

**Barstow College Chapter 176  
California School Employees Association**

# **Standing Rules**



Revised December 18, 2001

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**1. Obtaining CSEA Materials**

**1.1** Chapter Contract with the District, Chapter Constitution, and Chapter Standing Rule.

**1.1.1** These are available from the Chapter Treasurer.

**1.1.2** The Treasurer shall provide copies of the above documents to new members.

**2. Procedures to Amend The Standing Rules**

The Standing Rules may be amended at any Chapter meeting (regular or special) by a majority vote of the members present, provided that members receive notice in writing at least three (3) work days prior to the meeting.

**3. Allocation of Chapter Dues**

**3.1** Each member shall pay chapter dues as follows:

September - June \$5 per month

July - August \$5 + \$28.50 = \$33.50 per month

**3.2** Any excess chapter dues income after payment of all expenses at the end of the fiscal year 2001 shall be reallocated to the chapter scholarship fund. Chapter dues of \$1 per month per member shall be allocated to the chapter scholarship fund, effective January 1, 2002.

**4. Fund Raising and Handling of Funds Collected**

**4.1** All monies collected shall be turned into the Treasurer within 48 hours of receipt with proper supporting documentation.

**4.2** All cash deposits shall be signed and verified by at least one witness.

**5. Approval of Expenditures**

Any request to expend chapter funds must be approved in advance by the Chapter President or Vice President, subject to available funds and limits placed by the Constitution. Approval forms may be obtained from the Treasurer. Receipts and funds not expended must be returned to the Treasurer within 48 hours.

**6. Reimbursement for Expenses**

**6.1** Members shall be reimbursed for expenses incurred while performing chapter business if the activity is approved in advance by the Chapter President or Vice President.

**6.2** Requests for reimbursement must be submitted to the Treasurer with a "Request for CSEA Reimbursement" form, original receipts and all required signatures.

**6.3** Mileage reimbursement shall be the same as that allowed by State CSEA.

**6.4** Meals: If CSEA business is less than a day, the meals shall be reimbursed as follows (with receipts required):

Breakfast - \$5.00

Lunch - \$10.00

Dinner - \$20.00

**6.5** CSEA will shall not reimburse members for alcoholic beverages.

**6.6** If CSEA business necessitates a member be in attendance (or traveling) for more than one day, the Chapter shall pay a per diem of \$35.00 a day in lieu of reimbursement for each meal. No receipts are required but proof of attendance shall be required.

**6.7** Conference delegates shall be reimbursed for mileage, parking and/or toll fees, and be paid a per diem as above. The Chapter pays registration, the per diem, and lodging fees in advance.

**6.8** Committee Chairpersons are reimbursed for reasonable expenses, and should submit receipts to the Chapter Treasurer. Committee Chairpersons must obtain majority approval of the committee members for reimbursable expenditures.

## **7. CSEA Chapter Scholarships**

**7.1** The Chapter shall offer the following scholarships:

**7.1.1** Member dependent scholarship for children or legal wards of current CSEA members who have been a member in good standing for one year. If a dependent becomes eligible prior to the member's completion of their 1-year anniversary, then the member dependent scholarship shall be retroactively awarded.

**7.1.1.1** This scholarship shall be awarded to member dependents who are graduating from high school and planning to enter an accredited college, trade or vocational school.

**7.1.2** Dina Bassford Memorial Scholarship for which CSEA members and their dependents are not eligible.

**7.1.2.1** This annual scholarship shall be awarded to a continuing or transferring student with a cumulative grade point average of 2.5 or higher who is a single parent and head of household and demonstrates financial need.

**7.1.2.2** Applicants shall be required to submit an application, personal essay, a letter of recommendation, and a copy of their latest income tax return.

**7.2** The maximum amount awarded for either scholarship shall be \$300.

**7.3** Scholarships may be held for a maximum of twelve (12) months. Any extension must be considered on an individual basis by the Scholarship Committee.

**7.4** Unused scholarship awards shall be returned to the general scholarship fund after twelve (12) months.

**7.5** Funds may be taken from the General Fund for scholarship purposes only upon a vote by the Chapter membership.

**7.6** Any deviation from the above policy shall be considered by the Scholarship Committee, and their recommendation shall be referred to the Chapter for determination.

**8. Audit**

The Treasurer's books shall be audited at least once each year and any time that a new Treasurer takes office.

**9. Minutes**

Minutes shall be taken at all regular and special chapter meetings and at Executive Board meetings. Official minutes shall be signed by the President and Secretary following approval by the membership.

**10. Voting Procedures**

When written ballots are distributed to all members (instead of voting at a chapter meeting and other than elections and contract ratification votes), the following procedures shall be followed:

- 10.1** If possible, ballots shall be on goldenrod paper (to minimize the possibility of copying ballots and "stuffing" the ballot box).
- 10.2** Ballots shall be collected in a secure manner. Any method which provides for the security of the ballots may be used. Some methods are: returning ballots to the CSEA mailbox, depositing them in a ballot box, or having a "polling place" with hours convenient to all chapter members.
- 10.3** All candidates have the right to observe (or to appoint a representative to observe) the balloting and counting of the ballots.
- 10.4** The Executive Board shall appoint a 3-member Teller Committee to count the ballots. Each member shall be from a different job class (as defined in the contract.)
- 10.5** Absentee votes shall be allowed, in accordance with State Association Policy 618, and must be signed, dated, and clearly state what the individual is voting on. Proxy votes shall not be allowed.

**11. Distribution of the Chapter Newsletter**

The Chapter Newsletter shall be distributed to (1) All Barstow College classified employees; (2) all retired CSEA members; (3) Barstow College Board of Trustees; (4) Barstow College administrators/managers; (5) Barstow College full-time faculty; (6) CSEA Regional Representative; (7) CSEA Community College Committee representative; and (8) CSEA Regional Public Relations Officer.

## **12. CSEA Files**

**12.1** Chapter files shall be the responsibility of the Chapter Secretary and President with the assistance of the Chapter officers.

**12.2** Guidelines to Retention of Materials:

**12.2.1** To be permanently retained:

1. Chapter Constitution and Bylaws,
2. Chapter Standing Rules,
3. Chapter minutes, including Treasurer's reports,
4. Minutes of Contract Negotiations,
5. At least one copy of each year's contract with the District,
6. Records of grievances, including all memos, letters, and hearing minutes,
7. Reference and training materials from CSEA State Headquarters (unless the material is superseded or becomes outdated),
8. The Fiscal Year Financial Report required by PERB.

**12.2.2** To be retained for two years:

1. Correspondence from CSEA State Headquarters (unless the information is of a "permanent" nature and needs to be retained indefinitely),
2. Copies of Barstow Community Collet District Board Agenda packets.

**12.2.3** To be retained for other time periods:

1. Financial records, including bank statements, deposit slips, cash receipt records and canceled checks shall be retained for a period of not less than seven years.
2. CSEA-sponsored special services or insurance offers retain through their effective dates.

## **13. Procedure Books**

**13.1** Each committee chairperson shall develop written procedures. A copy of the procedures shall be placed in the Chapter files. At the end of their terms, Committee Chairpersons shall give these written procedures to their successors, who shall revise and update them as necessary.

**13.2** Written procedures should contain (but are not limited to) the following information: proposed and actual budgets; the steps involved in completing the committee's work, such as deadlines to be met, sources, how to obtain postage and supplies, etc.

#### **14. Hospitality**

- 14.1** In the case of bereavement in the immediate family of a Chapter member, the Hospitality Chair shall send flowers not to exceed \$30.00 in cost, donate \$30.00 to a charity of the member's choice, or present member with a check for \$30. Immediate members include: parents, spouse, children, and siblings. Any exceptions shall be brought before the Executive Board.
- 14.2** In case of notification of a serious illness/injury and birthdays, the Hospitality Chairperson shall send a card to the member from the Chapter.
- 14.3** In the case of the death of a CSEA member, a retiree who was a CSEA member, or an employee of Barstow College who had been a CSEA member but was not in the Unit at the time of death, the Hospitality Chairman shall send a card with a \$50 (fifty dollar) contribution to the family.

#### **15. Recognition of Members Leaving Employment at Barstow College**

If the current CSEA member is retiring from Barstow College, they shall be given an appreciation party, cost of which shall not exceed \$100, and a check equaling \$10 a year for each year of Barstow College CSEA service.

#### **16. Outstanding Obligations to the Chapter**

The Chapter shall withhold expense reimbursements, scholarship awards, door prizes, and/or retirement recognition for any member with outstanding obligations to the Chapter.