

**CONSTITUTION OF
Imperial Valley College Chapter No. 472, CSEA
Adopted June 11, 1980
Latest Revision March 24, 2010**

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

Where used throughout this document, "State Association" or "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "chapter" are interchangeable and mean Imperial Valley College Chapter No. 472, CSEA.

**APPROVED
WITH EXCEPTION***

California School Employees Association

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ARTICLE I

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1 retention of "Active" status **shall be required** for such employees to continue to be
2 eligible to hold appointed or elective offices within the State Association and Chapter
3 and to have voice and vote and otherwise participate in Chapter and State Association
4 affairs.

5
6 (4) "Active" members of this Chapter must also be "Active" members
7 of the State Association as defined in the State Association's Constitution.

8
9 (b) **Inactive:** Any "Active" member of this Chapter who (1) is granted an
10 unpaid leave of absence by the employer, or (2) is placed on a reemployment list **for**
11 **reasons other than layoff** and is not otherwise in a paid status with the employer, or
12 (3) is laid off and **elects not to continue** as an "Active" member under provisions of
13 paragraph (a)(1) above, may continue membership in an "Inactive" status until
14 expiration of the approved leave of absence or reemployment list, or until returned to
15 paid employment status in an eligible position [as defined by paragraph (a) above],
16 whichever occurs first, upon continued payment of dues at 1/2 the rate required of them
17 as an "Active" member at the time the leave or placement on the reemployment list
18 occurred. Such dues shall be paid annually in advance, or for the number of months of
19 the approved leave if less than one year. Such members shall be eligible to continue to
20 receive such membership benefits as are generally made available to the "Active"
21 membership, unless specifically excluded by contract. They shall not, however, be
22 accorded voice or vote in Chapter or State Association affairs.

23
24 **Section 2.** "Active" membership shall be effective upon the completion, dating,
25 and signing of an official CSEA application form as provided by the State Association,
26 and execution of a valid authorization for payroll deduction of dues or payment of at
27 least one year's dues in advance. The application shall be promptly countersigned by
28 the Chapter Treasurer who shall immediately forward the approved application,
29 together with advance dues received if any, to the State Association, and submit payroll
30 deduction authorizations to the appropriate district office.

31
32 **Section 3. Membership "In Good Standing"**

33
34 (a) Membership "in good standing" shall be effective and shall continue upon
35 receipt of the required dues for the current month. For purposes of establishing voting
36 rights and eligibility to hold an elected or appointed office, "Active" members whose
37 dues are paid via payroll deduction shall not be deemed to be "in good standing" until
38 the first of the month following the month in which the first dues are deducted, unless
39 s/he pays dues in cash for the interim period.

40
41 (b) Membership shall terminate with:

42
43 (1) The effective date of layoff for members who are laid off and who
44 choose not to continue in either an "Active" or "Inactive" status under provisions of
45 Sections 1(a)(1) or 1(b) above.

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1 delinquency has been remitted. Any member allowing his/her arrearages for dues to
2 run over thirty (30) days shall be conclusively presumed to have resigned his/her
3 membership effective on said date and if applicable shall be subject to paragraph (a)
4 above and such action as may be provided under the collective bargaining agreement.

5
6 (c) Members who have resigned shall, upon reapplication, be admitted as
7 new members.

8
9 **Section 6. Expulsion, Suspension, Discipline:**

10
11 (a) No member may be involuntarily removed from the membership rolls
12 except as provided for in Sections 3 and 5 above, or in accordance with the procedures
13 for expulsion, suspension and discipline of members as specified in the State
14 Association Constitution.

1
2 **Section 3.** The local Chapter dues plus the State per capita dues equals the
3 member's total dues requirement.
4

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

11 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
12 Chapter without authorization of the Executive Board. All funds collected (together with
13 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)
14 working days of receipt, for deposit in the Chapter's account.
15

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17 **ARTICLE IV**
18 **OFFICERS & EXECUTIVE BOARD / ELECTION PROCEDURES**
19

20 **Section 1. Officers:** The following officers shall be elected by and from
21 among the total "Active" membership of the Chapter, regardless of the location of their
22 employment: President, Vice President, Secretary, Treasurer, Public Relations Officer.
23

24 **Section 2. Executive Board:** The elected officers designated in Section 1,
25 plus the Junior Past President, shall constitute the Executive Board of this Chapter.
26

27 **Section 3. Eligibility to Hold Office:** Officers shall be elected from among
28 the "Active" members in good standing of the Chapter who have maintained such
29 membership continuously for a period of six (6) consecutive calendar months
30 immediately preceding the month in which they are nominated.
31

32 (a) Nominees for elected office shall be "Active" members of the Chapter in
good standing at the time of nomination and can only accept nomination for one

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1 Executive Board and Chapter membership at the next Chapter meeting, with
2 recommendations for Chapter action or as otherwise required.

3
4 (f) Perform such other duties as normally pertain to the office of President or
5 ordered by this Constitution.

6
7 **Section 4. Vice President:** The Vice President shall:

8
9 (a) In the absence or disability of the President, possess all of the powers and
10 perform all of the duties in his/her stead.

11
12 (b) At all times assist the President in the performance of his/her duties.

13
14 (c) Assume the office of President if a vacancy occurs.

15
16 (d) Serve as Chairperson of the Membership Committee.

17
18 (e) Coordinate and direct the activities of the Site Representatives.

19
20 (f) In coordination with the Chief Union Steward, call and conduct periodic
21 meetings between the Site Representatives and Union Stewards to ensure an
22 appropriate level of communication and coordination between these two programs.

23
24 (g) Coordinate the activities of the Standing Committees.

25
26 (h) Perform such other duties as may be assigned by the President or
27 ordered by this Constitution.

28
29 **Section 5. Secretary:** The Secretary shall:

30
31 (a) Keep an accurate record of all proceedings of Chapter and Executive
32 Board meetings, including an accurate roll of members and officers in attendance at
33 each.

34
35 (b) Keep an accurate roster of the officers of the Chapter and see that such
36 information is forwarded to the State Association as required.

37
38 (c) Issue notices of all meetings of the Executive Board and Chapter
39 meetings, which shall include notice of matters for discussion at same.

40
41 (d) Notify members of all committees of their appointment/election.

42
43 (e) Have custody of all correspondence, official documents and historical
44 records of the Chapter, which shall be open at all times for the inspection of the
45 President or his/her agent and members of the Executive Board.

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- 1 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the

1 **Section 7. Public Relations Officer:** It shall be the duty of the Public
2 Relations Officer to edit and distribute a newsletter or similar publication as may be
3 authorized by the Executive Board and the Chapter membership, to write articles of
4 interest pertaining to Chapter affairs for local newspapers and official publications of the
5 State Association and perform such other public relations activities as directed by the
6 President.
7

Section 8. Junior Past President: The Junior Past Pre

Members

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

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8 **Section 3.** The Vice President shall act as coordinator of all appointed
9 committees, and shall be Chairperson of the Membership Committee. The Chief Union
Steward

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Section 9. Classification/Reclassification Committee: It shall be the duty of this committee to review and make recommendations on all changes to the current and new classifications or positions.

Section 10. Entertainment/Ways & Means: It shall be the duty of this committee to organize social functions for the Chapter. The Chapter Treasurer shall be a member of this committee.

Section 11. Elections Committee: It shall be the duty of this committee to supervise and assist in the preparation, distribution, and counting of the ballots in **all** elections (i

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- 1 (2) Process all grievances not settled at the immediate-supervisory
- 2 level, unless CSEA staff assistance is required.
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- 4 (3) Serve as Chairperson of the Grievance Committee, and keep the

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ARTICLE X
SITE REPRESENTATIVES

Section 1. Site Representatives to serve each work site shall be appointed by the President and ratified by the Executive Board.

Section 2. Site Representative duties shall be to:

(a) Recruit employees into CSEA membership and educate employees about CSEA.

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

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

(d) Relay member concerns to the appropriate Union Steward or other Chapter officer.

(e) Attend Chapter meetings; attend training workshops and other seminars as directed and approved by the Chapter President; attend Joint Union Steward/Site Representative (Site Council) meetings as may be called by the Chief Union Steward and/or the Vice President.

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ARTICLE XI
CHAPTER PRE-RETIREMENT RESOURCE PERSON

Section 1. A Chapter Pre-Retirement Resource Person shall be appointed by the President and ratified by the Executive Board.

Section 2. His/her duties shall be to:

(a) Direct chapter members to the right sources so they receive the best retirement information available.

(b) Attend Chapter meetings and training workshops/seminars as directed and approved by the Chapter President.

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ARTICLE XII
RECALL OR REMOVAL FROM OFFICE

Section 1. Recall of Elected Offices

(a) Any member of the Executive Board, Conference delegates and alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of "Active" members of the Chapter in good standing present and voting at a meeting called for the purpose of a recall action.

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

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, including presentation and cross-examination of witnesses as may be appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted to members of the Executive Board and members of the Chapter in good standing who are eligible to vote on the particular recall action, authorized representatives of the State Association, and such witnesses as may be pertinent to the action. Notice specifying time, date, and place and the specific nature/purpose of the meeting shall be issued to those eligible for attendance at least ten (10) days in advance.

Section 2.

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ARTICLE XIII
DELEGATES TO CONFERENCE

Section 1. Delegates:

ARTICLE XIV

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**ARTICLE XVII
DISBANDMENT OF CHAPTER**

Section 1. Should the Chapter disband for any reason, all financial accounts shall be transferred to the control of the State Association, and a final audit of the financial books and records of the Chapter shall be made in conjunction with the State Association's Financial Analyst/Auditor. Upon conclusion and certification of such audit, final distribution of funds shall be as follows:

(a) All outstanding obligations of the Chapter shall be promptly paid.

(b) All funds due and owing the State Association shall be promptly remitted to the Association's general fund.

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

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**ARTICLE XVIII
PARLIAMENTARY AUTHORITY**

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

**ARTICLE XIX
FISCAL YEAR**

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