

**CONSTITUTION OF
Simi Valley Chapter No. 310, CSEA**

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 means Simi Valley Chapter No. 310, CSEA.

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ARTICLE IV
OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES

5 **Section 1. Officers:** The following officers shall be elected by and from
6 among the total "Active" membership of the Chapter, regardless of the location of their
7 employment: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer,
8 ~~Public Relations~~ **Communications** Officer, Chief ~~Job~~ **Union** Steward, and three (3)
9 Members at Large.

10
11 **Section 2. Executive Board:** The elected officers designated in Section 1,
12 ~~plus the Immediate Past President,~~ shall constitute the Executive Board of this Chapter.

13
14 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
15 the "Active" members of the Chapter who are in good standing.

16
17 (a) Nominees for elected office shall be "Active" members of the Chapter in
18 good standing at the time of nomination and can only accept nomination for one (1)
19 Executive Board office.

20
21 **Section 4. Nominating and Election Procedures:**

22
23 (a) A Nominating Committee appointed as hereinafter provided shall provide
24 its nominations to fill the elective offices of President, 2nd Vice President, Secretary,
25 ~~Public Relations~~ **Communications** Officer, and one Member at Large in the even-
26 numbered years. ~~at the October Chapter meeting, starting with 2004.~~

27
28 (b) The Nominating Committee shall provide its nominations to fill the elective
29 offices of 1st Vice President, Treasurer, Chief ~~Job~~ **Union** Steward, and two Members at
30 Large ~~at in~~ the odd-numbered years. ~~at the October Chapter meeting starting with 2003.~~

31
32 (c) Nominations for these offices shall also be accepted from the Floor at the
33 October and November Chapter meetings.

34
35 (d) If, after nominations are closed at the November Chapter meeting there is
36 only one (1) nomination for an office, the single nominee shall be declared elected to
37 the office, and no balloting or other action shall be required. The Chapter President shall
38 so notify the membership in writing as soon thereafter as possible.

39
40 (e) **Election Process:** **The Executive Board shall determine how the**
41 **election of officers is to be conducted: In Person at a meeting or by online**
42 **voting.**

43
44 (1) **In Person Voting Process**

45
46 a. When there is more than one (1) nominee for an office, an
47 election shall be conducted at the December Chapter meeting by secret ballot vote of

48 "Active" members in good standing present at said meeting. It shall require a plurality
49 vote to elect any officer. Write-in votes shall not be accepted. If a tie exists, the election
50 shall be determined by lot (draw) between the tied candidates.

51

52 b. Notices of the time, date, and place for nominations and
53 balloting, and all other procedural matters relating to conducting these elections, shall
54 be in accordance with provisions of State Association Policy 618.

55

56 c. All candidates shall be provided an opportunity to address the
57 members present at the election meeting prior to the balloting, and they or their
58 designated representative shall be accorded the right to observe the ballot tally process.

59

60 d. All ballots, including used, unused, invalid and challenged
61 ballots, tally sheets and related election documents, including notices of nomination and
62 election procedures, shall be retained by the Chapter Secretary for one (1) year, or until
63 any and all challenges to the election or charges of misconduct in the running of the
64 election have been resolved, whichever is the longer period.

65

66 (2) On Line Voting Process

67

68 a. **The Elections Committee, as selected pursuant to**
69 **Article VIII of the constitution, shall oversee the election process and retrieve the**
70 **results of the online balloting. All procedural matters relating to the online**
71 **balloting process and tally shall be conducted in accordance with Association**
72 **Policy 618.**

73

74 b. **The Elections Committee shall request an online ballot**
75 **from the CSEA Executive Department. Upon verification that the online ballot is**
76 **available, the Elections Committee shall prepare an election notice. Each notice**
77 **shall include the appropriate information needed to cast an online ballot, such as**
78 **the dates/times of balloting, instructions on how to access the online ballot via**
79 **the internet, the member's identification and password code.**

80

81 c. **The election notice shall be sent at least five (5)**
82 **working days in advance of the date set for online balloting to close. Notice must**
83 **be mailed via US First Class mail to each CSEA member in good standing who is**
84 **eligible to vote in the election at his/her last known home address, except that**
85 **notice may be e-mailed to such members who have an e-mail address on file with**
86 **the chapter.**

87

88 d. **The Chapter President shall provide advance notice to all**
89 **candidates so that they or their representative may be present to observe the**
90 **entire balloting process including the preparation and distribution of the online**
91 **election notices.**

92

93 e. **It shall require a plurality vote to elect. If a tie exists,**
94 **the election shall be determined by lot (draw) between the tied candidates. Write-**

95 in votes shall not be accepted. The official ballot tally shall be provided in writing
96 to all candidates and notices posted accessible to all Chapter members within
97 five (5) working days and shall be announced at the next following Chapter
98 meeting at which the presiding officer shall officially declare the winning
99 candidates or announce such other action as may be necessary.

100
101 f. All election documents, including notices of nomination
102 and election procedures, shall be retained by the Chapter Secretary for one (1)
103 year, or until any and all challenges to the election or charges of misconduct in
104 running the election have been resolved, whichever is the longer period.

105
106
107 **Section 5. Terms of Office:** Elected officers shall take office and assume
108 their duties on the January 1 following their election and shall continue to serve for two
109 (2) years or until their successors are elected, provided that any officer shall
110 automatically forfeit such office if they cease to be an "Active" member in good
111 standing.

112
113 **Section 6. Vacancies:**

114
115 (a) A vacancy in the office of President shall be filled by the 1st Vice
116 President.

117
118 (b) For vacancies in any other elected office, the Executive Board shall
119 submit its recommendation to fill the office in writing to the Chapter membership at least
120 five (5) working days in advance of a designated Chapter meeting. Nominations from
121 the Floor shall also be accepted at said meeting. If there are no nominations from the
122 Floor, the Executive Board's candidate shall be declared elected. If nominations from
123 the Floor are made, a secret ballot election shall be conducted among the "Active"
124 members in good standing present.

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127 **ARTICLE V**
128 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**
129

130 **Section 1. Executive Board:** The Executive Board shall have general
131 supervision of the affairs of the Chapter between the general membership meetings. It
132 shall transact the routine business of the Chapter as authorized and required herein,
133 prioritize and determine recommendations on matters requiring discussion and action
134 by the general membership, and perform such other duties as are specified in this
135 Constitution. The Board shall be subject to the orders of the Chapter membership, and
136 none of its actions shall conflict with actions taken by the Chapter membership.

137
138 A report on all actions taken by the Executive Board shall be made to the
139 membership at the next regular or special Chapter meeting, with such actions subject to
140 membership ratification if appropriate.

141

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

145
146 The Executive Board shall meet at the call of the President or at such times and
147 places designated by it; the President shall call a special meeting upon the written
148 request of a majority of the Board.

149
150 A majority of the members of the Executive Board shall constitute a quorum.

151
152 **(a) Executive Board: The elected officers: President, 1st Vice President, 2nd**
153 **Vice President, Secretary, Treasurer, Communications Officer, Chief**
154 **Union Steward, and (3) three Members at Large, plus the Immediate Past**
155 **President, shall constitute the Executive Board of this Chapter. Since**
156 **election isn't required for the Immediate Past President position, that**
157 **officer must be approved by a majority of the Executive Board before**
158 **taking his/her seat. To be eligible the Past President must have**
159 **completed at least one (1) full year in the office as Chapter President,**
160 **and still be a member of the chapter in good standing.**

161
162 **Section 2. Duties of Officers, General:** Upon separation from office, an
163 officer shall immediately turn over to his/her successor or other properly designated
164 CSEA official all books, records, money and other effects of the Chapter in his/her
165 possession.

166
167 **Section 3. President:** The President shall:

168
169 (a) Be Chairperson of the Executive Board, call and preside over all meetings
170 of the Chapter and Executive Board at which s/he is in attendance.

171
172 (b) Fix the time and place of meetings except as otherwise directed by the
173 membership.

174
175 (c) Set the agenda for Chapter meetings, as noted in Article VI.

176
177 (d) Appoint and direct the activities of the various committees, standing or
178 special, required by this Constitution or established by the Executive Board, or as may
179 be ordered by vote of the membership, except as otherwise provided herein.

180
181 (e) Attend all Regional Presidents' Meetings (**RPMS**) and such other meetings
182 as required by the State Association or direction of the Chapter, and report back to the
183 Executive Board and Chapter membership at the next Chapter meeting, with
184 recommendations for Chapter action or as otherwise required.

185
186 (f) Perform such other duties as normally pertain to the office of President or
187 ordered by this Constitution.

188

189 **Section 4. 1st Vice President:** The 1st Vice President shall:
190

191 (a) In the absence or disability of the President, possess all of the powers and
192 perform all of the duties in his/her stead.
193

194 (b) At all times assist the President in the performance of his/her duties.
195

196 (c) Assume the office of President if a vacancy occurs.
197

198 (d) Serve as Chairperson of the Membership Committee.
199

200 ~~(e) Coordinate and direct the activities of the Site Representatives.~~
201

202 ~~(f) In coordination with the Chief Job Steward, call and conduct periodic~~
203 ~~meetings between the Site representatives and Job Stewards to ensure an appropriate~~
204 ~~level of communication and coordination between these two programs.~~
205

206 (e) Coordinate the activities of the Standing Committees.
207

208 (f) Perform such other duties as may be assigned by the President or
209 ordered by this Constitution.
210

211 **Section 5. 2nd Vice President:** The 2nd Vice President shall:
212

213 (a) In the absence or disability of the 1st Vice President, possess all of the
214 powers and perform all of the duties in his/her stead.
215

216 (b) At all times assist the 1st Vice President in the performance of his/her
217 duties.
218

219 (c) Assume the office of President if a vacancy occurs.
220

221 (d) If a vacancy occurs in the office of 1st Vice President, serve as
222 Chairperson of the Membership Committee.
223

224 (f) Coordinate and direct the activities of the Site Representatives.
225

226 (f) If a vacancy occurs in the office of 1st Vice President, in coordination with
227 the Chief ~~Job~~ **Union** Steward, call and conduct periodic meetings between the Site
228 Representatives and ~~Job~~ **Union** Stewards to ensure an appropriate level of
229 communication and coordination between these two programs.
230

231 (g) If a vacancy occurs in the office of 1st Vice President, coordinate the
232 activities of the Standing Committees.
233

234 (h) Perform such other duties as may be assigned by the President or
235 ordered by this Constitution.

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Section 6. 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) Perform such other duties as normally pertain to the office of Secretary or as may be directed by the President or required by this Constitution.

Section 7. Treasurer: The Treasurer shall:

(a) 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.

(b) 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.

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

(d) 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. **The report to the Executive Board shall also include copies of the bank statement(s) and reconciliation(s).**

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

285
 286 (f) Promptly ~~process and~~ forward membership applications and dues
 287 payments to ~~State Headquarters~~ **the Association. The Association shall send** and
 288 payroll deduction authorizations to ~~proper~~ **the appropriate** district office for processing.

289
 290 (g) Maintain an accurate record of members in good standing, and prepare
 291 such monthly reports and remittances as may be required by the State Association and
 292 promptly forward to ~~State~~ **CSEA** Headquarters within thirty days of request.

293
 294 (h) Assist in preparation of the Chapter budget. ~~, and perform such other~~
 295 ~~duties as may be directed by the President.~~

296
 297 (i) Upon leaving office, sign such bank signature cards or other documents
 298 necessary for the transfer of all Chapter accounts to the new Treasurer.

299
 300 (j) Perform such other duties as ~~may~~ normally pertain to the office of
 301 Treasurer or as may be assigned by the President/Executive Board or ordered by this
 302 Constitution.

303
 304 **Section 8. Public Relations Communications Officer:** ~~It shall be the duty of the~~
 305 ~~Public Relations~~ **The Communications Officer to: shall:**

306
 307 (a) Edit and distribute a newsletter or similar publication as may be
 308 authorized by the Executive Board and the Chapter membership.

309
 310 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
 311 and official publications of the State Association.

312
 313 (c) **Shall maintain the Chapter Website.**

314
 315 ~~(c)~~ (d) Perform such other **duties that pertain to the Communications Officer**
 316 **or as may be assigned** ~~public relations activities as directed by the President or the~~
 317 **Executive Board.**

318
 319 **Section 9. Chief Job Union Steward:** The Chief ~~Job~~ **Union** Steward shall:

320
 321 (a) **Attend training sessions for Chief Union Stewards provided by**
 322 **the Association and/or other appropriate training as directed by the President.**

323
 324 ~~(a)~~ (b) Ensure that the ~~Job~~ **Union** Steward program of the Chapter functions
 325 according to the requirements set forth in this Constitution, ~~and maintain the necessary~~
 326 ~~records on matters of contract enforcement to permit the Chapter to effectively~~
 327 ~~represent bargaining unit employees.~~

328

329 (c) **Review each request for representation or assistance received.**

330

331 (d) **If the Chief Union Steward cannot handle the request, the President**
332 **shall be contacted for assistance.**

333

334 (e) Maintain the necessary records on matters of contract enforcement to
335 permit the Chapter to effectively represent bargaining unit employees.

336

337 ~~(b)~~ (f) Process all grievances not settled at the immediate-supervisory level,
338 unless CSEA staff assistance is required. **If staff assistance is required, the**
339 **President shall be notified.**

340

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

343

344 (g) **Keep the President informed on all grievance or disciplinary activity**
345 **on a timely basis.**

346

347 (h) **Review all grievances being considered for arbitration and**
348 **recommend to the Executive Board whether each particular case should be**
349 **arbitrated. Prior to such recommendation, the LRR representing the chapter and**
350 **the Chapter President shall be notified and given the opportunity to review the**
351 **grievance.**

352

353 ~~(d) In coordination with the 1st Vice President, call and conduct periodic~~
354 ~~meetings between the Site Representatives and Job **Union** Stewards to ensure an~~
355 ~~appropriate level of communication and coordination between these two programs.~~

356

357 **Section 10. Members at Large (three (3)):** The Members at Large shall:

358

359 (a) Jointly or separately, serve as Classified Representatives on district
360 committees.

361

362 (b) Work with the President and other Executive Board members to further
363 necessary political activities.

364

365 (c) Perform such functions of representation to the unit as may be deemed
366 necessary by the President.

367

368 (d) As members of the Executive Board, they shall each have one vote on all
369 action taken by the Executive Board.

370

371 **Section 10. Immediate Past President: The Immediate Past President when**
372 **approved by the Executive Board to serve as a member on the Executive Board,**
373 **shall perform such duties as may be assigned by the President and/or the**
374 **Executive Board.**

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ARTICLE VI MEETINGS

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

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

Section 3. Meeting Notices:

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

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

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

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

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

(b) **Voting.** Votes shall be taken by the voting feature of the Internet meeting service, unless a different method such as a roll call or raised hand vote is approved by the members. Members participating by

422 **phone only shall vote by roll call at the direction of the chair. Internet**
423 **meeting service shall not be used for secret ballot votes.**
424

425 **(c) Obtaining the floor or interrupting a member. A member has the floor**
426 **and may unmute once recognized by the chair. A member may only**
427 **interrupt a speaker for a specific motion or request which under the**
428 **rules permits a member to do so. A member who intends to make such**
429 **a motion or request shall so indicate to the chair and then shall wait a**
430 **reasonable time for the chair's instructions before attempting to**
431 **interrupt the speaker by voice.**
432

433 **(d) Member participation and forced disconnections. All chapter**
434 **members in attendance have the right to participate in the meeting**
435 **including making motions and speaking in debate. However, the chair**
436 **may cause or direct the muting or disconnection of a member's**
437 **connection if it is causing interference with the meeting (such as**
438 **interrupting other members when not permitted by the rules or when not**
439 **recognized by the chair or if there is repeated, disruptive background**
440 **noise). The chair's decision to do so must be announced to all**
441 **participants prior to any action taken and is subject only to an**
442 **undebatable appeal that can be made by any member present. To be in**
443 **order, the appeal must be made immediately, before business moves**
444 **onto the next subject. If appealed, a majority vote of members present**
445 **is required to overturn the decision of the chair.**
446

447 **(e) Technical requirements. Each member is responsible for their own**
448 **audio and internet connections. No action shall be invalidated on the**
449 **grounds that the loss of, or poor quality of, a member's individual**
450 **connection prevented participation in the meeting.**
451

452 **Section 4. 5.** Unless otherwise ordered by two-thirds vote of the members
453 present, the Order of Business at regular Chapter meetings shall be:

- 454
- 455 (1) Call to Order
 - 456 (2) Pledge of Allegiance to the Flag
 - 457 (3) Roll Call of Officers
 - 458 (4) Guests/New Members
 - 459 (5) Approval of Minutes of the previous meeting
 - 460 (6) Treasurer's Report
 - 461 (7) Communications
 - 462 (8) Report of Executive Board Actions
 - 463 (9) Committee/Special Reports
 - 464 (10) Unfinished Business
 - 465 (11) New Business
 - 466 (12) Good of the Order
 - 467 (13) Adjournment
- 468

469 **Section 5. 6. Quorum for Meetings:** It shall require at least 13 members in
 470 good standing in attendance at any Chapter meeting for business to be conducted.

471

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ARTICLE VII CONTROL OF FUNDS / BUDGET

476 **Section 1.** All funds received shall be deposited in the name of Simi Valley
 477 Chapter No. 310, CSEA, in such bank or other financial institution as approved by the
 478 Executive Board. **The use of Chapter debit cards is strictly prohibited.** No funds
 479 shall be disbursed except by check, duly authorized and signed by the Treasurer and
 480 the President. In the event of absence of, inability to act by, or vacancy in the office of
 481 Treasurer, funds shall only be disbursed upon signature of the President and 1st Vice
 482 President.

483

484 **Section 2.** There shall be three signatures on the bank or other financial
 485 institution signature card as follows: President, Treasurer, 1st Vice President.

486

487 **Section 3.** The Executive Board shall prepare an annual budget for approval of the
 488 Chapter membership no later than January of each year, which shall contain
 489 itemized estimated receipts and expenditures, and amounts to be set aside as a
 490 reserve fund, if any. The approved budget shall then regulate the expenditures of the
 491 Chapter, except that the Treasurer shall submit any single expenditure in excess of
 492 \$100 to the Executive Board for prior approval. ~~Any~~ **Expenditures** in excess of those
 493 approved in the budget must have prior approval of the Chapter membership.

494

495 **Section 4.** **Two (2) on file signatures shall be required on each check issued on**
 496 **behalf of the chapter.**

497

498 **Section 5. Executive Board Stipends:** **Members of the Executive Board may**
 499 **be allocated a stipend amount per Executive Board and Chapter Meeting**
 500 **attended. The amount will be determined yearly and be included in the Chapter's**
 501 **Annual Budget for approval by the "Active" members at a chapter meeting.**

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ARTICLE VIII COMMITTEES

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509 **Section 1. Standing Committees:** The following shall be the standing
 510 committees of the Chapter: Auditing, Elections, ~~Grievance~~, Membership, Negotiating,
 511 Nominating, Political Action. Unless otherwise specified herein, the President shall
 512 **within (30) days of being elected to office, but in no case later than the first**
 513 **scheduled Chapter meeting in January following her/his election, ~~as~~**
 514 ~~soon as possible after January 1 of each year,~~ appoint the chairpersons and members
 515 of the standing committees, which appointment shall be subject to the ratification of the

516 Executive Board. The President shall determine the number of members to be
517 appointed to each, except as otherwise provided herein.

518

519 (a) The 1st Vice President shall act as coordinator of all appointed
520 committees; and shall be Chairperson of the Membership Committee. ~~The Chief Job~~
521 ~~Steward shall be Chairperson of the Grievance Committee.~~

522

523 (b) The President shall be, ex-officio, a member of all committees, except the
524 Nominating Committee.

525

526 (c) **Quorum:** A majority of the members of any committee must be
527 present at any meeting to constitute a quorum.

528

529 (d) **Terms:** Unless otherwise provided herein, the term of office for all
530 committees shall be from January 1 until the end of the Chapter and fiscal year or until
531 their successors are appointed, provided that any committee member shall
532 automatically forfeit the office if they cease to be an "Active" member in good standing.

533

534 **Section 2. Ad Hoc Committees:** Such other committees as the President or
535 the Chapter membership may deem necessary to perform a specified task for the
536 welfare of the Chapter may be appointed. The President shall determine the
537 composition of such committees and the timelines for completion of their assigned
538 duties. Such Ad Hoc committees shall cease to function upon completion of their
539 specified task.

540

541 **Section 3. Negotiating Committee/Team:**

542

543 (a) The Negotiating Committee shall consist of the Chapter President or
544 his/her designee as Chairperson, plus 2 representatives from each of the major job
545 classifications represented by this Chapter, ~~for a total of~~ **with a minimum of 15- 12**
546 members, as follows:

547

548 (1) ~~Maintenance & Operations (Maintenance Workers, Custodial,~~

549 ~~Groundskeepers)~~ **Facilities and Maintenance & Operations**

550 (2) Clerical ~~Secretarial, Office Manager/Fiscal~~

551 (3) Transportation **Student Safety & Transit**

552 (4) Instructional Aides, Instructional Assistants **Paraeducators**

553 (5) ~~Food Services~~ **Child Nutrition**

554 (6) Adult Education **(SICE)**

555 (7) ~~Warehouse~~ **Purchasing**

556 (8) **Information Technology**

557

558 (b) The committee members shall be appointed by the President from among
559 the members in good standing employed in each of the classifications designated
560 above. All newly-appointed Negotiations Committee members shall attend the
561 Research & Negotiations workshops as provided by the State Association and shall
562 have a working knowledge of the Interest-Based form of employer/employee

563 negotiations techniques.

564

565 (c) Term of office for the appointed members shall commence upon their
566 appointment and continue for 2 years or until their successors are appointed.

567

568 (d) Vacancies shall be filled by appointment by the President within the
569 affected classification for the remainder of the original term only.

570

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

572

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

576

577 (1) Provide advice and special expertise to the Negotiating Team
578 concerning issues on the bargaining table.

579

580 (3) Ensure that all bargained agreements are submitted for ratification
581 of the bargaining unit(s) in accordance with Article XIII of this Constitution.

582

583 (f) Negotiating Team: The Negotiating ~~Team~~ **Committee** shall elect the
584 Negotiating Team and shall consist of the Chapter President or his/her designee and 3
585 additional members.

586

587 (1) **Duties:** The Negotiating Team shall:

588

589 (i) Negotiate the contract (including reopeners and
590 modifications) for and on behalf of the Chapter with assistance from State Association
591 field staff.

592

593 (ii) Solicit recommendations and assistance from the
594 Committee where special expertise and/or membership input may be needed relating to
595 topics under discussion.

596

597 (iii) Keep the remaining members of the Negotiating Committee
598 informed at all times as to the progress of negotiations.

599

600 (iv) Keep the Executive Board and the membership informed on
601 the progress of negotiations and solicit membership input where advisable.

602

603 **Section 4. Auditing Committee:** It shall be the duty of this committee to
604 receive and audit the books and records of the Treasurer immediately after the close of
605 each fiscal year, and at such other times as may be directed by the President, and
606 report its findings to the Chapter membership.

607

608 **Section 5. Elections Committee:** It shall be the duty of this committee to
609 supervise and assist in the preparation, distribution, and counting of the ballots in all

610 elections (including contract ratifications) within the Chapter, and certify the results to
 611 the Chapter President. In addition, the committee shall ensure that election procedures
 612 are in accordance with applicable provisions of the State Association's Constitution &
 613 Bylaws and Policy, and this Constitution.

614

615 **Section 6. — Grievance Committee:**

616

617 (a) — ~~It shall be the duty of the Grievance Committee to supervise and assist~~
 618 ~~the operation of the Chapter's Job Steward program. The committee shall ensure that~~
 619 ~~all grievances are handled properly in their investigation and filing and consistent in~~
 620 ~~their resolution.~~

621

622 (b) — ~~The committee shall be empowered to review proposed settlements of~~
 623 ~~grievances undertaken by individual members of the bargaining unit (i.e., without~~
 624 ~~representation of a Job Steward or CSEA staff) to ensure they are resolved consistent~~
 625 ~~with provisions of the collective bargaining agreement.~~

626

627 (c) — ~~The committee shall review all grievances going beyond the immediate~~
 628 ~~supervisory level to determine whether CSEA staff assistance should be obtained. If~~
 629 ~~staff assistance is required, the President shall be so notified.~~

630

631 (d) — ~~The committee shall review all grievances being considered for arbitration~~
 632 ~~and recommend to the Executive Board whether each particular case should be~~
 633 ~~arbitrated.~~

634

635 **Section 7. 6. Membership Committee:** It shall be the duty of this
 636 committee to strive for 100% CSEA membership within the represented bargaining
 637 unit(s), and to prepare and execute a program designed to secure new members and
 638 stimulate membership attendance at Chapter meetings on an ongoing basis.

639

640 **Section 8. 7. Nominating Committee:** It shall be the duty of this committee to
 641 investigate the qualifications of members for the elective executive board offices and
 642 submit such nominees as in its judgment will best serve the interests of the Chapter.

643

644 Nominations shall be reported to the Chapter membership. ~~as required by Article IV of~~
 645 ~~this Constitution.~~

646

647 **Section 9. 8. Political Action Committee:** It shall be the duty of this
 648 committee to:

649

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

654

655 (b) Keep the members informed about the legislative program of the State
 656 Association, and may recommend to the Chapter membership legislative proposals it

657 deems desirable for submission to the Association's Legislative Committee for
658 consideration and inclusion in the Association's legislative program.

659

660 (c) Work cooperatively with the ~~State~~ Political Action Coordinator (PAC),
661 appropriate staff and ~~Area~~ PACE and Legislative Committee ~~Area~~ representatives in
662 furtherance of the Association's legislative and political goals, rendering regular reports
663 at Chapter meetings regarding the same and recommending any Chapter support or
664 activity it considers appropriate.

665

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

669

670 (e) Make recommendations to the Chapter membership regarding
671 endorsement of candidates for school board, in accordance with the following
672 procedures:

673

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

679

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

684

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

688

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

692

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697

ARTICLE IX JOB UNION STEWARDS

698

699 **Section 1. Appointment:** The Chapter President ~~will~~ **shall** appoint, in sufficient
700 numbers to serve the needs of the membership, **Job Union Stewards**. ~~to serve each job~~
701 ~~classification.~~ The President shall determine the number of stewards to be appointed.
702 ~~for each area of representation.~~

702

703 **Section 2. Term of Office:** Term of office for ~~Job~~ **Union** Stewards shall be from
704 the January 1 following their appointment to the end of the Chapter and fiscal year, or
705 until their successors are appointed, provided that any ~~Job~~ **Union** Steward shall
706 automatically forfeit such office if they cease to be an "Active" member in good standing
707 employed within the designated service area. Vacancies shall be filled by appointment
708 of the President, ratified by the Executive Board, from among the qualified members in
709 good standing employed within the affected service area, for the remainder of the
710 original term only.

711

712 **Section 3. Duties.** The ~~Job~~ **Union** Steward(s) shall:

713

714 (a) Attend annual training sessions for ~~Job~~ **Union** Stewards provided by the
715 State Association and/or other appropriate training as directed by the President.

716

717 (b) Attend periodic Site Representative/Site Council meetings as directed by
718 the Chief ~~Job~~ **Union** Steward.

719

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

722

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

726

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

730

731 (f) Immediately inform the Chief ~~Job~~ **Union** Steward of all grievances
732 received; immediately report to the Chief ~~Job~~ **Union** Steward the settlement of
733 grievances processed or the failure to settle within contractual timelines.

734

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

738

739 (h) **May be required to work with the Labor Relations Representative,**
740 **assigned to the chapter, on any of the above items.**

741

742

743

744

745

746

747 **Section 1.** Site Representatives to serve each work site shall be appointed by
748 the President and/or the **2nd Vice President.** ~~ratified by the Executive Board.~~

749

ARTICLE X SITE REPRESENTATIVES

750 **Section 2.** Site Representative duties shall be to:

751

752 (a) ~~Recruit employees into CSEA membership and educate employees~~
 753 ~~about CSEA.~~ **Shall be the first point of contact to answer general questions about**
 754 **CSEA including joining the Union and the contact information of the Chief Union**
 755 **Steward.**

756

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

759

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

765

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

768

769 ~~(e)~~ (d) Attend Chapter meetings, attend training workshops and other seminars
 770 as directed and approved by the Chapter President; ~~attend Joint Job Union~~
 771 ~~Steward/Site Representative (Site Council) meetings as may be called by the Chief Job~~
 772 ~~Steward and/or the 1st Vice President.~~

773

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ARTICLE XII DELEGATES TO CONFERENCE

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

782

783 (a) The Chapter President

784

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

788

789 **Section 2. Election:**

790

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

796

(b) Notification of nominations and election and all other procedural matters

797 relating to delegate and alternate election shall conform to Association Policy 618 and
798 shall be conducted under the supervision of the Elections Committee.

799

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

802

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

805

806 (a) Attend at least one orientation meeting at the Regional or Area level of the
807 State Association concerning the resolutions to the upcoming conference, as directed
808 by the ~~President/Executive Board~~.

809

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

812

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

817

818 **Section 4. Delegate Expenses:** The Chapter shall provide delegate expenses
819 (housing, travel, per diem/meal allowances, registration fees, etc.) in accordance
820 with the Chapter adopted budget, and subject to additional changes with the
821 approval of the Chapter Membership.

822

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ARTICLE XIII CONTRACT RATIFICATION

828

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

831

832 **Section 2. Initial Proposals:**

833

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

836

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

839

840 **Section 3. Negotiated Agreement:**

841

842 (a) When the Negotiating Committee has negotiated a contract, tentative
843 agreement, or modifications to an existing contract, it shall immediately submit one (1)
copy to the CSEA Labor Relations Representative assigned to service the Chapter, for

844 review by the State Association prior to membership ratification.

845

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

851

852 **Section 4. Ratification Procedures:**

853

854 (a) **The Chapter Executive Board will determine whether the balloting**
855 **shall take place in person at a ratification meeting or after an 'informational**
856 **meeting' through online balloting.**

857

858 a. (1) A copy of the Tentative Agreement or a summary of the
859 Tentative Agreement, ~~and a statement as to whether the Negotiating Committee is~~
860 ~~recommending ratification or rejection of the Agreement,~~ shall be provided each CSEA
861 member of the bargaining unit(s) prior to the ratification meeting **(if voting done in**
862 **person) or "contract information" meeting (if voting done on line) The**
863 **negotiating committee shall include a statement recommending ratification of the**
864 **agreement.** If a summary only is provided, copies of the Tentative Agreement
865 containing the exact language of the proposal shall be provided at the meeting.

866

867 b. (2) The Chapter President shall set the date, time and place for
868 **either** the ratification meeting **or the one (1) or more "contract information"**
869 **meeting(s)**, which shall be open to attendance by all employees within the bargaining
870 unit(s), whether or not they are CSEA members.

871

872 e. (3) Notice of the ratification meeting **or 'contract information'**
873 **meeting(s)** shall be issued to all bargaining unit employees no later than five (5)
874 working days in advance of the scheduled date(s). Distribution of said meeting
875 notice(s) shall be at the discretion of the Chapter President, utilizing any of the
876 following methods which s/he determines to be most efficient:

877

878 1. (a) To individual bargaining unit employees utilizing the
879 **U. S. mail or the employer's** district-mail system;

880

881 2. (b). Distribution by Site Representatives or others;

882

883 3. (c) Posting in prominent locations at each work site.

884

885 d. **Distribution by email or text to all bargaining unit**
886 **members.**

887

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

891 be advisable.

892

893 (b) Conduct of **Ratification or 'Informational' Meeting(s) and Vote:**

894

895 (1) The Negotiating Committee shall review the provisions of the
896 Tentative Agreement and indicate its recommendations for ratification, ~~or rejection and~~
897 ~~reasons therefore.~~

898

899 (2) If the State Association recommends rejection of the Tentative
900 Agreement, a State Association representative shall be in attendance at the ratification
901 **or 'Informational' meeting(s)** and shall be provided ample opportunity to outline the
902 recommendation for rejection and the reasons therefore.

903

904 (3) **At in person meetings p**olls for voting shall not be opened until
905 the period for discussion, debate, and answering of questions has begun. **At**
906 **'informational' meeting(s) voting shall not be opened on line until adequate**
907 **opportunity for discussion, debate, and answering of questions has concluded,**
908 **the earliest is sometime the following day after the 'Informational' meeting.** Non-
909 CSEA members (~~including fair share service fee payers~~) of the bargaining unit(s) in
910 attendance shall be granted the right to participate in the discussion and debate. They
911 shall not, however, have the right to make motions or vote.

912

913 (c) **Ratification Vote In Person:**

914

915 (1) The ratification vote shall be by secret ballot conducted at the
916 ratification meeting under the supervision of the Elections Committee and in
917 accordance with procedures required by Association Policy 610. Only "Active" CSEA
918 members of the bargaining unit(s) who are in good standing and present at the
919 ratification meeting shall be entitled to vote on the ratification or rejection of the
920 agreement. Absentee or proxy votes shall not be permitted.

921

922 (2) Ballots shall be tallied and results announced prior to close of the
923 meeting. A majority vote shall ratify.

924

925 (d) **Ratification Vote On Line:**

926

927 (1) **The ratification on line vote shall be by online balloting**
928 **following the informational meeting(s). The Chapter Elections Committee shall**
929 **oversee the ratification process and conduct the vote tally. All procedural**
930 **matters relating to the online balloting process and tally shall be conducted in**
931 **accordance with Association Policy 610.**

932

933 (2) **The Elections Committee shall request an online ballot from**
934 **the CSEA Executive Department. Upon verification that the online ballot is**
935 **available, the Elections Committee shall prepare a ballot notice. Each notice**
936 **shall include the appropriate information needed to cast an online ballot, such as**

937 the dates of balloting, instructions on how to access the online ballot via the
938 internet, the member's identification and password code.

939

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

944

945 (4) The ballot notice shall be sent at least five (5) working days in
946 advance of the date set for online balloting to close. Notice must be mailed via
947 US First Class mail to each CSEA member in good standing employed in the
948 bargaining unit(s) at his/her last known home address, except that notice may be
949 e-mailed to such members who have an e-mail address on file with the Chapter.

950

951 (5) It shall require a majority of the votes cast to ratify. The
952 results of the balloting shall be provided to the membership no later than five (5)
953 days following the vote tally and shall be announced at the next Chapter
954 meeting.

955

956 **Section 5. Executed Agreement:** Every collective bargaining agreement
957 shall be executed by both the State Association and appropriate representatives of this
958 Chapter. No contract shall be valid which has not been ratified by the Chapter
959 membership.

960

961

962

ARTICLE XX

963

APPOINTMENT OF PERSONNEL COMMISSIONER – MERIT SYSTEM

964

965 **Section 1.** The Chapter shall appoint one (1) member to the Personnel
966 Commission of the Simi Valley Unified School District upon a vacancy created
967 because of term expiration or resignation of appointed commissioner.

968

969 **Section 2. Appointment Process:** A pre-screening of all applicants for the
970 vacancy shall occur by the Chapter Executive Board.

971

972 (a) The recommendation of the Executive Board shall be submitted at a
973 Chapter meeting for a final vote. It shall take a majority of those Chapters
974 members voting to approve the candidate. The ballot held shall be in secret only
975 if there is more than one candidate recommended by the committee. The Chapter
976 membership shall receive a notice of at least five (5) working days prior to the
977 meeting where the members will vote.

978

979 **Section 3.** The name of the Chapter's nominee shall be submitted to the
980 Director of Classified Personnel of the Simi Valley Unified School District who will
981 then forward it to the Governing Board for confirmation.

982

983 **Section 4. Appointees shall meet the requirements of the applicable sections of**
984 **the Education Code.**
985
986