California School Employees Association

GENERAL INFORMATION BULLETIN

August 19, 2024 GIB 29-24

CONSTITUTION & BYLAWS, 2024 EDITION

Action for all: Destroy ALL previous copies of Constitution & Bylaws and Standing Rules in your possession. Enclosed is the newly revised edition.

A. SUBJECT MATTER

Attached is the Association's Constitution and Bylaws, Publication 204, updated as of the 2024 Annual Conference. ALL PREVIOUS EDITIONS OF THE ASSOCIATION CONSTITUTION & BYLAWS ARE TO BE DESTROYED as the information contained therein can no longer be used as a valid reference source.

The publication contains a key describing cross-references between the Constitution, Bylaws, and Policy and an index to assist chapter leaders in gaining a more thorough understanding of Association requirements.

A digital copy of Association Constitution & Bylaws, Publication 204, is available for download from the CSEA Website.

B. REQUIRED ACTION

All: Ensure that all members are notified that the newly revised edition of the Association Constitution & Bylaws are available.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Keith Pace
Executive Director

KP:MB:jpk:cd
Attachment: Association Constitution & Bylaws, Publication 204

DISTRIBUTION: Board of Directors; Alternate Area Directors; Committee Chairperson & Members; Regional Officers; Retiree Unit Executive Board; Chapter Executive Boards; Chapter Communication Officers; Chapter Political Action Coordinators; Webmasters; Retiree Council Presidents; Life Member & Honor Roll Recipients; All Staff

Constitution & Bylaws
and Standing Rules

Publication 204

Updated as of the
Ninety-Eighth
Annual Conference

July 2024

AFL-CIO

California School
Employees Association

Our mission: To improve the lives of our members, students and community.

AEU

LEGEND

The marginal notes contained in this document are cross-reference notes to direct the reader to other sections of the Constitution, Bylaws, Association Policy, or Standing Rules which pertain to the same subject. Key to the notes is as follows:

C = Constitution
B = Bylaws
P = Policy
SR = Standing Rules

Roman Numerals refer to specific Articles of the Constitution or Bylaws.

Numeric references are to specific sections of either the Constitution or Bylaws or Policy.

For example: **C-VI,1** refers to the Constitution, Article VI, Section 1.
P-203.9 refers to Policy Section 203.9.

CODE OF ETHICS

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

As a school employee I will:

1. Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation for high quality of service – to the end that others may emulate my example.

2. Be a person of integrity, clean speech, desirable personal habits, and physical fitness.

3. Be just in my criticism and be generous in my praise; to improve and not destroy.

4. At all times be courteous in my relations with pupils, parents, teachers, and others.

5. Be a resourceful person who readily adapts to different kinds of work and changed conditions and finds better ways to do things.

6. Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.

7. Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

8. Always uphold my obligations as a citizen to my nation, my state, my school district, and my community, and give them unswerving loyalty.

9. Always bear in mind that the purpose of CSEA is to promote the efficiency and raise the standards of all school employees and that I shall be equally obligated to assist all my fellow workers.

—Adopted July 1954

California School Employees Association

CONSTITUTION & BYLAWS and STANDING RULES

(Updated July 2024)

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CONSTITUTION

PREAMBLE

It is generally acknowledged that almost every improvement in the condition of working people was accomplished by the efforts of organized workers through concerted action. The welfare of workers can best be protected and advanced by their united action in a labor organization that advocates basic ideals and goals that coincide with their own. The California School Employees Association exists for the purpose of providing a democratic, member-controlled union dedicated to the mutual aid and protection of its members and the improvement of wages, hours and other terms and conditions of employment for all workers. The California School Employees Association further recognizes the inequality of bargaining power between employees who do not possess full freedom of association or actual liberty of contract and the power of employers organized in governmental and corporate structures that are capable of depressing wages and working conditions, and of denying employees full freedom of association and self-organization and the right to designate a representative of their own choosing for the purpose of negotiating terms and conditions of employment. CSEA is dedicated to establishing equality of bargaining power between employers and employees as a means to resolving labor disputes and promoting the improvement of personnel management and employer/employee relations.

ARTICLE I
NAME AND OBJECTS

Section 1. The name of this organization shall be California School Employees Association.

Section 2. The objects of this organization shall be:

(a) To promote the organization of all workers in general and school employees in particular; to impress upon its membership, employers and the public that it is to the advantage of government, industry, the public and all concerned that workers be organized.

(b) To promote the efficiency and raise the standards of service provided by workers and to instill confidence, good will and understanding among the membership and their employers towards the end of preventing unnecessary conflicts or serious misunderstandings.

(c) To establish a spirit of cooperation, good faith and fair dealings with all employers, and to secure for its membership reasonable hours, fair wages and improved working conditions through the process of collective bargaining.

(d) To initiate and promote such legislation as may be for the best interests of the members of this organization.

(e) To protect the rights of workers and the welfare of its members through political, educational and legislative activity; to engage in cultural, civic, legislative, political, fraternal, educational, social and other activities which further the interests of the organization and its members and/or improve their standing in the community.

(f) To safeguard, advance and promote the principle of free collective bargaining in a democratic society.

(g) To protect and preserve the right of this organization to perform its legal and contractual obligations and to carry out the duties and responsibilities entrusted to it by the membership.

(h) To promote the economic and social welfare of the members of this organization through unity of action and mutual cooperation.

ARTICLE II
MEMBERSHIP

Section 1**.** **MEMBERSHIP.** There shall be five types of membership: Active, Inactive, Associate, Exempt, and Retired. **B-VII,1 B-XI,3 P-103**

(a) **Active** — Any person, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief, employed in any phase of public employment within the State of California and who is entitled to be represented by the Association by the laws of this State shall be eligible for "Active" membership.

"Active" membership status shall cease at such time as the member becomes eligible for any other category of membership as defined herein, or at such time as the member voluntarily or involuntarily terminates employment with a qualifying agency. Loss of membership as a result of involuntary termination shall take effect on the date of issuance of conclusive governing board action in the case of non-merit systems, or personnel commission action in the case of merit systems. The member shall continue to hold "Active" status throughout any periods of appeal(s) to the governing board/personnel commission prior to their conclusive action, even though the member may be in an unpaid status during said appeal period(s).

Notwithstanding the above, "Active" members who are laid off and placed on a reemployment list or whose involuntary termination is pending further appeal action, through PERB or court actions as deemed appropriate, shall have the option of continuing in "Active" membership status during the period they are carried on the reemployment list or until such appeal(s) have been finally decided, upon continued payment of dues in the amount in effect at the time of layoff or termination, thereby retaining full voting rights and all other rights accorded "Active" members.

(b) **Inactive** — Any "Active" member of this Association who is granted an unpaid leave of absence or is placed on a reemployment list and is not otherwise in a paid status with the employer shall be eligible for "Inactive" membership status. Such members shall be eligible for representation in any matter appropriate to ensure their employment status. They shall not otherwise be accorded voice or vote in Association affairs. **B-VII,2(b)**

(c) **Associate** — Any person who would otherwise be eligible for "Active" membership under paragraph (a) of this section but who is employed in a bargaining unit represented by another labor organization under the laws of this State, shall be eligible for "Associate" membership. "Associate" members shall be entitled to participation in special services, insurance and other such membership benefit programs as are generally made available to "Active" members, and to receive the Association's official publication. Such members shall not be eligible for, nor shall they be accorded, any representation rights, or voice, vote, or other participation in Association affairs. **B-VII,2(d) P-612.2.03**

Should an "Associate" member subsequently become eligible for "Active" membership, the member must convert membership to "Active" status within thirty (30) days, or shall thereupon lose all rights and benefits of membership. **P-612.2.07(b)**

(d) **Exempt** — The following members shall be entitled to transfer to "Exempt" membership status: B-VII,2(c)

(1) Members whose positions are lawfully declared to be management or confidential and thereby excluded from an existing bargaining unit.

(2) Members who have lawfully been designated as supervisors and who are not entitled to representation by this Association in accordance with the laws of this State.

"Exempt" members shall not be eligible for, nor shall they be accorded, any representation rights, or voice, vote, or any other participation in Association affairs. This membership class is provided solely to preserve any insurance, special services, or similar services to which they were or might be entitled as "Active" members.

(e) **Retired**

(1) Any retiree who was employed in the classified service of any California school district or who was employed in any public agency represented by CSEA shall be eligible for retired membership in the Retiree Unit. Such "Retired" members shall be eligible for participation in special services, insurance and other membership benefit programs as may be made available to retirees, and shall receive the Association's official publication as well as such other publications as may be approved by the Board of Directors. B-VII,2(a) B-XIII P-503

(2) "Retired" members shall be eligible to serve in appointive or elective positions within the Association in accordance with the following:

(i) Service at the Association level shall be restricted to appointive positions only and shall be restricted to those who were "Active" members at the time of retirement.

(ii) Service at the CSEA Chapter level shall be governed by provisions duly incorporated within each Chapter's Constitution or Bylaws. Such service may include both appointive or elective positions, but shall be restricted to those who were "Active" members of the Chapter at the time of retirement.

(iii) Service within the Retiree Unit shall include both appointive or elective positions, as follows:

(3) Service on the Retiree Unit Executive Board shall be restricted to those who were "Active" members of the Association at any time prior to their retirement and contingent upon membership in a Retiree Council in accordance with Article XIII of the Bylaws.

(4) Service within a Retiree Council shall be open to any "Retired" member of the Council in good standing.

(f) **Retiree Affiliate**

(1) The surviving spouse of any retiree who was a member of the Retiree Unit in good standing at the time of death shall be eligible for "affiliate" membership in the Retiree Unit. Such "Retiree Affiliate" members shall receive the Association's official publication and other publications as may be made available to retirees, shall be eligible for participation in special services and other membership benefit programs generally provided to retirees, and shall be eligible to participate in such group insurance programs as may be made available. **B-VII,2(a) B-XIII**

(2) Any retired staff member, who is not otherwise eligible for membership in the Retiree Unit, and who wishes to join the Retiree Unit, shall be eligible for "affiliate" membership.

(3) Retiree Affiliate members shall not hold voting rights or the right to hold offices within the Retiree Unit or the Association at any level.

Section 2. **CHAPTER MEMBERSHIP**. "Active" members of the Association must also be members of an affiliated Chapter. All members of Chapters must also be members of the Association. Members must be members of the Chapter chartered for their bargaining unit. **P-614**

Section 3. **MEMBERS-AT-LARGE.**

(a) Any person meeting the requirements of Section 1 of this Article for "Active" membership not within the jurisdiction of an affiliated Chapter or any other labor organization having exclusive representative status may become a Member-at-Large upon payment of one year's per capita dues to the Association in advance. If such member subsequently falls within the jurisdiction of an affiliated Chapter, the member shall become an "Active" member of the Chapter, but shall be exempt from payment of Chapter dues until the end of the month for which dues as a Member-at-Large have been prepaid. **B-VII,1**

Section 4. **ASSOCIATION LIFE MEMBERSHIP.**

(a) A life membership may be granted to any member only upon the recommendation of the Life Membership and Honor Roll Awards Committee and by a two-thirds (2/3) vote of the delegates at any Annual Conference, which shall carry with it a voice and vote at any conference and shall exempt the holder from paying the per capita dues to this Association, but not the regular Chapter dues. **B-XI,1&3 P-901**

(b) Any person awarded an Association Life Membership who has retired or is employed in a bargaining unit not within the jurisdiction of an affiliated Chapter shall be carried as an "Active" member.

Section 5. **MEMBERSHIP IN GOOD STANDING.** Membership "in good standing" for the purpose of establishing voting rights and the right to hold office shall be effective upon completion of the approved application form and payment of the required dues/fees for the current month. A member whose dues are paid via payroll deduction shall be deemed to be "in good standing" effective with the first of the month following the commencement of payroll deductions, unless the member pays dues in cash for the interim period. **P-103.1.02 B-VII**

Section 6. **DELINQUENCY AND RESIGNATION.**

Retired Members. Any Retired member whose monthly per capita dues are not paid within 90 days shall be conclusively presumed to have resigned membership effective on said date, unless there is a delay in transmission of funds by CalPERS and/or CalSTRS, if applicable. **B-VII P-103.1.02(b)**

Section 7. **EXPULSION, SUSPENSION, AND DISCIPLINE.** Any member who shall be charged and found guilty of conduct detrimental to the Association shall cease to be a member in good standing of the Association, and may be disciplined, suspended, and/or expelled from membership, as deemed appropriate. Members who have been expelled shall thereupon lose all of the rights and privileges of membership. This provision shall be implemented in the following manner: **P-613 P-103.1.02 P-626**

(a) Any member may file with the President a charge in writing stating name and address of a member alleged to have engaged in conduct detrimental to the Association and the time and place of and acts constituting such. Actions subject to such charges may include but shall not be limited to those as specified in Association Policy 613.

(b) The President shall cause the charge to be promptly investigated and a confidential report to be submitted to a subcommittee of the Board of Directors as specified in Policy 613.

(c) If the Board subcommittee finds reasonable cause to believe the charge to be true, it shall direct the President to activate the Judicial Panel, consisting of three (3) members appointed as provided for in Policy 613, who shall hold a hearing at a reasonable time and place at which the evidence supporting the charge and in defense of the charged member shall be heard. At such hearing the rights of confrontation and cross-examination shall be honored. Representation by legal counsel shall be permitted and both oral testimony and documentary evidence may be introduced. Reasonable oral argument shall be permitted.

(d) At the conclusion of the hearing, the Judicial Panel shall consider the evidence and arguments relating to each offense charged and shall, by the votes of at least two members, find the charged party guilty or innocent based thereon. If the Panel finds the charged party guilty of any of the offenses charged, it shall set the penalty or penalties to be imposed, in accordance with Policy 613.

(e) The Panel shall prepare a confidential report to the Board, which shall fully outline the charges brought, its findings and the basis thereof on each of the charges, and the penalties to be imposed, if any. A copy of said report shall be forwarded to the charged party, via registered mail, together with notification that the matter has been forwarded to the Board of Directors for final disposition and that it may be appealed.

(f) The charged party may, within twenty-one (21) days of the date of such notification, file a written appeal to the Board of Directors, addressed to the Association President.

(g) Upon receipt of the written appeal, the President shall cause the matter to be placed on the agenda of the next regular or special Board Meeting. At the time the matter is heard, the Board shall review the Judicial Panel's findings and shall consider the charged party's arguments. The Board shall have the power to affirm the decision of the Judicial Panel, to dismiss the charge(s), to amend the proposed penalties, if any, and/or to order the proposed or amended action to be effected. Members of the Board subcommittee that referred the matter to the Judicial Panel shall disqualify themselves from voting in the appeal action.

(h) The Board shall notify the charged party in writing of the action taken and the effective date of penalties to be imposed, if any, which date shall not be earlier than five (5) days subsequent to the Board's final action.

Section 8. **NON-MEMBERS.**

The Association shall not provide representation, legal assistance or other services to non-members unless required by law or by Association Policy or Board resolution, and they may be charged for such services to the fullest extent permitted by law. For this purpose, "non-members" includes employees who have worked in a CSEA bargaining unit but declined to join until they needed CSEA's assistance.

ARTICLE III
AFFILIATED CHAPTERS

Section 1. **GENERAL.** Any organization composed of employees eligible for "Active" membership may become affiliated with this Association upon complying with the requirements contained in the Constitution and Bylaws of this Association. **B-VII,10**

Section 2. **DESIGNATION.** All affiliated organizations shall be designated as chapters of the California School Employees Association.

Section 3. **CHAPTER-YEAR—ELECTION OF OFFICERS**. The chapter fiscal year of every chapter affiliated with this Association shall extend from January 1 to December 31 of each calendar year. Officer personnel shall be elected not later than December 31 and assume their duties on January 1 following. Installation of officers shall be held not later than January 31. **P-112.1 P-405 P-618**

Section 4. **CHARTER—ISSUANCE AND CONTINUANCE.**

(a) **Issuance.** Each organization, upon affiliation with the Association, shall be issued a charter signed by the President and Secretary. In the event the original charter is lost, misplaced, stolen, etc., the President shall, upon written request from the affiliated chapter, issue a copy of the original charter to the chapter, no later than thirty (30) days after receipt of such request. Where no copy of a chapter's original charter exists, the President shall issue a new charter to the chapter, signed by the President and the Secretary. The new charter shall bear the signatures of the chapter's executive board members in office at the time it is issued. **P-604 P-608 P-620**

(b) **Reasons for Revocation/Suspension.** A chapter shall retain its charter as long as it fully complies with the provisions of this Constitution and Bylaws and the Articles of Incorporation and policies of the Association, except that the Board of Directors may revoke or suspend any charter if:

(1) The chapter has less than five (5) members in good standing with this Association. **P-620**

(2) The chapter fails to meet its financial obligations to the Association within sixty (60) days after the due date.

(3) The Board of Directors, upon recommendations submitted under provisions of Association Policy 607, finds reasonable cause to believe that a chapter or the officers or members thereof are (1) engaged in financial malpractice or corruption, or (2) violating the obligations of a collective bargaining agreement to the detriment of the interests of the chapter membership or the Association, or (3) acting in violation of this Constitution and Bylaws, the Articles of Incorporation and policies of the Association, or the lawfully approved Constitution or Bylaws of the chapter, or (4) threatening disaffiliation or dissolution, or (5) conducting the affairs of the chapter in such a manner that directly and seriously jeopardizes the fundamental rights and interests of the membership of the chapter or the Association, and that such conduct cannot or will not be immediately remedied by the chapter.

(c) **Procedures for Revocation/Suspension.** Any revocation or suspension of a charter for reasons specified in subsections (b)(2) or (b)(3) above shall be subject to the following procedural requirements: **C-III,10 P-607**

(1) The Board of Directors shall cause written notice to be sent to the chapter setting forth the charges against it, the Board's proposed action and the effective date of such proposed action, and informing the chapter of its right to be heard before the Board on a date certain. Such notice shall be sent by certified mail at least twenty (20) days prior to the effective date of any proposed action, and the date set for hearing before the Board shall be at least five (5) days prior to the effective date of such action.

(2) At the conclusion of the hearing, the Board shall consider the evidence and arguments and may dismiss the charge, amend or reduce the proposed penalty, or order the proposed action be effected. A two-thirds (2/3) vote shall be required for a finding of suspension or revocation of a charter or any other penalty that may be imposed. In the event penalties other than suspension or revocation of charter are imposed, such findings shall state that if the chapter fails to comply with the finding its charter will be automatically suspended and an administrator will be appointed. The Board shall notify the charged chapter in writing of the action taken and the reasons therefor.

(3) If the charged chapter fails to appear at the hearing before the Board, the proposed action shall be ordered and written notice sent to the charged chapter of the action taken, the reasons therefor, and effective date thereof.

Section 5. **REPORTS REQUIRED.**

(a) Each affiliated chapter must, when affiliating, send to the Association office a list of names and addresses of its officers and members, together with all other information required by the Association, and shall thereafter notify the Association of all changes of its officers.

(b) Every month each affiliated chapter shall send to the Association information as may be required, such as membership applications, reinstatements, and status changes.

(c) Records of the Association and of each chapter shall be preserved for five (5) years.

(d) All affiliated chapters shall be required to take and maintain Minutes of all regular and special chapter meetings and executive board meetings. Official Minutes shall be signed by the President and Secretary following approval by the membership.

Section 6. **AUDITING OF TREASURER'S RECORDS AND BONDING.** P-611

(a) The Association's Board of Directors shall cause a blanket bond to be negotiated which shall provide for the bonding of all chapter treasurers. The basic bond shall be in the amount of at least one-thousand dollars ($1,000.00), but chapters may elect greater coverage upon payment of the appropriate premium. The bond shall be a position bond so that the position of the chapter treasurer shall be protected irrespective of personnel changes throughout the coverage period.

(b) The blanket bond shall extend coverage from January 1 to December 31 of each year. The Association shall bill the chapter unit for the appropriate premium not later than November 30 of each year, and the chapter shall remit the premium upon receipt of the billing.

(c) Each chapter unit shall cause the books and records of its treasurer to be audited at least once each year. Such books and records must be audited at the time a change is made in treasurer personnel irrespective of any previous audit. The audit may be made by an auditing committee of the chapter appointed by the chapter president and/or in accordance with the chapter constitution and bylaws; or the audit may be made by a qualified firm or person outside the chapter membership.

(d) The Executive Director may require an immediate audit of the records of any chapter of the Association in the interests of protecting Association funds or ensuring proper financial disclosure required of an exclusive representative under law. Such an audit may be made by the Executive Director or designee and the chapter shall make available all records necessary to permit a total review of financial activity for the period demanded.

Section 7. **REQUIRED CHAPTER MEETINGS.**

(a) Every chapter of this Association shall be encouraged to hold not less than nine (9) meetings during a chapter year to conduct the business of and further the goals of its membership. All chapter members will be notified, in writing, of the time, date and place of each meeting and the business to be acted upon. Members shall be urged and encouraged to attend and actively participate. Not more than one meeting in any one month shall be counted toward compliance with this section.

(b) During the months that chapter meetings are not held, the Executive Board of the chapter shall meet, at least once, to conduct the business of the chapter. It shall be the duty of the Executive Board to ensure that the President, in the execution of the President's duties, complies with subdivision (a) of this section.

Section 8. **CHAPTER CONSTITUTION AND BYLAWS.** Each chapter shall adopt P-601 a constitution, which shall conform to the Constitution and Bylaws of the Association and to the requirements of law. Each chapter shall submit its constitution to the Executive Director for approval. The Executive Director may approve or reject the constitution; if the constitution is rejected, the Executive Director shall inform the chapter of the reasons for the rejection. If the constitution is rejected the chapter shall make the proper changes and resubmit it for approval. In the event the chapter believes rejection by the Executive Director is improper the matter shall be referred to the Board of Directors for final decision. No changes in the chapter constitution shall become operative until approved by the Executive Director or by action of the Board of Directors.

Section 9. **DISAFFILIATION.** Should any chapter be suspended for failure to forward funds to the Association in accordance with the Constitution and Bylaws and actions of the Board of Directors, or should any chapter lawfully disaffiliate with the Association or sever its relationship by any means, or purport to do so, all funds of such chapter shall be held by the Association for the benefit of the Association, and no expenditures shall be made there from for any purpose whatsoever until all monetary obligations to the Association, including delinquent per capita dues, payments for supplies and reimbursement for loans or advances made by the Association, together with the costs and attorney's fees incurred in recovering such amounts, if any, have been repaid to the Association. Upon disaffiliation of any chapter, either by lawful action of the chapter or action of the Association, all funds and other assets of the chapter remaining after repayment of obligations to the Association shall become the property of the succeeding chapter. If there is no succeeding chapter, the remaining funds and other assets shall become the property of the Association. This provision shall be deemed contractual and shall be enforceable at law and in equity.

C-III,4(b)(2)
P-612

Section 10. **ADMINISTRATORSHIPS.**

C-III,4(b)(c)
P-607

(a) Should any chapter be deemed subject to suspension or revocation by reason of charges filed as provided for in Section 4(b)(2) and 4(b)(3) of this Article, the Board of Directors is empowered to place such chapter under a temporary administratorship pending hearing on the matter. The hearing shall be conducted in accordance with procedures as provided under Section 4(c) of this Article, but not later than thirty (30) days after the imposition of administratorship. If, after conclusion of the hearing, the Board of Directors fails to uphold imposition of the administratorship by two-thirds (2/3) vote, the appointment of the Administrator shall be vacated.

(b) When a chapter has been placed under administratorship, the Association President assume charge of the affairs and business of such chapter and may appoint an Administrator for such purpose. All actions of the Administrator shall be subject to the direction and instructions of the Association President, upon approval of the Board of Directors

(1) Such Administrator shall have the right, upon demand, to take possession of all the funds, books and other assets of such chapter for the period that the administratorship is in place. All such assets shall be held in trust for the benefit of the chapter, and shall be expended only to the extent necessary for the proper conduct of the affairs of the chapter. The Administrator shall institute all necessary action to recover money or other property of the chapter. The Administrator shall be adequately bonded to safeguard the chapter's assets and for the faithful performance of the Administrator's duties.

(2) The Administrator may, with approval of the Association President, suspend from office any or all of the chapter officers and appoint temporary officers from among the members of the chapter in good standing, for the duration of the administratorship, and shall recommend for Board approval such other actions as in the Administrator's judgment are necessary for the preservation of the rights and interests of the members of the chapter and the Association.

(3) The Administrator shall be empowered to conduct and manage the affairs of the chapter until the administratorship is terminated, with the assistance of the officers or temporary officers as herein provided.

(4) The Administrator shall submit complete monthly reports of the Administrator's actions to the Board of Directors and to the membership of the chapter under administratorship.

(5) Expenses of the Administrator shall be borne by the Association.

(c) The administratorship shall be continued no longer than is necessary to remove the causes of its establishment.

(d) The chapter placed under administratorship shall have the right to appeal to the Annual Conference for removal of the administratorship on the ground that it has been continued longer than is necessary.

(e) When an administratorship is to be terminated, either by action of the Board of Directors or the Conference delegates, the Administrator shall cause elections of chapter officers to be conducted, except for those elected officers whose terms have not expired and who have not been expelled, suspended or otherwise barred from office during the period of the administratorship. The Administrator shall return all funds, books and other assets of the chapter to its appropriate officers who shall give receipt for same. The Administrator shall make a final accounting of the administratorship and submit it to the Board of Directors and to the chapter.

ARTICLE IV
ASSOCIATION OFFICERS AND THEIR ELECTION

Section 1. **OFFICERS ELECTED AT CONFERENCE.**

(a) The following officers shall, by direct vote, be elected by the delegates to the Annual Conference in odd-numbered years: President, 1st Vice President, 2nd Vice President, Secretary. **SR-A P-203**

(b) To be eligible for election, candidates for such offices shall:

(1) Have maintained continuous "Active" membership in good standing as defined in Article II, Sections 1(a) and 5 of the Constitution for a period of twelve (12) calendar months immediately preceding the Annual Conference at which the election is held.

(2) Be in full compliance with all applicable requirements established by this Constitution or Association policy, including but not limited to the provisions that pertain to the filing of an accounting by candidates of campaign expenditures.

(3) File a statement of intent to run for the office with the Association Secretary prior to commencement of the first business session at the Conference at which the election is held.

(c) Election Procedures.

(1) All nominations for the elective offices to be filled at Conference shall be made and closed during the first day's business meeting.

(2) The election of officers shall be by secret ballot and conducted in a manner specified by the Board of Directors. The election may not be held sooner than the second day following the day on which nominations were made and closed.

(3) As soon after the election tabulating committee has completed the vote count and certified the results to the President, the President may cause the results to be posted and shall announce the results at the next business session following the balloting.

(4) Their tenure in office shall begin at the conclusion of said Conference and continue for two (2) years, or until their successors are elected; provided, however, that should any officer lose "Active" membership status in good standing as defined in Article II, Sections 1(a) and 5 of the Constitution, the officer shall automatically forfeit such office. Exception: An officer who accepts retirement under CalPERS and continues membership through the Retiree Unit may continue in elected office until expiration of the term to which elected. **P-103**

(d) The President, 1st and 2nd Vice Presidents, and Secretary shall be selected for nomination by their qualifications regardless of the location of their employment. The President, 1st and 2nd Vice Presidents, and Secretary shall not serve in the same elected office for more than two consecutive two-year terms. A person who has completed two consecutive two-year terms shall not be permitted to again be a candidate for that office until two years have passed since the completion of the last term.

(e) It shall require a plurality vote to elect an officer. If a candidate does not receive a plurality vote, the delegates to the Conference shall continue to ballot from among the tied candidates until one receives a plurality. Balloting will also be conducted for all uncontested offices. In order to be elected, the unopposed candidate(s) must receive a majority of "yes" votes. Failure to do so will result in the office being declared vacant. Such vacancy shall be filled in accordance with Article IV, Section 7 of the Constitution.

Section 2. **ELECTION OF AREA DIRECTORS**. **P-204**

(a) There shall be ten (10) Area Directors in this Association to be elected by the Chapters within their respective Area. These elected officers (Directors) shall represent the Chapters within the Areas as follows:

(1) Area A shall include all Chapters in Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, and Yuba counties, except as provided in Area E.

(2) Area B shall include all Chapters in Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, San Mateo, Solano, and Sonoma counties.

(3) Area C shall include all Chapters in Alameda, Contra Costa, Monterey, San Benito, Santa Clara, and Santa Cruz counties.

(4) Area D shall include all Chapters in Inyo, Kern, Mono, and Tulare counties, and all Chapters in that portion of Los Angeles County situated North of the Northerly boundaries of the Los Angeles Unified School District, the La Canada Unified School District, and the Azusa Unified School District, all as existed on July 1, 1999.

(5) Area E shall include all Chapters in Amador, Alpine, Calaveras, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne counties, and all Chapters within the boundaries of the River Delta Unified School District, all as existed on July 1, 2001.

(6) Area F shall include all Chapters in Riverside and San Bernardino counties, and all Chapters within the boundaries of the Pomona Unified School District and the Claremont Unified School District, all as existed on July 1, 1999.

(7) Area G shall include all Chapters in that portion of Los Angeles County situated East of the Easterly boundary of the Los Angeles Unified School District except as provided in Areas F, H and I, and all Chapters in that portion of Los Angeles County situated West of the Westerly boundary of the Los Angeles Unified School District, all as existed on July 1, 1999, and all chapters chartered within the California State University System.

(8) Area H shall include all Chapters in Orange County, and all Chapters within the boundaries of the Lowell Jt. Elementary School District, all as existed on July 1, 1999.

(9) Area I shall include all Chapters in San Luis Obispo, Santa Barbara, and Ventura counties, all Chapters within the boundaries of the Los Angeles Unified School District, the Los Angeles Community College District, the Beverly Hills Unified School District, the Burbank Unified School District, the Glendale Unified School District, the Glendale Community College District, the La Canada Unified School District, the Santa Monica Community College District, and the South Pasadena Unified School District, except as provided in Areas D, F, G, and H, all as existed in July 1, 1999.

(10) Area K shall include all Chapters in Imperial and San Diego counties.

(b) The Directors from Areas A, C, E, G, and I shall be elected for a two-year term in odd-numbered years. The Directors from Areas B, D, F, H, and K shall be elected for a two-year term in even-numbered years.

(c) Each candidate for Area Directorship must:

(1) Have maintained continuous "Active" membership in good standing as defined by Article II, Sections 1(a) and 5 of the Constitution for a period of twelve (12) calendar months immediately preceding the deadline for filing the letter of intent as specified within this Article, and retain said status during the term of office.

Exception: An Area Director who accepts retirement under PERS and continues membership through the Retiree Unit may continue in office until expiration of the then-current term.

(2) Be in full compliance with all applicable requirements established by this Constitution or Association policy, including but not limited to the provisions that pertain to the filing of an accounting by candidates of campaign expenditures.

(3) Be an "Active" member in good standing of a Chapter within the respective Area.

(4) File a letter of intent to run for such office which must be submitted to the Association Secretary and which must be in the Secretary's hands or be postmarked not later than January 1 of the year in which the election is to be held. **SR-C**

(d) An appropriate article shall be published in the next available issue of the Association's official publications, which shall include a listing of all eligible candidates who have filed a letter of intent and information regarding the chapter election process.

(e) The Secretary shall cause a ballot to be prepared containing all the names of the eligible candidates. A copy of the official ballot shall then be forwarded to each Chapter within each respective Area postmarked not later than midnight February 1 of the year in which the election is to be held. **SR-C**

(f) The Chapter President shall arrange for the Chapter membership to vote for their Area Director at the Chapter's regularly scheduled (or a special) meeting held during the months of March or April.

(1) Each chapter member in good standing shall receive at least five (5) working days' advance written notice of the date, place and time of said meeting, together with the names and chapter identification of the eligible candidates for each office.

(g) Each Chapter shall be entitled to one (1) vote which shall be determined by a plurality of the qualified membership present and voting at the meeting established by the Chapter President in accordance with subsection (f) above. The vote shall be conducted by secret ballot.

(1) If the Chapter's first vote ends in a tie, a second ballot shall immediately be conducted for the tied candidates only. If the second vote fails to break the tie, the chapter may continue balloting until the tie is broken or it may report a tie vote on its ballot, as determined by the members present.

(h) The official ballot shall then be completed and certified by the signature of the Chapter Secretary and forwarded to the Association Secretary at the special election address specified on the ballot, so as to be received at said address by the deadline established by the Association Secretary which shall not be earlier than seven (7) work days following April 30.

Section 3. **ELECTION OF ALTERNATE AREA DIRECTORS.**

(a) There shall be ten (10) Alternate Area Directors in this Association elected by the Chapters in the respective Areas as defined in Section 2(a)(1) through 2(a)(10) of this Article. The Alternates for Areas A, C, E, G, and I shall be elected for two-year terms in even-numbered years; the Alternates for Areas B, D, F, H, and K shall be elected for two-year terms in odd-numbered years. **P-204**

(b) Candidates for Alternate Area Director must possess the same qualifications and file a letter of intent for such office as specified in Sections 2(c)(1) through 2(c)(4) of this Article.

(c) The procedures for election of Alternate Area Director shall be the same as required for Area Director in Sections 2(d) through 2(h) of this Article.

Section 4. **CERTIFICATION OF AREA DIRECTOR AND ALTERNATE ELECTIONS.** **P-204.6**

(a) The Association Secretary shall tabulate the ballots and forward the results to the Association President, who shall cause the matter to be placed on the Agenda of the next regular or special meeting of the Board of Directors.

(b) The Board at said meeting shall first audit any ballots declared invalid by the Secretary, and shall sustain or reverse the invalidation. It shall then audit all ballots, tabulate the ballots, and certify the successful candidates, based on a plurality of the valid ballots cast.

(c) If a tie exists, the election shall be determined by lot between the tied candidates.

(d) The Association President shall notify all candidates of the results of the election. Results will be published in the Association's official publications as soon thereafter as possible.

(e) Copies of ballots declared to be invalid will be returned to the chapters involved, together with data supporting the invalidation.

(f) Successful candidates will take office at the conclusion of the next Annual Conference.

(g) Audited ballots will be filed in the Association's Headquarters for a period of not less than two (2) years and shall be open to inspection of any member of the Association.

Section 5. **LETTERS OF INTENT.**

(a) The letters of intent required by this Article shall be on forms as approved by the Board of Directors which shall ensure that the required information does not grant any advantage to any candidate. At least two (2) copies of each form shall be forwarded to each concerned chapter, and a copy of each form reproduced in an appropriate issue of the Association's official publications preceding the filing deadline. **P-204.2**

(b) Disqualified candidates will be immediately notified by the Association Secretary of the disqualification and reasons therefore. The Association Secretary shall also notify the Board of Directors of disqualifications and reasons therefor at its next meeting.

(c) If the disqualification is based on membership eligibility, members may appeal said disqualification by submitting proof of paid membership or other verification/ documentation as may be required by the Association Secretary by certified mail within ten (10) days of receipt of notice of disqualification. If the Association Secretary is unable to then certify the member based on investigation of facts and/or documentation presented in the written appeal, the Secretary shall submit the matter to the Board of Directors for consideration prior to February 1. The Board shall rule on the member's eligibility based on such documentation or other pertinent information presented. The decision of the Board shall be final.

(d) There shall be no appeal from disqualification due to late postmark or late receipt of the letter of intent.

Section 6. **UNCONTESTED ELECTIONS - UNANIMOUS BALLOT.** Not-with-standing the provisions of Section 2 and Section 3 of this Article, when only one candidate has filed for and been qualified for the office, the final filing date having passed, the Association Secretary shall cause the matter to be placed on the agenda of the next Board of Directors meeting. The Board shall verify that one candidate filed and qualified for the office and shall then declare the candidate elected and direct the supporting data be filed in accordance with Section 4 of this Article. No balloting or other action shall be required. The action will be reported in the Association's official publication as soon thereafter as possible.

Section 7. **FILLING OF VACANCIES.** Vacancies occurring between elections shall be filled as follows:

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

(b) If a vacancy occurs in the offices of 1st Vice President, 2nd Vice President, or Secretary, the Board of Directors shall designate a member of the Board to assume the duties and responsibilities of the office for the remainder of the term.

(c) If a vacancy occurs in the office of Past President, the next person, in descending order, who was President and who is willing and able to fill the office, will assume that office.

Any Past President who is subsequently elected to any office, including that of Area Director, shall not again be eligible to serve as Past President unless such member serves as President and assumes the office of Past President as a result thereof.

Any person who resigns from the office of Past President shall not again be eligible to fill that office unless such member does so as a result of again serving as President.

If the position cannot be filled in accordance with the above criteria, the position shall remain vacant.

(d) A vacancy in the office of Area Director shall be filled by the Alternate elected as provided for in Section 3 of this Article.

(e) A vacancy in the office of Alternate Area Director shall be filled at the earliest opportunity by special election scheduled by the Board of Directors and conducted according to procedures as outlined herein, except in instances where six (6) months or less are remaining in the term, the vacancy may be filled by the Board of Directors.

(f) This section alone shall determine who shall fill a vacancy. The Board is not empowered to make any such decision, individually or collectively, and does not act to "seat" an eligible officer. When a vacancy occurs, the President shall notify the eligible officer of the vacancy and the eligible officer shall assume the respective office forthwith.

Section 8. **RECALL OF AREA DIRECTOR OR ALTERNATE AREA DIRECTOR.**

A majority of chapters within any Area may petition the Association President to hold a special election for the recall of the Area Director or the Alternate Area Director. Upon receipt of the petition the President shall call for a special election to be held in this Area not less than thirty (30) days nor more than sixty (60) days after receipt of the petition. Chapters shall have one (1) vote per chapter, and a two-thirds (2/3) majority vote by said chapters shall be required for a recall of the Area Director or the Alternate Area Director. Any vacancy created shall be filled as provided for in Section 7 of this Article.

Section 9. **REMOVAL OF OFFICERS.** **P-626.6**

(a) An elected officer (President, 1st Vice President, 2nd Vice President, Secretary) or the Past President may be removed from office by action of the Board of Directors under the provisions of this section. Such action may be initiated upon written request to the Board by any "Active" member or Life Member, specifying the facts constituting the basis for the request. Such requests for removal shall be limited to charges that said officer is physically or mentally unable to fulfill the responsibilities of the office or has willfully failed to perform the duties of the office for which the officer was elected.

(b) If the Board, by majority vote, finds that the facts presented constitute reasonable cause to remove said officer, it shall notify the concerned officer of the intent to remove, the specific reasons therefor, including the specific facts alleged on which the action is based, and the date, time, and place the Board will meet to hear the matter. The concerned officer shall be notified of the right to appear before the Board, examine and cross-examine witnesses, and to present evidence and/or witnesses. The concerned officer shall have the right to be represented at the hearing by any member of the Association or private legal counsel at the choice and expense of the concerned officer.

(c) The date of said hearing shall not be earlier than twenty-one (21) days following the date of notification, and shall be held at a location reasonably convenient to the concerned officer.

(d) A vote of two-thirds (2/3) of the total membership of the Board holding office at the time shall be required to remove said officer. In the event of any such removal, the officer so relieved shall immediately cease to function in the office and the office shall be deemed vacant. The decision of the Board shall be final.

Section 10. **DEADLINE EXTENSION.**

Where a deadline date specified within this Article falls on a Saturday, Sunday, or legal holiday, said deadline shall extend to the next succeeding business day.

ARTICLE V
MEMBER CONTROL

This Association exists to serve the membership thereof. The membership, through their duly elected delegates, extends to the Association officers and its Board of Directors authority to act in their best interests, but only in accordance with the authority extended in this Constitution and Bylaws. That authority which is not extended herein is reserved to the membership.

The membership intends that the officers and Board lead that membership where it wants to go. In the exercise of power extended to officers, Board members, the Executive Director and other staff, the membership directs that it always be done on the basis of (1) is it authorized in their Constitution and Bylaws, (2) is it in the best interests of the total membership, and (3) is member control being maintained.

ARTICLE VI
BOARD AND COMMITTEES

Section 1. **BOARD OF DIRECTORS — COMPOSITION.** The fourteen (14) elective officers designated in Article IV, Section 1(a) and Section 2, and the Past President, shall constitute the Association's Board of Directors. The Association President shall be the Chairperson of the Board of Directors.

Section 2. **POLICY/LINE AUTHORITY.**

The Board of Directors shall constitute the policy-making body of the Association at all times when the Annual or a special conference is not in session. The Board shall not exercise any line authority, either as a whole or as individual members. The President shall, however, exercise supervision over the Executive Director as required by the Bylaws, Article I, Section 1(c), and shall exercise line authority over committees and regional representatives. **B-I,7 B-I,9 P-201.4**

Section 3. **MEETINGS OF BOARD OF DIRECTORS.**

(a) The Board shall meet at the call of the Chairperson or at such times and places designated by it. Every member of the Board shall be notified of any contemplated meeting. The Board shall meet at least once each year, and two-thirds (2/3) of the members thereof shall constitute a quorum. **B-I,7 P-201**

(b) Special meetings of the Board may be called by the Chairperson, or shall be called upon the written request of a majority of the Board. The purpose of the special meeting shall be stated in the call. At least four (4) days' written notice shall be given, or in cases of emergency, forty-eight (48) hours written or personal notice.

Section 4. **BOARD AGENDA.** The Chairperson of the Board shall direct that matters for Board consideration be submitted by a certain date. Any data received after the specified date may, at the Chairperson's discretion, be deferred for later consideration. All known items for Board consideration that require action shall be listed on the official agenda in an itemized manner including items of a confidential nature, but items for action of a confidential nature shall be listed with any personally identifiable information redacted. **P-201.8 P-202.2.03**

Section 5. **OPEN MEETINGS.**

(a) All meetings of the Board of Directors shall be open to the membership. However, the Board may consider items in closed executive session if the Chairperson rules them to be confidential by determining their disclosure would be detrimental to the welfare of the Association and its membership. All actions taken in closed executive session shall be reported on a per item basis in the open part of the meeting and recorded in the public minutes. **P-201.2&.3**

(b) The Chairperson shall carefully exercise the authority for declaring a closed executive session to ensure that the members' business is always openly considered and acted upon.

(c) Having convened in closed executive session, any member of the Board may challenge the Chairperson's determination of such ruling. Such challenge shall be open to discussion and debate, and shall be then voted upon. If a majority of the Board vote that the matter is not a proper matter for closed executive session, it shall not be discussed or acted upon in closed executive session.

(d) Notwithstanding any other provision herein, the Board may meet in closed executive session to evaluate the Executive Director. The Board shall not permit any other person to be present during its evaluation deliberations, nor shall it discuss, in any manner, any other subject during the evaluation. If requested by the Executive Director, the evaluation may be conducted in open session.

Section 6. **STANDING COMMITTEES.**

(a) The following standing committee members shall be appointed in accordance with Article I, Section 1(b) of the Bylaws: Awards, Budget, Communications, Community College, Conference, County Office of Education, Education, Legislative, Member Benefits, Merit System, Political Action, Pre-Retirement Resource, Research/ Negotiations, Resolutions, and Scholarship. The committees shall consist of a Chairperson and such number of additional members as approved by the Board of Directors. The committee members shall serve, at the pleasure of the President, from appointment through the next Conference held in an odd-numbered year. **B-II,1 - 4 P-300**

(b) Appointments to Standing Committees shall be made from among Active or Retired Members who are in good standing. Failure to maintain such membership in good standing shall result in automatic forfeit of the office.

Section 7. **CONFERENCE COMMITTEES.** During the opening session of each Annual Conference, the President shall announce the President's appointment of the Parliamentarian, Credentials Committee and such other special committees as needed, who shall serve only to the conclusion of the Conference. **B-II,4 P-301.9 P-315**

Section 8. **COMMITTEE QUORUM.** A majority of the members of any committee shall constitute a quorum.

Section 9. **ELECTRONIC MEETINGS.**

Meetings of the Board of Directors and all Committees described under the Constitution & Bylaws may be conducted electronically when ordered by vote of the body at a previous meeting or when the chair receives approval by two-thirds (2/3) of the members thereof. Such meetings shall follow any rules for electronic meetings established by policy. Absent an applicable policy, the body may adopt special rules of order to govern the conduct of its own electronic meetings.

The Board of Directors may authorize a method of electronic meetings and methods of voting and/or election for Conference, either in whole or in part, and propose special rules of order for the conduct of the electronic Conference, which will be in effect prior to their adoption by the delegates at Conference. **B-V**

Section 10. **EMERGENCY AUTHORITY.**

In case of emergency, such as an emergency declared by federal, state, or local authorities, that renders impractical a normal in-person meeting of the Association, or any of its Committees, Regions, Chapters, Retiree Unit, or other sub-units, the Board of Directors may authorize emergency methods for holding one or more meetings, or for voting, or for performing other mission-critical tasks impeded by the emergency conditions, as follows:

(a) Authorize a method of voting and/or election in addition to, or in lieu of, any Conference, and to adopt or amend rules by which such votes and/or elections must be conducted.

(b) Authorize one or more methods of electronic meetings and methods of voting and/or election, and to adopt or amend rules by which such meetings and voting and/or election must be conducted.

(c) Such emergency authorizations may be terminated by a vote of the Conference delegates, or by the Board of Directors, or after 120 days, whichever comes first. The Board of Directors may renew such emergency actions so long as emergency conditions continue to exist unless terminated by a vote of the Conference delegates.

(d) No policy or emergency action will prevent the Conference delegates from voting on a motion to terminate an emergency action authorized in this section.

ARTICLE VII
MEETINGS

B-V

Section 1. **ANNUAL CONFERENCE.** The regular meeting of the Association, to be known as the Annual Conference, shall be held annually in July or August and at such time and place as shall be selected by the Board of Directors.

Section 2. **SPECIAL CONFERENCE.** Special conferences may be called only by a two-thirds (2/3) vote of the Board of Directors. The call to a special conference shall specify the subjects on which action by the membership is sought, and subjects not germane may not be considered.

ARTICLE VIII
AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Amendments to the Constitution and/or Bylaws, after being properly certified to the Annual Conference in accordance with Article V, Section 6 of the Bylaws, shall require sixty percent (60%) of the votes cast by qualified delegates present at the session for adoption.

ARTICLE IX
ASSOCIATION EMPLOYEES

Section 1. **BARGAINING UNIT PERSONNEL.** Wages, hours and working conditions of employees a part of a recognized bargaining unit shall be in accordance with a collective bargaining agreement negotiated between the recognized employee organization and the Board of Directors.

C-IX,3(k)
P-802.3
P-804

Section 2. **MANAGEMENT/CONFIDENTIAL PERSONNEL.** All conditions of employment for management/confidential employees shall be affixed by the Board of Directors upon recommendation by the Executive Director.

C-IX,3(k)
P-802.1

Section 3. **EXECUTIVE DIRECTOR.**

P-801

(a) The Executive Director shall serve at the pleasure of the Board of Directors who shall set all terms and conditions of employment.

(b) The Executive Director shall be general manager of the Association and shall serve under the direction of the President. The Executive Director's entire time shall be devoted to Association business.

B-I,1(c)
B-I,9

(c) The Executive Director shall collect Association funds when so authorized by the Board of Directors and transmit them to the Chief Financial Officer.

(d) The Executive Director shall be present and in attendance at all meetings of the Board of Directors, including closed executive sessions. The Executive Director shall attend and be present at all sessions, unless excused by delegate action, of the Annual and any special conference that may be called.

(e) The Executive Director shall present to the Annual Conference a complete report of the work done during the year and a resume of the work that should be done during the ensuing year.

(f) The Executive Director shall give such bond as may be required by the Board of Directors, said bond to be deposited with the Secretary for safekeeping. The premium on such bond shall be paid by the Association.

(g) The Executive Director shall prepare and present to the Annual Conference delegates a detailed budget report to include expenditures made during the prior fiscal year and those projected for the ensuing year. Should any conflict arise between the Executive Director and the Board, the Executive Director shall present the budget, but it shall clearly carry an explanation of existing differences. **B-VIII,2 SR-I P-801.7**

(h) The Executive Director shall perform all such other duties relating to the office of general manager.

(i) **Removal**—The Board may, by a vote of at least eight (8) of its members, remove the Executive Director, but only during a regularly scheduled Board Meeting, which shall be open to the membership. The Executive Director will be permitted to hear the Board's charges and to respond thereto, but the Board's decision shall be final. Notwithstanding the foregoing, the President may suspend, with pay, the Executive Director until the next regularly scheduled Board meeting to consider removal of the Executive Director if the President believes such an action is necessary.

(j) If an Executive Director is removed by Board action, the Board shall appoint an acting Executive Director to be general manager until a permanent appointment is made. Such appointee shall have the duties and responsibilities set forth herein.

(k) All employees of the Association are under the direction of the Executive Director. No employee other than the Executive Director is to report directly to the Board, or any member thereof. **B-I,9 P-802 P-804**

ARTICLE X
ASSOCIATION FISCAL YEAR

The fiscal year of the Association shall extend from June 1 to May 31 of the year following, inclusive.

BYLAWS

ARTICLE I
DUTIES OF OFFICERS

Section 1. **PRESIDENT.**

(a) All meetings of the Association shall be called to order and presided over by the President or, in the absence of the President, by the 1st Vice President, or in the absence of both the President and 1st Vice President, by the 2nd Vice President, or in the absence of the President and 1st and 2nd Vice Presidents, by the Past President, or in the absence of all previously named, by the Secretary of the Association.

(b) The President shall, as soon as possible after each Annual Conference held in an odd–numbered year, and with the advice and assistance of the other elected officers, appoint the chairpersons of the standing committees required by the Constitution or ordered by vote of the conference, except as herein otherwise provided. The President shall be chairperson of the Board of Directors and a member ex-officio of all committees. The President shall have the power and duty to appoint such additional committees as may be necessary. **C-VI,6 P-301.7&.8 P-202.2**

(c) The President shall, with the advice of the Board of Directors, supervise the work of the Executive Director. **C-VI,2 B-I,9**

(d) The President shall arrange the order of business for the Annual Conference in accordance with Article V, Section 4 of the Bylaws, and shall perform such other duties as normally pertain to the office of President.

(e) The President shall have the power to appoint an assistant to any officer whenever in the opinion of the President such an assistant has become necessary.

(f) The President shall receive one hundred dollars ($100.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 2. **1ST VICE PRESIDENT.**

(a) The 1st Vice President shall, during the absence or disability of the President possess all the powers and perform the duties of the President. The 1st Vice President shall, by direction of the President, assist in the promotion of any or all phases of the Association program. The 1st Vice President shall be a member of the Budget Committee. **P-202.3**

(b) The 1st Vice President shall receive fifty dollars ($50.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 3. **2ND VICE PRESIDENT.**

(a) The 2nd Vice President shall, during the absence or disability of the President and 1st Vice President, possess all the powers and perform the duties of the President. The 2nd Vice President shall, by direction of the President, assist in the promotion of any or all phases of the Association program. The 2nd Vice President shall be a member of the Budget and Resolutions Committees. **P-202.4**

(b) The 2nd Vice President shall receive fifty dollars ($50.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 4. **ADDITIONAL DUTIES OF THE 1ST AND 2ND VICE PRESIDENTS.**

Should the President not utilize the services of the 1st and/or 2nd Vice Presidents as contemplated in Sections 2 and 3 of this Article or assign duties concerned the responsibilities of those offices, the Board of Directors may assign duties that it believes would benefit the Association.

Section 5. **SECRETARY.**

(a) The Secretary shall keep a record of proceedings of the Annual Conference, of all meetings of the Board of Directors, and an accurate roll of the officers. The Secretary shall notify the members of the Board of Directors of time and place of meetings, and shall notify committee chairpersons and all affiliated chapters of the date, time and place of all conferences of the Association. The Secretary shall, during the absence or disability of the President, 1st and 2nd Vice Presidents and Past President, possess all the powers and perform the duties of the President. **P-202.5 P-201.5 SR-E**

(b) The Secretary shall receive fifty dollars ($50.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 6. **PAST PRESIDENT.**

(a) The Past President shall act as counselor to the elected officers and attend all meetings of the Board of Directors. The Past President shall, during the absence or disability of the President and 1st and 2nd Vice Presidents, possess all the powers and perform the duties of the President. The Past President shall perform such other duties as may be assigned by the President. **P-202.6**

(b) The Past President shall receive fifty dollars ($50.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 7. **BOARD OF DIRECTORS.**

(a) **General.** The Board of Directors shall meet in accordance with Article VI, Section 3 of the Constitution, and shall attend to such matters as may be referred to it. It shall be responsible to the membership for conduct of program in accordance with the Constitution and Bylaws and policy established by the Annual Conference. It shall develop the activities of the Association in a manner consistent with sound business practice and economy. **C-VI,2&3 P-201 P-202**

(b) **Establishment of Registration Fees.** The Board of Directors shall establish registration fees in such amounts and for such Association-sponsored events as it believes to be appropriate. **B-V,7 P-118.3&.4**

(c) The Area Director shall receive fifty dollars ($50.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

Section 8. **ALTERNATE AREA DIRECTOR.**

(a) An Alternate to an Area Director will attend meetings of the Association's Board of Directors, Annual Conference, and perform other requirements of the office of Area Director when notified by the Association's President that the Area Director is, for any reason, unable to perform the duties of the office. The Alternate shall, in case of a vacancy, become the Area Director for the remainder of the unexpired term. The Alternate shall receive appropriate backup information relating to actions taken at the regularly scheduled Board meetings so that they may be adequately informed of the internal affairs of the Association and be prepared to assume the duties of the office if required. **P-202.8**

(b) An Alternate to an Area Director may, with the approval and at the direction of the Area Director, assist in the work of the Area, to include the following: the planning and coordination of leadership training and/or other educational seminars, facilitating problem-solving for individual chapters, installation of chapter officers, and such other activities as may be deemed appropriate by the Board of Directors and placed in Association Policy.

Section 9. **LINE AUTHORITY—PRESIDENT/EXECUTIVE DIRECTOR ONLY**. **C-VI,2 B-I,1(c)**

No officer or director other than the President shall effect any line authority whatsoever over, but not limited to, any staff person(s), regional representatives, or Association committees, nor shall any policy be adopted or maintained to so provide, or which infers such line authority.

The Board of Directors shall restrict its activities to matters of policy. Neither the Board nor any member thereof, except the President, shall in any way, other than via policy or program adoption, inject it (themselves) into the internal management of the Association. Management shall be, under the direction of the President, the exclusive domain of the Executive Director. No employee, other than the Executive Director, shall report directly to the Board. Nevertheless, the Board may provide for direct consulting service and may, by open discussion and action, obtain outside legal counsel if it believes the services it needs cannot be provided by the Association's legal services through the Executive Director. **C-IX,3 P-800**

ARTICLE II
DUTIES OF COMMITTEES

Section 1. **GENERAL.** It shall be the duty of each committee chairperson to coordinate the committee activities with the program of other committees and the Association through the Executive Director. **P-801.5**

Section 2. **STANDING COMMITTEES.** The Board of Directors shall prescribe and amend the duties of the Standing Committees, except for the Resolutions Committee, as may be needed to carry out the goals of the Association. **P-302-313, P-317-319**

Section 3. **RESOLUTIONS COMMITTEE.** **B-V,6 P-314**

It shall be the duty of this Committee to:

(a) Review all resolutions requiring amendment of the Constitution & Bylaws and place them in proper form, if possible, for Conference action if not submitted in proper form. Such action shall include the authority to compose or perfect the necessary amending language as appropriate to ensure that the proposed revisions clearly convey the intent of the proposed action and will not conflict with other Constitution or Bylaws provisions or the requirements of law.

(b) Review all resolutions whose subject matter relates to general policy matters and/or which are not the general province of another standing committee, and place them in proper form, if possible, for Conference action if not submitted in proper form. Such action shall include the authority to perfect the language of the resolution to ensure that it clearly conveys the intent of the proposed action and will not conflict with the requirements of law.

(c) Except as provided in paragraph (d) below, the Committee shall provide its recommendations for action on each resolution referred to it in conformance with the requirements of Article V, Section 6 of the Bylaws.

(d) Resolutions proposing actions which would conflict with Constitution or Bylaws provisions and/or the requirements of law and that cannot be put in proper form for Conference action without changing the original intent of the resolution shall not be reported to the Conference. The Committee shall notify the sponsoring unit(s) and the Board of Directors of its action and reasons therefor. If a sponsoring unit disagrees with the findings of the Committee, it may notify the Association President in writing of its disagreement no later than thirty (30) days prior to the Annual Conference. The President shall then cause the disputed resolution to be placed before the delegates.

(e) The Committee shall cause the Association's Constitution & Bylaws to be updated as necessary following amendment action at the Annual Conference, and shall be authorized to make technical adjustments, such as the re-numbering of articles, sections, or paragraphs, made necessary by adopted amendments.

Section 4. **CONFERENCE COMMITTEES.**

(a) **Credentials Committee.** It shall be the duty of the Credentials Committee to examine the credentials of each delegate and to compile a report of members authorized to be seated as delegates, such report to be turned over to the Secretary upon its acceptance by the Conference. **C-VI,7 B-V,2(d) P-315 P-301.9**

ARTICLE III
REGIONAL REPRESENTATIVES

Section 1. **APPOINTMENT.** The office of Regional Representative is established and will serve under a staff-line organization approved by the Board of Directors. The President shall appoint the Regional Representatives and they shall serve at the pleasure of the President from appointment through the next Conference held in an odd-numbered year. Regional Representative appointments shall be made from among Active or Retired Members who are in good standing. Failure to maintain such membership in good standing shall result in automatic forfeit of the office. **P-401 C-II,1(a)& 1(e)(2)(i)**

Section 2. **TRAINING.** Regional Representatives will be provided at least one annual training session to ensure that standard practices are adhered to throughout the state. **P-402**

Section 3. **REGIONAL MEETINGS.**

(a) Every Regional Representative shall conduct meetings for the presidents of the chapters within the Region. Attendance by presidents (or their authorized representative) shall be required. Presidents meetings shall be conducted in accordance with policy established by the Board of Directors. **SR-B** **P-403.1**

(b) In addition to the Presidents meetings, when the need exists, Regional Representatives should call Regional Council meetings which shall be open to and conducted for the total membership within the Region. **P-404**

(c) Other duties of the Regional Representative will be as outlined by the Association President and approved by the Board of Directors.

Section 4. **EXPENSES.** The Regional Representative shall receive twenty-five dollars ($25.00) per month as incidental expenses in addition to such expenses as are allowed under Article IX of the Bylaws. **P-403.2** **P-111**

ARTICLE IV
RECORDS AND REPORTS

Section 1. **RECORDS.** Each officer, committee chairperson, and appointee shall keep copies of all correspondence received and sent, and at the close of the term shall turn them over to the successor officer. Materials not of permanent value will be destroyed. **P-105** **P-106**

Section 2. **ANNUAL REPORTS.** The annual reports of all officers and those required to render reports shall be submitted on the fiscal year basis at the conference following the close of the fiscal year. **P-107** **P-504**

ARTICLE V
ANNUAL AND SPECIAL CONFERENCES

Section 1. **CONFERENCE PLANNING.** All conferences shall be planned and supervised by the Board of Directors through the Conference Committee Chairperson, who shall ensure that all matters pertaining to the conference are presented to the Board for appropriate action. **C-VII,1** **P-118** **P-302**

Section 2. **AUTHORIZED CONFERENCE VOTING STRENGTH.**

(a) Each affiliated Chapter in good standing with this Association shall be entitled to representation at the Annual or Special Conference on the basis of two delegates for the first 150 members and one additional delegate for each additional one-hundred (100) members or fraction thereof. **C-III,4(b)(c)** **C-III,10** **P-621**

(b) The number of delegates to which a chapter is entitled shall be based on the number of paid-up members in good standing in the Chapter as recorded at the Headquarters Office on March 1 preceding the Annual Conference.

(c) Delegates shall be elected in accordance with procedures as specified in the Chapter's Constitution and in compliance with Association policies and the requirements of law. Delegates to the Annual Conference shall be certified by signature of the Chapter President and Chapter Treasurer. Chapters shall also make provision for certification of alternates to replace any delegate, who shall be elected in the same manner as required for delegates.

(d) Each year at the Annual Conference, the Credentials Committee shall certify to the Annual Conference all Chapter delegates who present credentials signed by the President and Treasurer of their Chapter, provided that each such delegate shall pay the required registration fee and present evidence of good standing upon registration at the conference. **P-315 B-II,4**

(e) Members of the Board of Directors, Regional Representatives, Chairpersons of Standing Committees as authorized in Article VI, Section 6 of the Constitution, members of the Retiree Unit Executive Board as authorized in Article XIII, Section 10 of the Bylaws, and Life Members, shall be certified as delegates to the Annual Conference upon presentation of officer credentials or Life Membership card to the Credentials Committee. **P-901.1**

(f) Delegates and designated alternates certified to an Annual Conference shall serve and be known as delegates until the convening of the next Annual Conference, or until they resign or are no longer eligible to serve as delegates due to failure to maintain membership in good standing.

(g) Notwithstanding other provisions of this section, new chapters chartered after the date set for delegate determination and at least fifteen (15) days prior to the convening of an Annual or Special Conference shall be entitled to two delegates, subject to presentation of proper credentials and evidence of good standing as provided in this section.

Section 3. **CONFERENCE QUORUM.** A two-thirds (2/3) majority of registered delegates present in meeting shall constitute a quorum at any conference.

Section 4. **ORDER OF BUSINESS, ANNUAL CONFERENCE.** The President shall arrange the order of all business, except that the election of officers shall be as provided for in Article IV, Section 1 of the Constitution, and action on the annual budget and resolutions having financial impact on the budget shall be as provided for in Article VIII, Section 2 of the Bylaws, and that discussion on resolutions shall be scheduled to begin not later than the morning of the second day of the Conference.

(a) The order of business at an Annual Conference may be changed by a two-thirds (2/3) vote of the delegates assembled, with the exception of the items listed above.

Section 5. **ORDER OF BUSINESS, SPECIAL CONFERENCE.** At any special conference the entire order of business shall be arranged by the President. **C-VII,2**

Section 6. **RESOLUTIONS.**

(a) **Certification.** Resolutions for action at an annual or special conference may only be submitted by: (1) action of the Board of Directors meeting in legal session, or (2) action by a Chapter at any regular or special Chapter meeting, or (3) action by the Retiree Unit Executive Board. All resolutions emanating from a Chapter or the Retiree Unit Executive Board must have majority vote approval and must be accompanied by a copy of the Minutes of the meeting at which approved, signed by the President/Chairperson and Secretary of the Chapter/Retiree Unit. All resolutions shall be submitted to the Association Secretary who shall certify that all resolutions submitted have been properly approved prior to dissemination as provided in this section.

P-301.3 B-VII,5 SR-H

(b) **Submission Requirements.** Resolutions may be submitted to the Association Secretary at any time, but must be in the Secretary's hands or postmarked not later than February 1 of each year for action to be taken at the next Annual Conference. Resolutions to be acted upon at a special conference and which propose revision of the Constitution & Bylaws shall be submitted so as to be in the hands of the membership at least sixty (60) days prior to the special conference.

(c) **Emergency Resolutions.**

(1) Resolutions from Chapters or the Retiree Unit received by the Association Secretary or postmarked after February 1 shall be submitted to the Board of Directors who shall determine whether or not the resolution is of sufficient urgency to waive the provisions of Section 6(b) above.

(2) Notwithstanding the provisions of Section 6(b) above, the Board of Directors may, on its own initiative, submit a resolution after the February 1 deadline in the event an action is required which is of such importance to the Association that it cannot wait until the next succeeding Annual Conference.

(3) However, any such emergency resolutions approved which propose revision of the Constitution & Bylaws shall be in the hands of the membership at least sixty (60) days prior to the Annual Conference.

(d) **Duty of Secretary.** Upon receipt and certification of a resolution, the Secretary shall assign it the next number in sequence and shall immediately forward it to the Executive Director or designee for assignment to the appropriate standing committee for necessary action, and dissemination as required in paragraph (g) below.

(e) **Assignment of Resolutions.**

(1) Resolutions which would require amendment of the Constitution and Bylaws and resolutions whose subject matter relates to general policy issues and/or which are not the general province of another standing committee shall be assigned to the Resolutions Committee.

(2) Resolutions whose subject matter is the general province of any other standing committee (e.g., Legislative) shall be assigned to such committee.

(3) Any questions on assignment of resolutions to a particular committee shall be resolved by the President, whose decision shall be final.

(f) **Actions by Committees.**

(1) Committees shall review resolutions assigned within their jurisdiction and provide recommendations for action by the Conference delegates. The Committee Chairpersons shall present the resolutions to the Conference.

(2) If a committee receives two or more resolutions on the same subject matter, it may join those resolutions into a single resolution. Its action may include not incorporating the language or intent of a given resolution and it may substantially expand upon the subject matter. The committee shall notify the sponsors of each resolution and the Board of Directors of its action. If a sponsoring unit disagrees with the action of the committee, it may notify the President in writing of its disagreement and the reasons therefor no later than thirty (30) days prior to the Conference. The President shall then cause the disputed resolution to be considered by the Conference prior to consideration of the committee's joined resolution.

(3) The Resolutions Committee shall perform such additional functions as authorized in Article II, Section 3 of the Bylaws.

(4) Committees shall finalize actions and recommendations on resolutions assigned within their jurisdiction as soon as practicable and forward same to the Executive Director or designee for dissemination.

(g) **Dissemination of Resolutions and Committee Actions.** **SR-H**

(1) Upon receipt of certified resolutions from the Association Secretary, the Executive Director shall cause them to be distributed to chapters at the earliest practicable date.

(2) As soon as possible after each committee has effected its recommendations, the Executive Director shall cause the recommendation to be disseminated to all chapters to ensure adequate consideration of the recommendation by Conference delegates. If the form or language of the resolution has been changed by action of the committee as authorized herein, the finalized resolution shall also be disseminated to all chapters.

(3) Resolutions for consideration at an Annual Conference shall be published in their final form on the official CSEA website and the website shall be prominently advertised in the Annual Conference edition of the official publication.

(4) Resolutions to be acted upon at a special conference which propose amendment of the Constitution and Bylaws shall be in the hands of the membership at least sixty (60) days prior to the special conference.

(h) All resolutions, whether or not affecting the Constitution and Bylaws, shall become effective upon the close of the Conference at which they were approved unless the language of the resolution provides, in whole or part, for an earlier or later effective date.

(i) Where a deadline date specified within this section falls on a Saturday, Sunday, or legal holiday, said deadline shall extend to the next succeeding business day.

Section 7. **REGISTRATION FEES.** The Board of Directors shall establish, by policy, the registration fees for delegates, guests, and others attending the Association's annual or special conference. **B-I,7(b) P-302**

ARTICLE VI
PARLIAMENTARY AUTHORITY

In all matters of procedure not otherwise covered by the Constitution and Bylaws, "Robert's Rules of Order, Newly Revised" shall govern.

ARTICLE VII
DUES AND ASSESSMENTS

Section 1. **ANNUAL PER CAPITA DUES**

(a) The per capita dues of the Association shall be assessed at the rate of 1.5% of the first $3,150 of monthly gross salary (exclusive of overtime but including longevity, professional growth and anniversary increments), but shall not exceed a maximum assessment of $472.50 annually, in accordance with procedures as set forth below. **C-II,1(a) C-II,3 P-609**

Local chapters may assess additional local dues as authorized within their local Constitutions.

(b) Unless the member chooses to remit annually in advance as permitted under paragraph (d) below, payment shall be by payroll deduction. The monthly deductions [at the rate set forth in paragraph (a) above], shall commence in September of each year and continue through the following August, or until a maximum of $472.50 has been deducted during said twelve-month period.

(c) Remittances for all CSEA dues/fees and other CSEA payments authorized for payroll deduction shall be via a system of direct payment, whereby the monthly payroll deduction lists and warrants shall be remitted directly to the Association Headquarters by the appropriate agency/employer, with such remittances due to the Association no later than the thirtieth (30th) day of the following month. The Association shall then reimburse the chapter for its portion of dues/fees collected within thirty (30) days of receipt of the remittance from the agency/employer.

(1) Should any chapter so desire, the Association will: (a) work with the appropriate agency/employer to arrange for a separate warrant for the chapter's portion of dues/fees to be paid directly to the chapter; or (b) provide an advance payment for monthly chapter dues.

(d) Members who choose to pay their per capita dues assessments annually in advance shall remit same direct to Association Headquarters no later than September 30 of each year. Such annual assessments shall be based on the salary schedule existing as of September 1, and calculated by totaling the member's monthly projected gross salary for each month in regular paid status assigned to the position (including projected longevity, professional growth and anniversary increments), multiplied by 1.5%, to a maximum of $472.50, plus the annual local chapter dues.

(e) Chapter Treasurers receiving payments for Association per capita dues/fees and other payments owed to the Association shall remit the same to Association Headquarters within thirty (30) days of receipt.

Section 2. **ANNUAL DUES EXCEPTION.**

(a) Per Capita Dues for Retired Members and Retiree Affiliate Members of this Association shall be thirty-six dollars ($36.00), payable annually, in advance or by automatic deduction of three ($3.00) dollars per month from PERS warrants. **C-II,1(e)(f) B-XIII**

(b) Any member who is eligible for "Inactive" membership shall pay one-half (1/2) of the dues that would be required of them were they eligible for "Active" membership at the time the leave of absence or layoff occurred provided they pay annually, in advance, or the actual number of months of the leave, whichever is lesser. **C-II,1(b)**

(c) Exempt members shall pay, annually, in advance, forty dollars ($40.00) or one-half (1/2) of the maximum required for their salary category as contained in Section 1, whichever is greater. **C-II,1(d)**

(d) Per Capita Dues for Associate Members shall be twenty-five dollars ($25.00), payable annually in advance, or tenthly, September through June, inclusive. **C-II,1(c) P-612.2.03**

Section 3. **SPECIAL RESTRICTED FUND.** **P-1005**

(a) The increase in per capita dues authorized by the 46th Annual Conference (1972) which was effective January 1, 1973, shall be placed in a Special Restricted Fund. **P-121**

(b) The Chief Financial Officer shall, at least monthly, transfer to the Special Restricted Fund sixty cents ($.60) for each month of dues credited to each member, except for those credited with payment under Section 2 of this Article.

(c) All funds generated from this source shall be used solely for the following purposes and only upon the approval of the Board of Directors:

Building & Land Acquisition
Facilities Maintenance & Repair
Capital Equipment
Vehicle Replacement

(d) Interest generated from investment of these funds may be transferred to the General Fund for general use. The Board of Directors shall annually determine the amount to be transferred, if any, as deemed necessary and prudent.

Section 4. **ASSESSMENTS.** There shall be no assessments by the Association, but this restriction shall not be applicable to chapter units.

Section 5. **REVISION OF ANNUAL DUES.** The per capita dues of this Association can be revised at the Annual Conference only, and resolutions concerning revision shall be published in their final form on the official CSEA website and the website shall be prominently advertised in the Annual Conference edition of the Association's official publication. A secret ballot shall be required on any resolution to revise per capita dues. **B-V,6**

Section 6. **OFFICIAL PUBLICATIONS**. Every member in good standing is entitled to receive a copy of the Association's official publication, which shall be published at least six (6) times annually. Additional issues shall require Board approval. **P-307.1.08**

Section 7. **POLITICAL ACTION ARM.** **P-311**

(a) The Political Action Committee appointed in accordance with Article VI, Section 6(b) of the Constitution shall constitute the political action arm of the Association, and shall administer the Association's separate, segregated political action fund.

(b) The Chief Financial Officer shall, at least monthly, transfer to the political action fund a portion of each month's dues credited to each member, except for those credited with dues payment under Section 2 of this Article, and subject to the restriction contained in subsection (c). The portion of monthly dues so credited shall be as determined by action of delegates to the Annual Conference through adoption of the Association's General Fund Budget.

(c) Any member may, at any time, file a declaration with the Chief Financial Officer stating that the dues paid by the member not be allocated for political action purposes, and upon receipt of such declaration, the dues shall not be so allocated. The dues shall, however, be deposited in the general fund for general operating purposes.

(d) The Board of Directors will ensure that the political action arm provides adequate reporting to the membership of funds received, their expenditures and purposes therefor, and substantial evidence that the expressed wishes of individual members (relating to non-use of dues for political purposes) are strictly adhered to.

Section 8. **MEMBERSHIP INCENTIVE PROGRAMS, WAIVER OF DUES.**

(a) If a chapter unit submits a request to conduct a membership incentive program to the Board of Directors, and the Board approves the program, it may as a part of that program waive the remittance of dues to the Association.

(b) Any waiver of remittance of Association dues to the Association in conjunction with the membership drive shall not exceed the period of the approved membership drive and, in no event, more than three (3) months' dues.

(c) The Board shall, by policy, provide the format to be followed in seeking and granting approval for such waivers. The Board may extend its authority to waive dues, as authorized herein, to the Executive Director.

Section 9. **DEFENSE FUND.** **B-XII,2 P-615 P-630**

(a) A special reserve fund shall be established to support the financial needs of the membership of chapters engaged in concerted activities and other legal defense.

(b) The Chief Financial Officer shall, at least monthly, transfer to the Defense Fund ten cents ($.10) for each month of dues credited to each CSEA member, except for those credited with payment under Section 2 of this Article, commencing with dues credited for the month of November 1980.

(c) The Board of Directors may, at its discretion, order temporary discontinuance of the monthly transfer to the Defense Fund at such time as the fund exceeds $150,000. The duration of any such temporary discontinuance shall be at the discretion of the Board, provided, however, that monthly transfers shall again be resumed at such time as the fund's balance falls below $150,000.

(d) The Board of Directors shall establish uniform criteria and procedures for the disbursement of the funds.

Section 10. **AFFILIATION OF EXISTING ORGANIZATIONS.** **C-III,1&2**

(a) Where a local organization exists, which is not affiliated with an international labor organization, the Board of Directors may, at its discretion, execute an affiliation agreement with such organization which provides for a gradual phase-in period for members of the organization to reach the regular per capita dues schedule as provided in Section 1 of this Article.

(b) The Board of Directors shall determine the dues schedule to be applied as well as the time period for implementation of the full dues schedule, but in no event shall the time period for full implementation exceed two (2) years from date of the agreement.

(c) All affiliation agreements shall set forth the terms and conditions of affiliation as well as the rights, duties, privileges, responsibilities, and obligations of the affiliate and the Association.

(d) The provisions of this section shall NOT apply to newly chartered chapters resulting from decertification of other labor organizations.

ARTICLE VIII
DEPOSIT OF FUNDS, INVESTMENTS AND BUDGETARY CONTROL

Section 1. **NAME OF FUND.** All monies in the general fund of this Association shall be deposited in the name of the California School Employees Association.

Section 2. **BUDGET PREPARATION RESPONSIBILITY.** **C-IX,3(g)** **P-801.7**

(a) The Executive Director shall prepare an annual budget which shall be subject to review by the Board of Directors and the Budget Committee for presentation to the delegates at each Annual Conference for approval no later than the close of the Thursday delegate session; and further, that all new budgetary resolutions shall first be considered and acted upon prior to the adoption of said budget by the close of the aforesaid Thursday delegate session.

(b) Each budget shall contain itemized estimated receipts and expenditures and shall indicate the amount to be set aside for reserve funds.

(c) All budgetary resolutions shall be considered prior to any other resolutions which do not impact on the budget. **B-V,4**

Section 3. **INVESTED FUNDS.** Monies in the reserve fund shall be invested in the name of the California School Employees Association by direction of the Board of Directors in insured banks, marketable securities, investment grade (government and commercial) bonds, or such other investments that the Board considers to be productive and secure. **P-121** **P-1005** **B-VII,3**

Section 4. **REGULATION OF EXPENDITURES.** The approved budget shall regulate the expenditures of the Association. Any expenditures in excess of those approved in the budget must be approved by the Board of Directors, except that expenditures which will not cause the major account to exceed the amount budgeted for the account need not be approved. **P-111** **P-116**

Section 5. **CONTROL OF FUNDS.**

(a) All funds of the Association shall be received and entered upon the records of the Chief Financial Officer, which records shall be kept under the direction of the Executive Director and the President. Regular books and full accounts showing all Association receipts and disbursements shall be maintained and shall be open at all times to the inspection of the President or agent. A report as to the financial condition of the Association with a detailed statement of receipts and disbursements for the fiscal year shall be rendered at each Board meeting and each Annual Conference. Copies of the reports to the Board will be made available to any Chapter upon request. A monthly report (not including the month of August) on a form approved by the Board of Directors shall be sent to each chapter.

(b) Upon delivery of supplies for which a charge is to be made to officers and affiliated chapters, a statement for same shall be rendered. **B-X**

(c) All funds of the Association shall be kept in the name of the Association in such depository as may be approved by the Board of Directors and shall be disbursed by the Chief Financial Officer, by check only, signed by the Chief Financial Officer and the President or 1st or 2nd Vice President. The Chief Financial Officer shall give bond in such amount as may be required by the Board of Directors, and such bond shall be deposited with the Secretary for safekeeping. The premium on such bond shall be paid by the Association.

(d) During any authorized period of absence of, inability to act by, or vacancy in the position of the Chief Financial Officer, the Executive Director shall be authorized to disburse funds in accordance with subsection (c) above, but only when the President or acting President has granted written authorization.

Section 6. **AUDIT OF FISCAL RECORDS.** **SR-F**

(a) The Board of Directors shall, upon the close of each Association fiscal year, cause the fiscal records of the Association to be thoroughly audited by a competent and qualified person or firm not affiliated with the Association.

(b) The report and findings of the auditor shall be filed with the Association Secretary at the next ensuing Annual Conference and made a part of the official minutes of the conference proceedings.

(c) The Board shall review and accept the auditor's report and findings and, if recommendations are provided therein, shall take such actions as it deems necessary and prudent to implement the recommendations.

(d) The Board shall ensure that the complete financial budget be posted in the CSEA web page within a week (7 days) of the Board's review. The posted budget shall be what is going to be presented at Conference in its entirety. Any changes that should occur shall also be posted prior to the convening of the Conference. **P-801.7**

ARTICLE IX
EXPENSES OF OFFICERS AND COMMITTEES

Section 1. **MILEAGE AND PER DIEM.** **P-113 P-114 P-115**

The elected officers, committee chairpersons and members, other officers and persons designated by the President shall be paid a per diem allowance of sixty dollars ($60.00) per day whenever they shall be required or authorized by the President to travel on Association business, and in addition thereto, traveling expense for such transportation as deemed necessary by the President, including mileage at a rate consistent with allowable mileage expense deductions as determined by Internal Revenue Service regulations for travel by personal auto.

Section 2. **EXPENSE CLAIMS.** All claims for expenses shall be submitted on the approved expense claim form and payment of all claims shall be from the general fund of the Association, except as might otherwise be provided herein or required by law. **P-111 P-311.12.02 (b)**

ARTICLE X
STANDARD SUPPLIES

Section 1. **SUPPLIES, COST.** Standard stationery, and such other supplies as the Board of Directors may authorize shall be prepared and furnished to affiliated chapters at a cost established by the Board of Directors. **B-VIII,5(b)**

Section 2. **SUPPLIES, NO COST.** Standard supplies, such as membership cards, membership applications, copies of the Constitution and Bylaws, and supplies as may be authorized by the Board of Directors shall be prepared by the Association and furnished to affiliated chapters without cost.

ARTICLE XI
LIFE MEMBERSHIP AND HONOR ROLL AWARDS

Section 1. **LIFE MEMBERSHIP.** **P-901**

(a) Any member or former member may be nominated for an Association Life Membership by an affiliated chapter, a Retiree Unit Council, by the Retiree Unit Executive Board, or by the Association's Board of Directors. The award may be made posthumously.

(b) A Life Membership is to be awarded in accordance with Article II, Section 4 of the Constitution only to members or former members who have given outstanding service to the Association on a statewide basis. The service for which the award is recommended shall clearly set the nominee apart from other members.

(c) A Life Membership and Honor Roll Awards Committee shall be appointed by the President. This Committee shall consist of five members: two Life Members and three members-at-large.

(d) All nominations for Life Memberships shall be submitted to the Life Membership and Honor Roll Awards Committee postmarked not later than midnight March 1 of each year, and the Committee shall, after studying the nominee's qualifications, submit its recommendations to the delegates to the next annual conference.

(e) If the Life Membership and Honor Roll Awards Committee determines that a nomination for Life Membership does not meet applicable criteria for Life Membership but may meet the criteria for placement on the Honor Roll, the Committee may revise the nomination accordingly.

(f) Non-selection of a nominee does not preclude the resubmission of the name for approval in accordance with sub-paragraph (d) above.

(g) Life Members are accorded full membership privileges and the roster of Life Members shall be published in the Annual Conference edition of the official publications. The Life Membership Roll shall be comprised of two sections: "Life Members Living" and "Life Members Deceased."

(h) Life Membership may be granted only upon a two-thirds (2/3) vote of the delegates at the Annual Conference.

Section 2. **HONOR ROLL.**

(a) An Honor Roll is established to reward persons who have rendered valuable service to the Association. Persons so honored need not be members of the Association and the award may be made posthumously. Association employees, however, are not eligible for this award.

(b) A Chapter, a Retiree Unit Council, the Retiree Unit Executive Board, or the Board of Directors may nominate a person for the Honor Roll by submitting nominations to the Life Member and Honor Roll Awards Committee postmarked not later than midnight March 1 of each year. The nomination shall clearly set forth the service for which the award is to be made.

(c) The Life Membership and Honor Roll Awards Committee shall submit its recommendations to the delegates to the next annual conference.

(d) Non-selection of a nominee does not preclude resubmission of the name for approval in accordance with sub-paragraph (b) above.

(e) If the Life Membership and Honor Roll Awards Committee determines that a nomination for Honor Roll meets criteria for Life Membership, the Committee may revise the nomination accordingly.

(f) Placement on the Honor Roll may be granted only upon a two-thirds (2/3) vote of the delegates at the Annual Conference.

(g) All persons whose names appear on the Honor Roll shall be accorded a voice in the Annual Conference.

(h) The Honor Roll shall be published in the Annual Conference edition of the official publications and shall be comprised of two sections: one "Honor Roll Members Living" and one "Honor Roll Members Deceased."

Section 3. **ASSOCIATION EMPLOYEES AND MEMBERSHIP.** **C-II**

(a) Any person who is a probationary or permanent employee of the Association may not hold a membership in the Association regardless of any other eligibility status for membership.

(b) Any person who is on the Honor Roll of this Association and becomes an employee of the Association shall have voice privilege suspended as long as the person remains an employee of the Association.

(c) Any person who holds a Life Membership in this Association and who becomes an employee of this Association shall have voice and vote suspended as long as the person remains an employee of this Association.

Section 4. **DEADLINE EXTENSION.** Where a deadline date specified within this Article falls on a Saturday, Sunday, or legal holiday, said deadline shall extend to the next succeeding business day.

ARTICLE XII
NEGOTIATIONS

Section 1. **PROPOSALS.** In the event that the Association is acting alone as bargaining representative, its proposals for bargaining shall be determined by the Board of Directors. In the event that the Association is acting jointly with a chapter, proposals for negotiations shall be determined by the vote of the chapter. **P-610.2**

Section 2. **CONCERTED ACTIVITIES.** **B-VII,10 P-617 P-630**

(a) Whether the bargaining representative in any bargaining is the Association, a chapter, or the Association and a chapter jointly, no concerted withholding of service shall be instituted by or at the instance of the bargaining representative unless:

(1) The chapter shall have voted at a regular or special meeting, by the vote of not less than sixty-five percent (65%) of the dues-paying CSEA members present and entitled to vote, in favor of any concerted withholding of service, and

(2) Approval shall have been granted by the Board of Directors of California School Employees Association. In the absence of sufficient time for action by the full Board, approval may be granted by joint agreement of the Executive Director, Association President, and the appropriate Area Director and Regional Representative. Such action shall be submitted for ratification by the full Board at its next regularly scheduled meeting.

(b) If the dispute relates to contract negotiations, no concerted withholding of service shall be instituted unless the last offer of the employer shall have been submitted to the bargaining unit in accordance with Section 3, below, and shall have been rejected, and the requirements of subsections (a)(1) and (a)(2), above, shall have been met.

Section 3. **RATIFICATION OF BARGAINING AGREEMENTS.** **P-610**

(a) No chapter shall enter into a collective bargaining agreement or approve any subsequent modification thereof covering any unit until a formal ratification vote has been taken. The chapter shall call a meeting of all CSEA members in the bargaining unit, at which the leadership shall outline all the provisions of the proposed contract and provide adequate opportunity for discussion, debate, and answering of questions. Non-members shall only be allowed such participation in the ratification process complying with the minimum requirements of the law as approved by a vote of chapter members.

(b) When the appropriate time arrives, the leadership shall indicate its recommendations for or against ratification and conduct a secret ballot election among the CSEA members in good standing then present.

Exception: The chapter may provide within its Constitution for a secret ballot ratification by mail, by site ballot, or by electronic ballot.

(c) Bargaining unit members who are not members of CSEA shall not be permitted to vote on contract ratification or otherwise participate in the internal affairs of the Association except as provided by this section.

ARTICLE XIII
RETIREE UNIT

Section 1. **RETIREE DISTRICTS.** There shall be established a Retiree Unit which shall operate under the supervision of the Association's Board of Directors, adhering to the provisions of this Article and such policy as may be duly adopted and included in the Association's *Policy Handbook.* Said Retiree Unit shall consist of the CSEA "Retired" membership as defined in Article II, Section 1(e)(1) of the Constitution. **C-II,1(e) P-500**

(a) For purposes of administration, the Retiree Unit membership shall be assigned to Retiree Districts, whose geographic boundaries and alphabetical designations shall coincide with the CSEA Area boundaries as set forth in Article IV, Section 2(a) of the Constitution. Revision of the CSEA Areas shall automatically implement a corresponding change in the Retiree Districts. Exception: Retired members who reside outside the state of California shall be assigned to Retiree District O. Retired members who reside within San Mateo County shall be assigned to Retiree District C.

(b) Retired members shall be assigned to the Retiree District and Council in which they reside.

(1) A member may request a transfer to a Retiree Council other than their assigned Council.

(c) Membership in the Council shall be effective upon completion of the application, and shall entitle the member to full voting rights in Council and District matters.

(1) Retired members or Retiree Affiliate members who choose not to become members of a Council shall be carried as members-at-large of the Retiree District in which they reside, and shall be entitled to receive all benefits of Retiree District membership, except the right to hold office and vote on Council or District matters.

Section 2. **DISTRICT OFFICERS.** Each Retiree District shall have a District Director and an Assistant District Director.

(a) The District Directors shall be elected as provided in Section 5, below, and shall be responsible for planning and directing activities among the Councils in their respective Districts, and coordinating District activities with CSEA local chapters within the corresponding CSEA Area. They shall be members of the Retiree Unit Executive Board as provided in Section 3 below and shall represent the interests and concerns of the District's retired members to the Executive Board for appropriate action.

(b) The Assistant District Directors shall be appointed by the District Directors from among the District's eligible membership, in consultation with the Retiree Unit Executive Board Chairperson. Eligibility for appointment shall be the same as required for District Director in Section 5 below. They shall, as directed by the District Director, assist in coordinating District/Council activities and represent the District Director at such meetings as may be necessary in the absence of the District Director.

Section 3. **RETIREE UNIT EXECUTIVE BOARD.** The Executive Board as hereinafter provided shall constitute the administrative body for the Retiree Unit, and shall consist of the Retiree Unit District Directors plus an Executive Board Chairperson, Assistant Chairperson, and Secretary, who shall be elected or appointed as provided in Section 5.

(a) The Retiree Unit Executive Board shall have general supervision of the affairs of the Retiree Unit as provided in this Article and as approved by the CSEA Board of Directors in accordance with policy adopted and included in the Association's *Policy Handbook.* The Retiree Unit Executive Board may make recommendations for implementation or revision of policy concerning the governance of the Retiree Unit to the CSEA Board of Directors for action. District Directors shall submit concerns or requests of the District or any of its Councils to the Retiree Unit Executive Board for appropriate action. Concerns or requests which would require action by the Board of Directors or Annual Conference must have the approval of the Retiree Unit Executive Board and shall be submitted to the appropriate body upon the signature of the Retiree Unit Executive Board Chairperson and Secretary.

Section 4. **RETIREE COUNCILS.** Each Retiree District Director shall be authorized to charter Retiree Council organizations within the District boundaries. To qualify for a charter, the Council must have a minimum of five (5) members. **P-510** **P-511**

(a) To obtain a Council charter, the District Director shall submit charter application, together with the required minimum number of membership applications, to the Executive Board Chairperson. The charter shall be issued upon the approval of the Executive Board, and shall contain the signature of the Executive Board Chairperson and Secretary, and the Association President.

(b) Each Council shall elect a President, Vice President, Secretary and Treasurer from among the eligible Council membership. Councils shall operate programs and activities within the guidelines established by the Board of Directors and as incorporated in the Association's *Policy Handbook*, and shall promptly remit membership applications and such other reports as may be required to the District Director.

Section 5. **ELECTION OF RETIREE UNIT EXECUTIVE BOARD.** **P-509**

(a) The District Directors for Retiree Districts A, C, E, G, and I shall be elected in the odd-numbered years for two-year terms.

(b) The District Directors for Retiree Districts B, D, F, H, K, and O shall be elected in the even-numbered years for two-year terms.

(c) The Executive Board Chairperson shall be elected in the odd-numbered years for a two-year term. The Executive Board Secretary shall be elected in the even-numbered years for a two-year term. (For the 2005-2006 term, the Executive Board Secretary shall serve a one-year term.) The Executive Board Assistant Chairperson shall be appointed by the Executive Board Chairperson from among the current Retiree Unit Executive Board members.

(d) Eligibility for election/appointment to any office on the Retiree Unit Executive Board shall be restricted to those who were "Active" members of CSEA at any time prior to retirement and are members in good standing of a Council organization. Eligibility for election as District Director shall be further limited to members of a Council organization within the respective District. Eligible members shall file a statement of intent to run for the respective office of District Director with the Executive Board Secretary which must be in the Executive Board Secretary's hands or be postmarked no later than January 1 of the designated election year. For the respective office of Executive Board Chairperson or Executive Board Secretary, eligible members shall file a statement of intent with the Executive Board Secretary which must be in the Executive Board Secretary's hands or be postmarked no later than March 1 for the designated election year.

(e) For the District Director election, the Executive Board Secretary shall then prepare official ballots and election instructions for the Councils. Councils shall conduct a secret ballot among the eligible Council members present at an election meeting during the month of March or April and shall return the completed ballot designating the Council's choices to the Executive Board Secretary postmarked no later than midnight, May 1. District O Councils shall vote by mail ballot during the month of March or April during such period to ensure that the ballot return postmark deadline shall be no later than midnight, May 1. Each Council shall be entitled to one (1) vote based on a plurality of the ballots cast. Results of all District Director election balloting shall be submitted to the Executive Board at its May meeting. The Executive Board shall audit all ballots, tabulate the ballots, and certify the successful candidates.

(f) For the Executive Board Chairperson and Secretary election, the Executive Board Secretary shall then prepare official ballots and election instructions for the Councils. Councils shall conduct a vote in the same manner as Section 5(e) above except that election shall be held during the month of May or June, and shall return the completed ballot to the Executive Board Secretary postmarked no later than midnight July 1. Results of the balloting shall be submitted to the Executive Board at a Special Meeting at the Annual Conference. The Executive Board shall audit all ballots, tabulate the ballots, and certify the successful candidates.

(g) Successful candidates will take office at the close of the Association's Annual Conference and will continue to serve until completion of their term or until their successors are elected or appointed.

(h) Notwithstanding the above provisions, when only one candidate has filed for and been certified as eligible for an office, the final date for filing statements of intent having passed, the Executive Board Secretary shall cause the matter to be placed on the agenda of the next Executive Board meeting. The Executive Board shall verify that only one candidate filed and qualified for the office, and shall then declare the candidate elected to the office. The Executive Board Secretary shall send written notice to the concerned Council presidents setting forth the fact that only one candidate qualified and has been declared elected under the provisions of this section. The notice shall properly identify the elected candidate.

(i) Where a tie vote exists, the Executive Board Secretary shall immediately notify all concerned Council presidents and candidates and shall provide the concerned Councils with a new ballot listing only the tied candidates. The Council president shall then call a special Council meeting to again cast its ballot, and District O shall vote by mail ballot, in accordance with election instructions as set forth by the Executive Board. If a tie exists at the conclusion of the runoff, the election shall be determined by lot between the tied candidates.

(j) **Filling of Vacancies.**

(1) Should twelve (12) months or more remain to completion of the term, a vacancy in the position of Executive Board Chairperson or Secretary shall be filled by special election in accordance with procedures as outlined herein and as scheduled by the Executive Board. Should less than twelve (12) months remain to completion of the term, the Association President shall appoint an eligible member to fill the vacancy for the remainder of the term.

(2) Should six (6) months or less remain to completion of the term, a vacancy in the position of District Director shall be filled by the Assistant Director. Should the term remaining be more than six (6) months, a special election shall be conducted to fill the position, in accordance with the procedures outlined herein and as scheduled by the Executive Board.

(3) In the event any vacancy in the position of District Director cannot be filled in accordance with the above, due to lack of eligible members within the District who are willing to serve, the Association President may, in consultation with the Retiree Unit Executive Board Chairperson, appoint any member from among the Retiree Unit membership at large who is otherwise eligible, regardless of their District designation. Said appointment shall be for the remainder of the original term only. In making such appointments, the Association President shall endeavor to select qualified members who reside in close proximity to the vacated District.

Section 6. **REMOVAL OF EXECUTIVE BOARD OFFICERS.**

(a) The Retiree Unit Executive Board Chairperson, Executive Board Secretary, and District Directors may be removed from office during their term by action of the Board of Directors under the provisions of this section. Such action may be initiated upon written request to the Association President by any "Active" member, Retired member or Life Member in good standing, specifying the facts constituting the basis for the request. Such requests for removal shall be limited to charges that said Retiree Unit Executive Board member is physically or mentally unable to fulfill the responsibilities of the office or has willfully failed to perform the duties of the office for which such member was elected.

(b) If the Board of Directors, by majority vote, finds that the facts presented constitute reasonable cause to remove said member of the Retiree Unit Executive Board, it shall notify the concerned officer of the intent to remove, the specific reasons therefor, including the specific facts alleged on which the action is based, and the date, time, and place the Board will meet to hear the matter. The concerned officer shall be notified of the right to appear before the Board of Directors, examine and cross-examine witnesses and to present evidence and/or witnesses. The concerned officer shall have the right to be represented at the hearing by any member of the Association or private legal counsel at the choice and expense of the concerned officer. A copy of said notification shall be forwarded to the Retiree Unit Executive Board Chairperson, or the Retiree Unit Executive Board Secretary if the Chairperson is the charged party.

(c) The date of said hearing shall not be earlier than twenty-one (21) days following the date of notification, and shall be held in a location reasonably convenient to the concerned officer.

(d) If, after hearing, the question of removal of said officer fails to achieve a two-thirds (2/3) vote of the total membership of the Board of Directors, the matter shall be dropped.

(e) If two-thirds (2/3) of the total membership of the Board of Directors votes for removal of said officer, the officer shall immediately cease to function in the office and the office shall be deemed vacant. Said officer shall be so notified in writing within five (5) days following said hearing, which notification shall fully outline the basis for the Board's findings and decision. A copy of said notification shall be sent to the Retiree Unit Executive Board Chairperson and/or Secretary.

(f) Vacancies resulting from removal under this section shall be filled in accordance with Section 5(j) of this Article.

Section 7. **MEETINGS.**

(a) Regular meetings of the Executive Board shall be held on at least a bi-monthly basis during the fiscal year, per schedule as determined by the Executive Board, except that a meeting shall be held during the month of May. Special meetings may be called by the Executive Board Chairperson, and except in cases of emergency, upon at least five (5) days' notice. **B-XIII,5(f) P-507.1**

(b) Regular meetings of the Council organizations shall generally be at the discretion of the Council officers in accordance with the needs of the Council. However, each Council shall hold at least four (4) meetings during each fiscal year as directed by the Executive Board for the purpose of conducting business necessary for referral to the Executive Board or providing programs developed for the Executive Board. One of the four required meetings shall be during the month of March or April which shall be designated as the Council meeting for the purpose of electing District Directors, another of the meetings shall be held during the month of May or June which shall be designated as the annual council meeting for the purpose of electing the Chairperson or Secretary and/or receiving annual reports of officers and committees, and for any other business that may arise. **P-507.3**

(c) District Directors shall conduct at least one (1) meeting during each fiscal year which shall be open to attendance by all District members, for the purpose of presenting topical information on matters of concern to the retired membership. **P-507.2**

Section 8. **RETIREE UNIT FUNDING.**

(a) A line-item expenditure account shall be established within the Association's General Fund Budget which shall detail expenditures providing for the operations of the Retiree Unit Executive Board as authorized herein and such other expenditures as the Association's Board of Directors deems necessary for the operations of the Retiree Unit. **P-506**

(b) The Association's Board of Directors shall annually determine the amount to be allocated for such expenditures, subject to budget approval at the annual conference. In determining appropriate expenditures and the amount to be budgeted in any fiscal year, the Board of Directors shall consider the requests of the Retiree Unit Executive Board and the recommendations of the Executive Director and Budget Committee. **P-111 P-113 P-114 P-115**

(c) Members of the Retiree Unit Executive Board and the Assistant District Directors shall be entitled to mileage, per diem and housing expense in accordance with Association Policy for approved activities pertaining to Executive Board and Retiree District/Council business. Disbursements for such expenditures shall be credited against the Retiree Unit Account upon submission of expense claims or vendor payment vouchers duly authorized and approved for payment by the Executive Board Chairperson and Association President.

(d) Council officers shall not be entitled to per diem or other personal expense reimbursement, except when pre-approved by the Retiree Unit Executive Board Chairperson for Retiree Unit business in accordance with Association Policy or at the option of the local Council organization from Council funds.

(e) Proposed expenditures in excess of approved budgeted amounts shall be submitted to the Board of Directors for prior approval.

Section 9. **FISCAL YEAR.** The fiscal year for the Retiree Councils and Districts shall be from June 1 through May 31, inclusive.

Section 10. **REPRESENTATION TO CSEA ANNUAL OR SPECIAL CONFERENCES.** **B-V,2(e)**

The members of the Executive Board shall represent the Retiree Unit as voting delegates to the Annual or any Special Association Conferences. Expenses for such Conference attendance shall be paid in accordance with Section 8, above.

In the event a District Director is unable to attend, the Assistant District Director may serve as Alternate with the approval of the District Director.

STANDING RULES

(Resolutions adopted by delegates to the annual conferences except those amending the Constitution & Bylaws and those which are not longstanding in nature.)

A. CANDIDATES FOR ASSOCIATION OFFICE.

1. This rule shall apply to all candidates for any elective office in the Association which is subject to ballot by the delegates to any annual or special conference. **C-IV, 1**

2. The President and Conference Chairperson shall schedule conference events to allow each candidate, when there is more than one candidate nominated for an office, equal opportunity to address the delegates in an effort to gain their support for the candidate's candidacy.

3. Each candidate shall be allowed not more than ten minutes to outline the candidate's qualifications. An additional ten minutes shall be allowed each candidate to answer questions from the floor.

4. Speaking time shall be so arranged as to allow maximum possible time between the close of nominations and election of officers in order that delegates may discuss the candidates.

5. The presiding officer shall control the time of nominating and seconding speeches for any one candidate. All candidates shall be allotted a time limit of five minutes for a nominating speech, and in no event shall there be more than two seconding speeches for any candidate with a combined time limit of five minutes.

6. **Electioneering.** No electioneering including distribution and display of campaign materials, shall take place on the day of the elections, and all campaign materials shall be removed from display prior to 12:00 a.m. on the day of the elections. The Sergeant-at-Arms shall have the authority to enforce these provisions, and shall meet with all the candidates and their campaign chairpersons prior to the elections and lay down ground rules for the elections at any given conference. **P-203.9**

B. PRESIDENTS MEETING.

All members in good standing are encouraged to attend Regional Presidents Meetings. Members attending Regional Presidents Meetings may, by permission of the Regional Representative, be given a voice in matters under consideration but are not accorded a vote on matters requiring same. **B-III, 3 P-403**

C. DEADLINE EXTENSIONS.

Whenever any specified deadline established for any Association program, policy, or procedure falls on a Saturday, Sunday, or legal holiday, said deadline shall be extended to the next succeeding business day.

D. CLASSIFIED SCHOOL EMPLOYEE WEEK.

The Board of Directors shall annually set aside a week to honor CSEA's custodian founders and all classified school employees, to be designated "Classified School Employee Week." The Board shall determine appropriate activities for participation by CSEA chapters and membership designed to generate favorable publicity and good will for classified school employees.

E. CONFERENCE MINUTES.

The official transcript of the proceedings of all annual and special conferences of this Association shall be verified and approved by the Board of Directors prior to publication. The Association President shall, prior to each Conference, designate a subcommittee of the Board who shall be charged with verifying the accuracy of the transcript and making necessary corrections prior to submission to the Board.

F. AUDITED FINANCIAL STATEMENTS.

Copies of the Certified Financial Statements of the annual CSEA Audit shall be provided to the delegates at Annual Conferences and available to any chapter upon request.

G. PAID RELEASE TIME FOR ASSOCIATION PRESIDENT.

The President of the Association is expected to work for the Association at least forty hours per week for 12 months per year. The Association will ensure that the President receives compensation for such service equal to forty hours per week for 12 months per year at the President's regular district position's hourly rate, including all benefit costs.

H. AUTHOR'S STATEMENT ON CONFERENCE RESOLUTIONS. **B-V,6(a)&(g)**

The author of a Conference resolution (Board of Directors, Retiree Unit Executive Board, or Chapter) shall be permitted, at their option, to submit an additional written argument in favor of passage of the resolution when it is submitted to the Association Secretary. The Association shall reproduce said written argument and distribute the same to chapters and the Association leadership when the resolution is distributed, and it shall again be published at the same time and in the same manner as the Committee recommendations are published, including publication in the Conference Resolutions Book or in any other way the Committee reports/recommendations are published.

I. DISCLOSURE OF MANAGEMENT SALARIES.

The individual salaries of the CSEA management (non-bargaining unit) employees shall be included in the annual budget presented at the conference. **B-VIII,2 P-801.7**

J. CSEA WEB SITE.

The Association shall establish and maintain an Internet Web Site that will provide to the membership a level of service that includes access to CSEA information and resources (such as publications, toolkits, training materials, and salary surveys), links with other sites, member communication, Headquarters, Field Operations, Governmental Relations, and other staff. This service may be provided through the use of an Internet Service Provider. **P-123 P-622**

K. EXCEPTION TO CLOSING DEBATE AT CONFERENCE.

When a motion to end debate is made, no more delegates may approach the "Questions Only" microphone. If the motion to end debate is passed, those delegates who were at the "Questions Only" microphone when the motion was made will be permitted to ask their questions prior to the vote being taken on the main motion. If the motion to end debate fails, questions will continue to be taken in the normal order of recognition.

L. PRESERVATION OF AREA J

Area J shall be an honorary Area comprised of the spouses, significant others, and other loved ones who give their support and understanding so that our member volunteers can do the work of the Association. The designation of "Area J" shall be reserved exclusively for this purpose and shall not be used in any other context within the Association.

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