

**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.

48 determined by lot (draw) between the tied candidates.

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

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

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

63

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

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70 **Section 6. Vacancies:**

71

72 (a) A vacancy in the office of President shall be filled by the 1st Vice
73 President.

74

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

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84 **ARTICLE V**

85 **AUTHORITY OF EXECUTIVE BOARD / DUTIES OF OFFICERS**

86

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

94

95 A report on all actions taken by the Executive Board shall be made to the
96 membership at the next regular or special Chapter meeting, with such actions subject to
97 membership ratification if appropriate.
98

99 Minutes of Chapter and Executive Board meetings shall be kept on file for at
100 least five (5) years. Chapter financial records shall be kept on file for at least five (5)
101 years.
102

103 The Executive Board shall meet at the call of the President or at such times and
104 places designated by it; the President shall call a special meeting upon the written
105 request of a majority of the Board.
106

107 A majority of the members of the Executive Board shall constitute a quorum.
108

109 **(a) To be eligible the Past President must have completed at least one (1)**
110 **full year in the office as Chapter President, and still be a member of the**
111 **chapter in good standing.**
112

113 **Section 2. Duties of Officers, General:** Upon separation from office, an
114 officer shall immediately turn over to his/her successor or other properly designated
115 CSEA official all books, records, money and other effects of the Chapter in his/her
116 possession.
117

118 **Section 3. President:** The President shall:
119

120 (a) Be Chairperson of the Executive Board, call and preside over all meetings
121 of the Chapter and Executive Board at which s/he is in attendance.
122

123 (b) Fix the time and place of meetings except as otherwise directed by the
124 membership.
125

126 (c) Set the agenda for Chapter meetings, as noted in Article VI.
127

128 (d) Appoint and direct the activities of the various committees, standing or
129 special, required by this Constitution or established by the Executive Board, or as may
130 be ordered by vote of the membership, except as otherwise provided herein.
131

132 (e) Attend all Regional Presidents' Meetings (**RPMs**) and such other meetings
133 as required by the State Association or direction of the Chapter, and report back to the
134 Executive Board and Chapter membership at the next Chapter meeting, with
135 recommendations for Chapter action or as otherwise required.
136

137 (f) Perform such other duties as normally pertain to the office of President or
138 ordered by this Constitution.
139

140 **Section 4. 1st Vice President:** The 1st Vice President shall:
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- 142 (a) In the absence or disability of the President, possess all of the powers and
143 perform all of the duties in his/her stead.
144
- 145 (b) At all times assist the President in the performance of his/her duties.
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- 147 (c) Assume the office of President if a vacancy occurs.
148
- 149 (d) Serve as Chairperson of the Membership Committee.
150
- 151 ~~(e) Coordinate and direct the activities of the Site Representatives.~~
152
- 153 ~~(f) In coordination with the Chief Job Steward, call and conduct periodic~~
154 ~~meetings between the Site representatives and Job Stewards to ensure an appropriate~~
155 ~~level of communication and coordination between these two programs.~~
156
- 157 (e) Coordinate the activities of the Standing Committees.
158
- 159 (f) Perform such other duties as may be assigned by the President or
160 ordered by this Constitution.
161

162 **Section 5. 2nd Vice President:** The 2nd Vice President shall:
163

- 164 (a) In the absence or disability of the 1st Vice President, possess all of the
165 powers and perform all of the duties in his/her stead.
166
- 167 (b) At all times assist the 1st Vice President in the performance of his/her
168 duties.
169
- 170 (c) Assume the office of President if a vacancy occurs.
171
- 172 (d) If a vacancy occurs in the office of 1st Vice President, serve as
173 Chairperson of the Membership Committee.
174
- 175 (e) Coordinate and direct the activities of the Site Representatives.
176
- 177 (f) If a vacancy occurs in the office of 1st Vice President, in coordination with
178 the Chief ~~Job~~ **Union** Steward, call and conduct periodic meetings between the Site
179 Representatives and ~~Job~~ **Union** Stewards to ensure an appropriate level of
180 communication and coordination between these two programs.
181
- 182 (g) If a vacancy occurs in the office of 1st Vice President, coordinate the
183 activities of the Standing Committees.
184
- 185 (h) Perform such other duties as may be assigned by the President or
186 ordered by this Constitution.
187

188 **Section 6. Secretary:** The Secretary shall:

189

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

193

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

196

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

199

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

201

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

205

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

210

211 (g) Perform such other duties as normally pertain to the office of Secretary or
212 as may be directed by the President or required by this Constitution.

213

214 **Section 7. Treasurer:** The Treasurer shall:

215

216 (a) Receive all funds of the Chapter and keep and disburse same under the
217 direction of the President and as required by the Constitution & Bylaws of the State
218 Association and this Chapter.

219

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

223

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

226

227 (d) Report at each meeting of the Chapter as to the financial condition of the
228 treasury with a detailed statement of receipts and expenditures and accounts payable,
229 to include per capita dues/fees paid and owed to the State Association if any. **The**
230 **report to the Executive Board shall also include copies of the bank statement(s)**
231 **and reconciliation(s).**

232

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

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

(g) 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~~ **CSEA** Headquarters within thirty days of request.

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

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

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

Section 8. Public Relations Communications Officer: ~~It shall be the duty of the Public Relations~~ **The Communications Officer to: 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 official publications of the State Association.

(c) Shall maintain the Chapter Website.

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

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

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

~~(a)~~ **(b)** Ensure that the ~~Job~~ **Union** 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.~~

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

282 (d) If the Chief Union Steward cannot handle the request, the President
283 shall be contacted for assistance.

284
285 (e) Maintain the necessary records on matters of contract enforcement to
286 permit the Chapter to effectively represent bargaining unit employees.

287
288 ~~(b)~~ (f) Process all grievances not settled at the immediate-supervisory level,
289 unless CSEA staff assistance is required. If staff assistance is required, the
290 President shall be notified.

291
292 ~~(c) — Serve as Chairperson of the Grievance Committee, and keep the~~
293 ~~Executive Board informed on all grievance activity.~~

294
295 (g) Keep the President informed on all grievance or disciplinary activity
296 on a timely basis.

297
298 (h) Review all grievances being considered for arbitration and
299 recommend to the Executive Board whether each particular case should be
300 arbitrated. Prior to such recommendation, the LRR representing the chapter and
301 the Chapter President shall be notified and given the opportunity to review the
302 grievance.

303
304 ~~(d) In coordination with the 1st Vice President, call and conduct periodic~~
305 ~~meetings between the Site Representatives and Job Union Stewards to ensure an~~
306 ~~appropriate level of communication and coordination between these two programs.~~

307
308 **Section 10. Members at Large (three (3)):** The Members at Large shall:

309
310 (a) Jointly or separately, serve as Classified Representatives on district
311 committees.

312
313 (b) Work with the President and other Executive Board members to further
314 necessary political activities.

315
316 (c) Perform such functions of representation to the unit as may be deemed
317 necessary by the President.

318
319 (d) As members of the Executive Board, they shall each have one vote on all
320 action taken by the Executive Board.

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

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ARTICLE VI

MEETINGS

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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.

NEW: 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 phone only shall vote by roll call at the direction of the chair. Internet meeting service shall not be used for secret ballot votes.

376 (c) **Obtaining the floor or interrupting a member. A member has the floor**
377 **and may unmute once recognized by the chair. A member may only**
378 **interrupt a speaker for a specific motion or request which under the**
379 **rules permits a member to do so. A member who intends to make such**
380 **a motion or request shall so indicate to the chair and then shall wait a**
381 **reasonable time for the chair's instructions before attempting to**
382 **interrupt the speaker by voice.**

383
384 (d) **Member participation and forced disconnections. All chapter**
385 **members in attendance have the right to participate in the meeting**
386 **including making motions and speaking in debate. However, the chair**
387 **may cause or direct the muting or disconnection of a member's**
388 **connection if it is causing interference with the meeting (such as**
389 **interrupting other members when not permitted by the rules or when not**
390 **recognized by the chair or if there is repeated, disruptive background**
391 **noise). The chair's decision to do so must be announced to all**
392 **participants prior to any action taken and is subject only to an**
393 **undebatable appeal that can be made by any member present. To be in**
394 **order, the appeal must be made immediately, before business moves**
395 **onto the next subject. If appealed, a majority vote of members present**
396 **is required to overturn the decision of the chair.**

397
398 (e) **Technical requirements. Each member is responsible for their own**
399 **audio and internet connections. No action shall be invalidated on the**
400 **grounds that the loss of, or poor quality of, a member's individual**
401 **connection prevented participation in the meeting.**

402
403 **Section 4. 5.** Unless otherwise ordered by two-thirds vote of the members
404 present, the Order of Business at regular Chapter meetings shall be:

- 405
406 (1) Call to Order
407 (2) Pledge of Allegiance to the Flag
408 (3) Roll Call of Officers
409 (4) Guests/New Members
410 (5) Approval of Minutes of the previous meeting
411 (6) Treasurer's Report
412 (7) Communications
413 (8) Report of Executive Board Actions
414 (9) Committee/Special Reports
415 (10) Unfinished Business
416 (11) New Business
417 (12) Good of the Order
418 (13) Adjournment

419
420 **Section 5. 6. Quorum for Meetings:** It shall require at least 13 members in
421 good standing in attendance at any Chapter meeting for business to be conducted.

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ARTICLE VII CONTROL OF FUNDS / BUDGET

Section 1. All funds received shall be deposited in the name of Simi Valley Chapter No. 310, CSEA, in such bank or other financial institution as approved by the Executive Board. **The use of Chapter debit cards is strictly prohibited.** No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the 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 1st Vice President.

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

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

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

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

ARTICLE VIII COMMITTEES

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

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

473

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

476

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

479

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

484

485 **Section 2. Ad Hoc Committees:** Such other committees as the President or
 486 the Chapter membership may deem necessary to perform a specified task for the
 487 welfare of the Chapter may be appointed. The President shall determine the
 488 composition of such committees and the timelines for completion of their assigned
 489 duties. Such Ad Hoc committees shall cease to function upon completion of their
 490 specified task.

491

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

493

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

498

499 (1) ~~Maintenance & Operations (Maintenance Workers, Custodial,~~
 500 ~~Groundskeepers)~~ **Facilities and Maintenance & Operations**

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

502 (3) ~~Transportation~~ **Student Safety & Transit**

503 (4) ~~Instructional Aides, Instructional Assistants~~ **Paraeducators**

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

505 (6) **Adult Education (SICE)**

506 (7) ~~Warehouse~~ **Purchasing**

507 (8) **Information Technology**

508

509 (b) The committee members shall be appointed by the President from among
 510 the members in good standing employed in each of the classifications designated
 511 above. All newly-appointed Negotiations Committee members shall attend the
 512 Research & Negotiations workshops as provided by the State Association and shall
 513 have a working knowledge of the Interest-Based form of employer/employee
 514 negotiations techniques.

515

516 (c) Term of office for the appointed members shall commence upon their

517 appointment and continue for 2 years or until their successors are appointed.

518

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

521

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

523

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

527

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

530

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

533

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

537

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

539

540 (i) Negotiate the contract (including reopeners and
541 modifications) for and on behalf of the Chapter with assistance from State Association
542 field staff.

543

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

547

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

550

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

553

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

558

559 **Section 5. Elections Committee:** It shall be the duty of this committee to
560 supervise and assist in the preparation, distribution, and counting of the ballots in all
561 elections (including contract ratifications) within the Chapter, and certify the results to
562 the Chapter President. In addition, the committee shall ensure that election procedures
563 are in accordance with applicable provisions of the State Association's Constitution &

564 Bylaws and Policy, and this Constitution.

565

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

567

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

572

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

577

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

581

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

585

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

590

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

594

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

597

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

600

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

605

606 (b) Keep the members informed about the legislative program of the State
 607 Association, and may recommend to the Chapter membership legislative proposals it
 608 deems desirable for submission to the Association's Legislative Committee for
 609 consideration and inclusion in the Association's legislative program.

610

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

616
617 (d) Encourage all members to financially support PACE of CSEA and the
618 Victory Club, and educate the membership regarding the necessity for active,
619 participation in the political process in accordance with Association and Chapter goals.

620
621 (e) Make recommendations to the Chapter membership regarding
622 endorsement of candidates for school board, in accordance with the following
623 procedures:

624
625 (1) The committee shall conduct a pre-screening of candidates to be
626 recommended for endorsement, through direct interviews or questionnaires sent to the
627 candidates. Following the pre-screening process, the committee shall present its
628 recommendations for endorsement at a designated Chapter meeting for action by the
629 Chapter membership. A majority vote shall be required for endorsement.

630
631 (2) Whenever possible, the Committee shall arrange for a candidates'
632 forum to provide Chapter members an opportunity to hear and question the candidates
633 on relevant issues prior to hearing the committee's recommendation and the
634 endorsement vote being taken:

635
636 (f) The committee shall determine the amount of financial support, if any, to
637 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
638 such forms as may be required.

639
640 (g) The committee shall solicit volunteer activity by the Chapter membership
641 on behalf of endorsed candidates, and shall be responsible for coordinating and
642 directing such member activities.

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ARTICLE IX JOB UNION STEWARDS

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

653

654 **Section 2. Term of Office:** Term of office for Job Union Stewards shall be from
655 the January 1 following their appointment to the end of the Chapter and fiscal year, or
656 until their successors are appointed, provided that any Job Union Steward shall
657 automatically forfeit such office if they cease to be an "Active" member in good standing

658 employed within the designated service area. Vacancies shall be filled by appointment
 659 of the President, ratified by the Executive Board, from among the qualified members in
 660 good standing employed within the affected service area, for the remainder of the
 661 original term only.

662

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

664

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

667

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

670

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

673

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

677

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

681

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

685

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

689

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

692

693

694

695

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697

ARTICLE X SITE REPRESENTATIVES

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

700

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

702

703 (a) ~~Recruit employees into CSEA membership and educate employees~~

704 ~~about CSEA.~~ **Shall be the first point of contact to answer general questions about**

705 **CSEA including joining the Union and the contact information of the Chief Union**
 706 **Steward.**

707
 708 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at
 709 the work site; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
 710

711 (c) Conduct periodic site-level meetings to keep the members informed of
 712 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to
 713 keep members informed of Association and/or Chapter activity regarding grievances,
 714 PERB decisions, contract negotiations, legislative and political activity, and other
 715 matters of importance.
 716

717 ~~(d) Relay member concerns to the appropriate Job Steward or other Chapter~~
 718 ~~officer.~~
 719

720 ~~(e) (d) Attend Chapter meetings, attend training workshops and other seminars~~
 721 ~~as directed and approved by the Chapter President; attend Joint Job Union~~
 722 ~~Steward/Site Representative (Site Council) meetings as may be called by the Chief Job~~
 723 ~~Steward and/or the 1st Vice President.~~
 724
 725
 726

727 **ARTICLE XII**
 728 **DELEGATES TO CONFERENCE**

729
 730 **Section 1. Delegates:** Voting delegates to an annual conference of the State
 731 Association (and their alternates) shall be designated from among the "Active"
 732 members in good standing as follows:
 733

734 (a) The Chapter President
 735

736 (b) Additional delegates in such number as may be authorized by the Chapter
 737 for attendance, but not to exceed the total number authorized by the Bylaws of the State
 738 Association, shall be elected as provided in Section 2 below.
 739

740 **Section 2. Election:**
 741

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

747 (b) Notification of nominations and election and all other procedural matters
 748 relating to delegate and alternate election shall conform to Association Policy 618 and
 749 shall be conducted under the supervision of the Elections Committee.
 750

751 (c) In the event a delegate cannot attend, the Executive Board shall

752 determine which alternate shall replace the authorized delegate.

753

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

756

757 (a) Attend at least one orientation meeting at the Regional or Area level of the
758 State Association concerning the resolutions to the upcoming conference, as directed
759 by the **President/Executive Board**.

760

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

763

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

768

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

773

774

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777

ARTICLE XIII CONTRACT RATIFICATION

778

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

781

782 **Section 2. Initial Proposals:**

783

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

786

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

789

790 **Section 3. Negotiated Agreement:**

791

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

796

797 (1) All contract modifications shall be submitted to the Labor Relations
798 Representative for review by the State Association. However, membership ratification

799 shall not be required for those items listed as exceptions to the definition of
800 "modifications" within the provisions of Association Policy 610, unless they are included
801 as part of contract re-opener negotiations.
802

803 **Section 4. Ratification Procedures:**

804

805 (a) A copy of the Tentative Agreement or a summary of the Tentative
806 Agreement, and a statement as to whether the Negotiating Committee is
807 recommending ratification or rejection of the Agreement, shall be provided each CSEA
808 member of the bargaining unit(s) prior to the ratification meeting. **The negotiating**
809 **committee shall include a statement recommending ratification of the agreement.**
810 If a summary only is provided, copies of the Tentative Agreement containing the exact
811 language of the proposal shall be provided at the meeting.
812

813 (b) The Chapter President shall set the date, time and place for the
814 ratification meeting, which shall be open to attendance by all employees within the
815 bargaining unit(s), whether or not they are CSEA members.
816

817 (c) Notice of the ratification meeting shall be issued to all bargaining unit
818 employees no later than five (5) working days in advance of the scheduled date.
819 Distribution of said meeting notice shall be at the discretion of the Chapter President,
820 utilizing any of the following methods which s/he determines to be most efficient:
821

822 (1) To individual bargaining unit employees utilizing the **U. S. mail or**
823 **the employer's** district-mail system;
824

825 (2) Distribution by Site Representatives or others;
826

827 (3) Posting in prominent locations at each work site.
828

829 (4) **Distribution by email or text to all bargaining unit members.**
830

831 **Exception to the above:** The Association's Executive Director, or
832 designee, may approve a notice period of less than five (5) working days upon request
833 of the Chapter President, if it is determined that an immediate ratification meeting would
834 be advisable.
835

836 (d) Conduct of Meeting and Vote:
837

838 (1) The Negotiating Committee shall review the provisions of the
839 Tentative Agreement and indicate its recommendations for ratification. ~~or rejection and~~
840 ~~reasons therefore.~~
841

842 (2) If the State Association recommends rejection of the Tentative
843 Agreement, a State Association representative shall be in attendance at the ratification
844 meeting and shall be provided ample opportunity to outline the recommendation for
845 rejection and the reasons therefore.

846
847 (3) Polls for voting shall not be opened until the period for discussion,
848 debate, and answering of questions has begun. Non-CSEA members (~~including fair~~
849 ~~share-service fee payers~~) of the bargaining unit(s) in attendance shall be granted the
850 right to participate in the discussion and debate. They shall not, however, have the right
851 to make motions or vote.

852
853 (4) The ratification vote shall be by secret ballot conducted at the
854 ratification meeting under the supervision of the Elections Committee and in
855 accordance with procedures required by Association Policy 610. Only "Active" CSEA
856 members of the bargaining unit(s) who are in good standing and present at the
857 ratification meeting shall be entitled to vote on the ratification or rejection of the
858 agreement. Absentee or proxy votes shall not be permitted.

859
860 (5) Ballots shall be tallied and results announced prior to close of the
861 meeting. A majority vote shall ratify.

862
863 **Section 5. Executed Agreement:** Every collective bargaining agreement
864 shall be executed by both the State Association and appropriate representatives of this
865 Chapter. No contract shall be valid which has not been ratified by the Chapter
866 membership.

867
868
869 **ARTICLE XX**
870 **APPOINTMENT OF PERSONNEL COMMISSIONER – MERIT SYSTEM**

871
872 **Section 1. The Chapter shall appoint one (1) member to the Personnel**
873 **Commission of the Simi Valley Unified School District upon a vacancy created**
874 **because of term expiration or resignation of appointed commissioner.**

875
876 **Section 2. Appointment Process: A pre-screening of all applicants for the**
877 **vacancy shall occur by the Chapter Executive Board.**

878
879 (a) **The recommendation of the Executive Board shall be submitted at a**
880 **Chapter meeting for a final vote. It shall take a majority of those Chapters**
881 **members voting to approve the candidate. The ballot held shall be in secret only**
882 **if there is more than one candidate recommended by the committee. The Chapter**
883 **membership shall receive a notice of at least five (5) working days prior to the**
884 **meeting where the members will vote.**

885
886 **Section 3. The name of the Chapter's nominee shall be submitted to the**
887 **Director of Classified Personnel of the Simi Valley Unified School District who will**
888 **then forward it to the Governing Board for confirmation.**

889
890 **Section 4. Appointees shall meet the requirements of the applicable sections of**
891 **the Education Code.**

892