
- (c) Funds then remaining shall then be distributed for purposes as appropriate and authorized in accordance with provisions contained in Association Policy 612.

ARTICLE XVI
PARLIAMENTARY AUTHORITY

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

ARTICLE XVII
FISCAL YEAR

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

ARTICLE XVIII
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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