



California School Employees Association

# GENERAL INFORMATION BULLETIN

August 15, 2022

GIB No. 38-22

## CONSTITUTION & BYLAWS, 2022 EDITION

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

### A. SUBJECT MATTER

Enclosed herewith is the Association's Constitution and Bylaws, Publication 204, updated as of the 2022 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.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Keith Pace  
Executive Director

KP:DC:dmc

Enclosure: Association Constitution & Bylaws, Publication 204

### DISTRIBUTION:

**(For Action)** Chapter Presidents; Board of Directors; Alternate Area Directors; Regional Representatives; Assistant Regional Representatives; Political Action Coordinators; Regional Communications Officers; Chairpersons and Members, Standing Committees; Life Members and Honor Roll Recipients; Retiree Unit Executive Board; Retiree Council Presidents; All Staff

### PREVIOUS BULLETIN INFORMATION:

General Information Bulletin No. 37-22, dated August 5, 2022, titled "Special Election of Alternate Area Director C, F, & K" was given general distribution.

# Constitution & Bylaws *and Standing Rules*

***Publication 204***

---

*updated as of the*  
Ninety-Sixth  
Annual Conference

July 2022



AFL-CIO

California School  
Employees Association

---

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

## 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 2022)*



**CONTENTS**

**— Constitution —**

<b>PREAMBLE</b>	.....	1
<b>ARTICLE I. NAME AND OBJECTS</b>	.....	1
<b>ARTICLE II. MEMBERSHIP</b>	.....	2
Section 1.	Membership .....	2
Section 2.	Chapter Membership .....	4
Section 3.	Members-at-Large .....	4
Section 4.	Association Life Membership .....	4
Section 5.	Membership in Good Standing .....	4
Section 6.	Delinquency and Resignation .....	5
Section 7.	Expulsion, Suspension and Discipline .....	5
Section 8.	Non-Members .....	6
<b>ARTICLE III. AFFILIATED CHAPTERS</b>	.....	6
Section 1.	General .....	6
Section 2.	Designation .....	6
Section 3.	Chapter Year – Election of Officers .....	6
Section 4.	Charter – Issuance and Continuance .....	6
Section 5.	Reports Required .....	7
Section 6.	Auditing of Treasurer’s Records and Bonding .....	8
Section 7.	Required Chapter Meetings .....	8
Section 8.	Chapter Constitution and Bylaws .....	8
Section 9.	Disaffiliation .....	9
Section 10.	Administratorships .....	9
<b>ARTICLE IV. ASSOCIATION OFFICERS AND THEIR ELECTION</b>	.....	10
Section 1.	Officers Elected at Conference .....	10
Section 2.	Election of Area Directors .....	11
Section 3.	Election of Alternate Area Directors .....	13
Section 4.	Certification of Area Director and Alternate Elections .....	13
Section 5.	Letters of Intent .....	14
Section 6.	Uncontested Elections – Unanimous Ballot .....	14
Section 7.	Filling of Vacancies .....	14
Section 8.	Recall of Area Director or Alternate Area Director.....	15
Section 9.	Removal of Officers .....	15
Section 10.	Deadline Extension .....	16



<b>ARTICLE V.</b>	<b>MEMBER CONTROL .....</b>	<b>16</b>
<b>ARTICLE VI.</b>	<b>BOARD AND COMMITTEES .....</b>	<b>16</b>
Section 1.	Board of Directors – Composition .....	16
Section 2.	Policy/Line Authority .....	17
Section 3.	Meetings of Board of Directors .....	17
Section 4.	Board Agenda .....	17
Section 5.	Open Meetings .....	17
Section 6.	Standing Committees .....	18
Section 7.	Conference Committees .....	18
Section 8.	Committee Quorum .....	18
Section 9.	Electronic Meetings .....	18
Section 10.	Emergency Authority .....	18
<b>ARTICLE VII.</b>	<b>MEETINGS.....</b>	<b>19</b>
Section 1.	Annual Conference .....	19
Section 2.	Special Conference .....	19
<b>ARTICLE VIII.</b>	<b>AMENDMENTS TO THE CONSTITUTION AND BYLAWS .....</b>	<b>19</b>
<b>ARTICLE IX.</b>	<b>ASSOCIATION EMPLOYEES .....</b>	<b>19</b>
Section 1.	Bargaining Unit Personnel .....	19
Section 2.	Management/Confidential Personnel .....	19
Section 3.	Executive Director .....	19
<b>ARTICLE X.</b>	<b>ASSOCIATION FISCAL YEAR .....</b>	<b>20</b>

*—Bylaws—*

<b>ARTICLE I.</b>	<b>DUTIES OF OFFICERS.....</b>	<b>21</b>
Section 1.	President .....	21
Section 2.	1st Vice President .....	21
Section 3.	2nd Vice President .....	21
Section 4.	Additional Duties of the 1st and 2nd Vice Presidents .....	22
Section 5.	Secretary .....	22
Section 6.	Past President .....	22
Section 7.	Board of Directors .....	22
Section 8.	Alternate Area Director .....	23
Section 9.	Line Authority—President/Executive Director Only .....	23
<b>ARTICLE II.</b>	<b>DUTIES OF COMMITTEES .....</b>	<b>23</b>
Section 1.	General .....	23

<b>(Article II.</b>	<b>Duties of Committees – Continued)</b>	
Section 2.	Standing Committees .....	23
Section 3.	Resolutions Committee .....	24
Section 4.	Conference Committees .....	24
<b>ARTICLE III.</b>	<b>REGIONAL REPRESENTATIVES</b> .....	24
Section 1.	Appointment .....	24
Section 2.	Training .....	25
Section 3.	Regional Meetings .....	25
Section 4.	Expenses .....	25
<b>ARTICLE IV.</b>	<b>RECORDS AND REPORTS</b> .....	25
Section 1.	Records .....	25
Section 2.	Annual Reports .....	25
<b>ARTICLE V.</b>	<b>ANNUAL AND SPECIAL CONFERENCES</b> .....	25
Section 1.	Conference Planning .....	25
Section 2.	Authorized Conference Voting Strength .....	25
Section 3.	Conference Quorum .....	26
Section 4.	Order of Business, Annual Conference .....	26
Section 5.	Order of Business, Special Conference .....	26
Section 6.	Resolutions .....	27
Section 7.	Registration Fees .....	28
<b>ARTICLE VI.</b>	<b>PARLIAMENTARY AUTHORITY</b> .....	29
<b>ARTICLE VII.</b>	<b>DUES AND ASSESSMENTS</b> .....	29
Section 1.	Annual Per Capita Dues .....	29
Section 2.	Annual Dues Exception .....	29
Section 3.	Special Restricted Fund .....	30
Section 4.	Assessments .....	30
Section 5.	Revision of Annual Dues .....	30
Section 6.	Official Publications .....	30
Section 7.	Political Action Arm .....	30
Section 8.	Membership Incentive Program, Waiver of Dues .....	31
Section 9.	Defense Fund .....	31
Section 10.	Affiliation of Existing Organizations .....	32
<b>ARTICLE VIII.</b>	<b>DEPOSIT OF FUNDS, INVESTMENTS AND BUDGETARY CONTROL</b> .....	32
Section 1.	Name of Fund .....	32
Section 2.	Budget Preparation Responsibility .....	32

<b>(Article VIII.</b>	<b>Deposit of funds, Investments and Budgetary Control – continued)</b>	
Section 3.	Invested Funds .....	32
Section 4.	Regulation of Expenditures .....	32
Section 5.	Control of Funds .....	33
Section 6.	Audit of Fiscal Records .....	33
<b>ARTICLE IX.</b>	<b>EXPENSES OF OFFICERS AND COMMITTEE CHAIRS .....</b>	<b>34</b>
Section 1.	Mileage and Per Diem .....	34
Section 2.	Expense Claims .....	34
<b>ARTICLE X.</b>	<b>STANDARD SUPPLIES .....</b>	<b>34</b>
Section 1.	Supplies, Cost .....	34
Section 2.	Supplies, No Cost .....	34
<b>ARTICLE XI.</b>	<b>LIFE MEMBERSHIP AND HONOR ROLL AWARDS.....</b>	<b>34</b>
Section 1.	Life Membership .....	34
Section 2.	Honor Roll .....	35
Section 3.	Association Employees and Membership .....	36
Section 4.	Deadline Extension .....	36
<b>ARTICLE XII.</b>	<b>NEGOTIATIONS .....</b>	<b>36</b>
Section 1.	Proposals .....	36
Section 2.	Concerted Activities .....	36
Section 3.	Ratification of Bargaining Agreements .....	37
<b>ARTICLE XIII.</b>	<b>RETIREE UNIT .....</b>	<b>37</b>
Section 1.	Retiree Districts .....	37
Section 2.	District Officers .....	38
Section 3.	Retiree Unit Executive Board .....	38
Section 4.	Retiree Councils .....	38
Section 5.	Election of Retiree Unit Executive Board .....	39
Section 6.	Removal of Executive Board Officers .....	40
Section 7.	Meetings .....	41
Section 8.	Retiree Unit Funding .....	42
Section 9.	Fiscal Year .....	42
Section 10.	Representation to CSEA Annual or Special Conferences .....	42
<b>STANDING RULES .....</b>		<b>43</b>

**INDEX**

# 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.

1 (g) To protect and preserve the right of this organization to perform its legal and  
2 contractual obligations and to carry out the duties and responsibilities entrusted to it by the  
3 membership.  
4

5 (h) To promote the economic and social welfare of the members of this  
6 organization through unity of action and mutual cooperation.  
7

8  
9 **ARTICLE II**  
10 **MEMBERSHIP**

11  
12 Section 1. **MEMBERSHIP.** There shall be five types of membership: Active, Inactive,  
13 Associate, Exempt, and Retired.

B-VII,1  
B-XI,3  
P-103

14  
15 (a) **Active** — Any person, without regard to race, creed, color, national origin,  
16 sex, age, sexual orientation or political belief, employed in any phase of public employment within  
17 the State of California and who is entitled to be represented by the Association by the laws of this State  
18 shall be eligible for “Active” membership.  
19

20 “Active” membership status shall cease at such time as the member becomes eligible for any  
21 other category of membership as defined herein, or at such time as s/he voluntarily or involuntarily  
22 terminates his/her employment with a qualifying agency. Loss of membership as a result of involuntary  
23 termination shall take effect on the date of issuance of conclusive governing board action in the case  
24 of non-merit systems, or personnel commission action in the case of merit systems. The member shall  
25 continue to hold “Active” status throughout any periods of appeal(s) to the governing board/personnel  
26 commission prior to their conclusive action, even though the member may be in an unpaid status during  
27 said appeal period(s).  
28

29 Notwithstanding the above, “Active” members who are laid off and placed on a reemployment  
30 list or whose involuntary termination is pending further appeal action, through PERB or court actions  
31 as deemed appropriate, shall have the option of continuing in “Active” membership status during the  
32 period they are carried on the reemployment list or until such appeal(s) have been finally decided,  
33 upon continued payment of dues in the amount in effect at the time of layoff or termination, thereby  
34 retaining full voting rights and all other rights accorded “Active” members.  
35

36 (b) **Inactive** — Any “Active” member of this Association who is granted an  
37 unpaid leave of absence by his/her employer or is placed on a reemployment list and is not otherwise  
38 in a paid status with the employer shall be eligible for “Inactive” membership status. Such members  
39 shall be eligible for representation in any matter appropriate to ensure their employment status. They  
40 shall not otherwise be accorded voice or vote in Association affairs.  
41

B-VII,2(b)

42 (c) **Associate** — Any person who would otherwise be eligible for “Active”  
43 membership under paragraph (a) of this section but who is employed in a bargaining unit represented  
44 by another labor organization under the laws of this State, shall be eligible for “Associate”  
45 membership. “Associate” members shall be entitled to participation in special services, insurance and  
46 other such membership benefit programs as are generally made available to “Active” members, and to  
47 receive the Association’s official publication. Such members shall not be eligible for, nor shall they  
48 be accorded, any representation rights, or voice, vote, or other participation in Association affairs.  
49

B-VII,2(d)  
P-612.2.03

50 Should an “Associate” member subsequently become eligible for “Active” membership, s/he  
51 must convert his/her membership to “Active” status within thirty (30) days, or shall thereupon lose all  
52 rights and benefits of membership.

P-612.2.07(b)

1 (d) **Exempt** — The following members shall be entitled to transfer to “Exempt”  
2 membership status:

B-  
VII,2(c)

3  
4 (1) Members whose positions are lawfully declared to be management or  
5 confidential and thereby excluded from an existing bargaining unit.

6  
7 (2) Members who have lawfully been designated as supervisors and who  
8 are not entitled to representation by this Association in accordance with the laws of this State.

9  
10 “Exempt” members shall not be eligible for, nor shall they be accorded, any representation  
11 rights, or voice, vote, or any other participation in Association affairs. This membership class is  
12 provided solely to preserve any insurance, special services, or similar services to which they were or  
13 might be entitled as “Active” members.

14  
15 (e) **Retired**

16  
17 (1) Any retiree who was employed in the classified service of any  
18 California school district or who was employed in any public agency represented by CSEA shall be  
19 eligible for retired membership in the Retiree Unit. Such “Retired” members shall be eligible for  
20 participation in special services, insurance and other membership benefit programs as may be made  
21 available to retirees, and shall receive the Association’s official publication as well as such other  
22 publications as may be approved by the Board of Directors.

B-VII,2(a)  
B-XIII  
P-503

23  
24 (2) “Retired” members shall be eligible to serve in appointive or elective  
25 positions within the Association in accordance with the following:

26  
27 (i) Service at the Association level shall be restricted to  
28 appointive positions only and shall be restricted to those who were “Active” members at the time of  
29 retirement.

30  
31 (ii) Service at the CSEA Chapter level shall be governed by  
32 provisions duly incorporated within each Chapter’s Constitution or Bylaws. Such service may include  
33 both appointive or elective positions, but shall be restricted to those who were “Active” members of  
34 the Chapter at the time of retirement.

35  
36 (iii) Service within the Retiree Unit shall include both appointive  
37 or elective positions, as follows:

38  
39 (3) Service on the Retiree Unit Executive Board shall be restricted to  
40 those who were “Active” members of the Association at any time prior to their retirement and  
41 contingent upon membership in a Retiree Council in accordance with Article XIII of the Bylaws.

42  
43 (4) Service within a Retiree Council shall be open to any “Retired”  
44 member of the Council in good standing.

1 (f) **Retiree Affiliate**

2  
3 (1) The surviving spouse of any retiree who was a member of the Retiree  
4 Unit in good standing at the time of his/her death shall be eligible for “affiliate” membership in the  
5 Retiree Unit. Such “Retiree Affiliate” members shall receive the Association’s official publication and  
6 other publications as may be made available to retirees, shall be eligible for participation in special  
7 services and other membership benefit programs generally provided to retirees, and shall be eligible  
8 to participate in such group insurance programs as may be made available.  
9

B-VII,2(a)  
B-XIII

10 (2) Any retired staff member, who is not otherwise eligible for  
11 membership in the Retiree Unit, and who wishes to join the Retiree Unit, shall be eligible for “affiliate”  
12 membership.  
13

14 (3) Retiree Affiliate members shall not hold voting rights or the right to  
15 hold offices within the Retiree Unit or the Association at any level.  
16

17 Section 2. **CHAPTER MEMBERSHIP.** “Active” members of the Association must  
18 also be members of an affiliated Chapter. All members of Chapters must also be members of the  
19 Association. Members must be members of the Chapter chartered for their bargaining unit.  
20

P-614

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

22  
23 (a) Any person meeting the requirements of Section 1 of this Article for “Active”  
24 membership not within the jurisdiction of an affiliated Chapter or any other labor organization having  
25 exclusive representative status may become a Member-at-Large upon payment of one year’s per capita  
26 dues to the Association in advance. If such member subsequently falls within the jurisdiction of an  
27 affiliated Chapter, s/he shall become an “Active” member of the Chapter, but shall be exempt from  
28 payment of Chapter dues until the end of the month for which his/her dues as a Member-at-Large have  
29 been prepaid.  
30

B-VII,1

31 Section 4. **ASSOCIATION LIFE MEMBERSHIP.**

32  
33 (a) A life membership may be granted to any member only upon the  
34 recommendation of the Life Membership and Honor Roll Awards Committee and by a two-thirds (2/3)  
35 vote of the delegates at any Annual Conference, which shall carry with it a voice and vote at any  
36 conference and shall exempt the holder from paying the per capita dues to this Association, but not the  
37 regular Chapter dues.  
38

B-XI,1&3  
P-901

39 (b) Any person awarded an Association Life Membership who has retired or is  
40 employed in a bargaining unit not within the jurisdiction of an affiliated Chapter shall be carried as an  
41 “Active” member.  
42

43 Section 5. **MEMBERSHIP IN GOOD STANDING.** Membership “in good standing”  
44 for the purpose of establishing voting rights and the right to hold office shall be effective upon  
45 completion of the approved application form and payment of the required dues/fees for the current  
46 month. A member whose dues are paid via payroll deduction shall be deemed to be “in good standing”  
47 effective with the first of the month following the commencement of payroll deductions, unless s/he  
48 pays dues in cash for the interim period.  
49  
50  
51  
52

P-103.1.02  
B-VII

1           Section 6.           **DELINQUENCY AND RESIGNATION.**

2  
3           **Retired Members.** Any Retired member whose monthly per capita dues are not paid within  
4 90 days shall be conclusively presumed to have resigned his/her membership effective on said date,  
5 unless there is a delay in transmission of funds by CalPERS and/or CalSTRS, if applicable.  
6

**B-VII**  
**P-103.1.02(b)**

7           Section 7.           **EXPULSION, SUSPENSION, AND DISCIPLINE.** Any member who  
8 shall be charged and found guilty of conduct detrimental to the Association shall cease to be a member  
9 in good standing of the Association, and may be disciplined, suspended, and/or expelled from  
10 membership, as deemed appropriate. Members who have been expelled shall thereupon lose all of the  
11 rights and privileges of membership. This provision shall be implemented in the following manner:  
12

**P-613**  
**P-103.1.02**  
**P-626**

13                   (a)       Any member may file with the President a charge in writing stating GR name  
14 and address of a member alleged to have engaged in conduct detrimental to the Association and the  
15 time and place of and acts constituting such. Actions subject to such charges may include but shall not  
16 be limited to those as specified in Association Policy 613.  
17

18                   (b)       The President shall cause the charge to be promptly investigated and a  
19 confidential report to be submitted to a subcommittee of the Board of Directors as specified in Policy  
20 613.  
21

22                   (c)       If the Board subcommittee finds reasonable cause to believe the charge to be  
23 true, it shall direct the President to activate the Judicial Panel, consisting of three (3) members  
24 appointed as provided for in Policy 613, who shall hold a hearing at a reasonable time and place at  
25 which the evidence supporting the charge and in defense of the charged member shall be heard. At  
26 such hearing the rights of confrontation and cross-examination shall be honored. Representation by  
27 legal counsel shall be permitted and both oral testimony and documentary evidence may be introduced.  
28 Reasonable oral argument shall be permitted.  
29

30                   (d)       At the conclusion of the hearing, the Judicial Panel shall consider the evidence  
31 and arguments relating to each offense charged and shall, by the votes of at least two members, find  
32 the charged party guilty or innocent based thereon. If the Panel finds the charged party guilty of any  
33 of the offenses charged, it shall set the penalty or penalties to be imposed, in accordance with Policy  
34 613.  
35

36                   (e)       The Panel shall prepare a confidential report to the Board, which shall fully  
37 outline the charges brought, its findings and the basis thereof on each of the charges, and the penalties  
38 to be imposed, if any. A copy of said report shall be forwarded to the charged party, via registered  
39 mail, together with notification that the matter has been forwarded to the Board of Directors for final  
40 disposition and that it may be appealed.  
41

42                   (f)       The charged party may, within twenty-one (21) days of the date of such  
43 notification, file a written appeal to the Board of Directors, addressed to the Association President.  
44

45                   (g)       Upon receipt of the written appeal, the President shall cause the matter to be  
46 placed on the agenda of the next regular or special Board Meeting. At the time the matter is heard, the  
47 Board shall review the Judicial Panel's findings and shall consider the charged party's arguments. The  
48 Board shall have the power to affirm the decision of the Judicial Panel, to dismiss the charge(s), to  
49 amend the proposed penalties, if any, and/or to order the proposed or amended action to be effected.  
50 Members of the Board subcommittee that referred the matter to the Judicial Panel shall disqualify  
51 themselves from voting in the appeal action.  
52



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

4  
5 Section 8. **NON-MEMBERS.**  
6

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

12  
13 **ARTICLE III**  
14 **AFFILIATED CHAPTERS**  
15

16 Section 1. **GENERAL.** Any organization composed of employees eligible for “Active”  
17 membership may become affiliated with this Association upon complying with the requirements  
18 contained in the Constitution and Bylaws of this Association.

**B-VII,10**

19  
20 Section 2. **DESIGNATION.** All affiliated organizations shall be designated as chapters  
21 of the California School Employees Association.

22  
23 Section 3. **CHAPTER-YEAR—ELECTION OF OFFICERS.** The chapter fiscal year  
24 of every chapter affiliated with this Association shall extend from January 1 to December 31 of each  
25 calendar year. Officer personnel shall be elected not later than December 31 and assume their duties  
26 on January 1 following. Installation of officers shall be held not later than January 31.

**P-112.1**  
**P-405**  
**P-618**

27  
28 Section 4. **CHARTER—ISSUANCE AND CONTINUANCE.**  
29

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

**P-604**  
**P-608**  
**P-620**

37  
38 (b) **Reasons for Revocation/Suspension.** A chapter shall retain its charter as  
39 long as it fully complies with the provisions of this Constitution and Bylaws and the Articles of  
40 Incorporation and policies of the Association, except that the Board of Directors may revoke or  
41 suspend any charter if:

42  
43 (1) The chapter has less than five (5) members in good standing with this  
44 Association.

**P-620**

45  
46 (2) The chapter fails to meet its financial obligations to the Association  
47 within sixty (60) days after the due date.

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

11  
12 (c) **Procedures for Revocation/Suspension.** Any revocation or suspension of a  
13 charter for reasons specified in subsections (b)(2) or (b)(3) above shall be subject to the following  
14 procedural requirements:

C-III,10  
P-607

15  
16 (1) The Board of Directors shall cause written notice to be sent to the  
17 chapter setting forth the charges against it, the Board's proposed action and the effective date of such  
18 proposed action, and informing the chapter of its right to be heard before the Board on a date certain.  
19 Such notice shall be sent by certified mail at least twenty (20) days prior to the effective date of any  
20 proposed action, and the date set for hearing before the Board shall be at least five (5) days prior to the  
21 effective date of such action.

22  
23 (2) At the conclusion of the hearing, the Board shall consider the  
24 evidence and arguments and may dismiss the charge, amend or reduce the proposed penalty, or order  
25 the proposed action be effected. A two-thirds (2/3) vote shall be required for a finding of suspension  
26 or revocation of a charter or any other penalty that may be imposed. In the event penalties other than  
27 suspension or revocation of charter are imposed, such findings shall state that if the chapter fails to  
28 comply with the finding its charter will be automatically suspended and an administrator will be  
29 appointed. The Board shall notify the charged chapter in writing of the action taken and the reasons  
30 therefor.

31  
32 (3) If the charged chapter fails to appear at the hearing before the Board,  
33 the proposed action shall be ordered and written notice sent to the charged chapter of the action taken,  
34 the reasons therefor, and effective date thereof.

35  
36 Section 5. **REPORTS REQUIRED.**

37  
38 (a) Each affiliated chapter must, when affiliating, send to the Association office  
39 a list of names and addresses of its officers and members, together with all other information required  
40 by the Association, and shall thereafter notify the Association of all changes of its officers.

41  
42 (b) Every month each affiliated chapter shall send to the Association information  
43 as may be required, such as membership applications, reinstatements, and status changes.

44  
45 (c) Records of the Association and of each chapter shall be preserved for five (5)  
46 years.

47  
48 (d) All affiliated chapters shall be required to take and maintain Minutes of all  
49 regular and special chapter meetings and executive board meetings. Official Minutes shall be signed  
50 by the President and Secretary following approval by the membership.

1           Section 6.       **AUDITING OF TREASURER’S RECORDS AND BONDING.**

P-611

2  
3           (a)       The Association’s Board of Directors shall cause a blanket bond to be  
4 negotiated which shall provide for the bonding of all chapter treasurers. The basic bond shall be in the  
5 amount of at least one-thousand dollars (\$1,000.00), but chapters may elect greater coverage upon  
6 payment of the appropriate premium. The bond shall be a position bond so that the position of the  
7 chapter treasurer shall be protected irrespective of personnel changes throughout the coverage period.

8  
9           (b)       The blanket bond shall extend coverage from January 1 to December 31 of  
10 each year. The Association shall bill the chapter unit for the appropriate premium not later than  
11 November 30 of each year, and the chapter shall remit the premium upon receipt of the billing.

12  
13           (c)       Each chapter unit shall cause the books and records of its treasurer to be  
14 audited at least once each year. Such books and records must be audited at the time a change is made  
15 in treasurer personnel irrespective of any previous audit. The audit may be made by an auditing  
16 committee of the chapter appointed by the chapter president and/or in accordance with the chapter  
17 constitution and bylaws; or the audit may be made by a qualified firm or person outside the chapter  
18 membership.

19  
20           (d)       The Executive Director may require an immediate audit of the records of any  
21 chapter of the Association in the interests of protecting Association funds or ensuring proper financial  
22 disclosure required of an exclusive representative under law. Such an audit may be made by the  
23 Executive Director or his/her designee and the chapter shall make available all records necessary to  
24 permit a total review of financial activity for the period demanded.

25  
26           Section 7.       **REQUIRED CHAPTER MEETINGS.**

27  
28           (a)       Every chapter of this Association shall be encouraged to hold not less than  
29 nine (9) meetings during a chapter year to conduct the business of and further the goals of its  
30 membership. All chapter members will be notified, in writing, of the time, date and place of each  
31 meeting and the business to be acted upon. Members shall be urged and encouraged to attend and  
32 actively participate. Not more than one meeting in any one month shall be counted toward compliance  
33 with this section.

34  
35           (b)       During the months that chapter meetings are not held, the Executive Board of  
36 the chapter shall meet, at least once, to conduct the business of the chapter. It shall be the duty of the  
37 Executive Board to ensure that the President, in the execution of his/her duties, complies with  
38 subdivision (a) of this section.

39  
40           Section 8.       **CHAPTER CONSTITUTION AND BYLAWS.** Each chapter shall adopt  
41 a constitution, which shall conform to the Constitution and Bylaws of the Association and to the  
42 requirements of law. Each chapter shall submit its constitution to the Executive Director for approval.  
43 The Executive Director may approve or reject the constitution; if the constitution is rejected, the  
44 Executive Director shall inform the chapter of the reasons for the rejection. If the constitution is  
45 rejected the chapter shall make the proper changes and resubmit it for approval. In the event the chapter  
46 believes rejection by the Executive Director is improper the matter shall be referred to the Board of  
47 Directors for final decision. No changes in the chapter constitution shall become operative until  
48 approved by the Executive Director or by action of the Board of Directors.

P-601

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

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

14  
15  
16           Section 10.       **ADMINISTRATORSHIPS.**

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

17  
18           (a)       Should any chapter be deemed subject to suspension or revocation by reason  
19 of charges filed as provided for in Section 4(b)(2) and 4(b)(3) of this Article, the Board of Directors is  
20 empowered to place such chapter under a temporary administratorship pending hearing on the matter.  
21 The hearing shall be conducted in accordance with procedures as provided under Section 4(c) of this  
22 Article, but not later than thirty (30) days after the imposition of administratorship. If, after conclusion  
23 of the hearing, the Board of Directors fails to uphold imposition of the administratorship by two-thirds  
24 (2/3) vote, the appointment of the Administrator shall be vacated.

25  
26           (b)       When a chapter has been placed under administratorship, the Association  
27 President assume charge of the affairs and business of such chapter and may appoint an Administrator  
28 for such purpose. All actions of the Administrator shall be subject to the direction and instructions of  
29 the Association President, upon approval of the Board of Directors

30  
31                   (1)       Such Administrator shall have the right, upon demand, to take  
32 possession of all the funds, books and other assets of such chapter for the period that the  
33 administratorship is in place. All such assets shall be held in trust for the benefit of the chapter, and  
34 shall be expended only to the extent necessary for the proper conduct of the affairs of the chapter. The  
35 Administrator shall institute all necessary action to recover money or other property of the chapter.  
36 The Administrator shall be adequately bonded to safeguard the chapter's assets and for the faithful  
37 performance of his/her duties.

38  
39                   (2)       The Administrator may, with approval of the Association President,  
40 suspend from office any or all of the chapter officers and appoint temporary officers from among the  
41 members of the chapter in good standing, for the duration of the administratorship, and shall  
42 recommend for Board approval such other actions as in the Administrator's judgment are necessary  
43 for the preservation of the rights and interests of the members of the chapter and the Association.

44  
45                   (3)       The Administrator shall be empowered to conduct and manage the  
46 affairs of the chapter until the administratorship is terminated, with the assistance of the officers or  
47 temporary officers as herein provided.

48  
49                   (4)       The Administrator shall submit complete monthly reports of the  
50 Administrator's actions to the Board of Directors and to the membership of the chapter under  
51 administratorship.

1 (5) Expenses of the Administrator shall be borne by the Association.  
2

3 (c) The administratorship shall be continued no longer than is necessary to  
4 remove the causes of its establishment.  
5

6 (d) The chapter placed under administratorship shall have the right to appeal to  
7 the Annual Conference for removal of the administratorship on the ground that it has been continued  
8 longer than is necessary.  
9

10 (e) When an administratorship is to be terminated, either by action of the Board  
11 of Directors or the Conference delegates, the Administrator shall cause elections of chapter officers to  
12 be conducted, except for those elected officers whose terms have not expired and who have not been  
13 expelled, suspended or otherwise barred from office during the period of the administratorship. The  
14 Administrator shall return all funds, books and other assets of the chapter to its appropriate officers  
15 who shall give receipt for same. The Administrator shall make a final accounting of the  
16 administratorship and submit it to the Board of Directors and to the chapter.  
17  
18

19 **ARTICLE IV**  
20 **ASSOCIATION OFFICERS AND THEIR ELECTION**  
21

22 Section 1. **OFFICERS ELECTED AT CONFERENCE.**  
23

24 (a) The following officers shall, by direct vote, be elected by the delegates to the  
25 Annual Conference in odd-numbered years: President, 1st Vice President, 2nd Vice President, **SR-A**  
26 Secretary. **P-203**  
27

28 (b) To be eligible for election, candidates for such offices shall:  
29

30 (1) Have maintained continuous "Active" membership in good standing  
31 as defined in Article II, Sections 1(a) and 5 of the Constitution for a period of twelve (12) calendar  
32 months immediately preceding the Annual Conference at which the election is held.  
33

34 (2) Be in full compliance with all applicable requirements established by  
35 this Constitution or Association policy, including but not limited to the provisions that pertain to the  
36 filing of an accounting by candidates of campaign expenditures.  
37

38 (3) File a statement of intent to run for the office with the Association  
39 Secretary prior to commencement of the first business session at the Conference at which the election  
40 is held.  
41

42 (c) Election Procedures.  
43

44 (1) All nominations for the elective offices to be filled at Conference  
45 shall be made and closed during the first day's business meeting.  
46

47 (2) The election of officers shall be by secret ballot and conducted in a  
48 manner specified by the Board of Directors. The election may not be held sooner than the second day  
49 following the day on which nominations were made and closed.  
50  
51  
52

1 (3) As soon after the election tabulating committee has completed the  
2 vote count and certified the results to the President, the President may cause the results to be posted  
3 and shall announce the results at the next business session following the balloting.  
4

5 (4) Their tenure in office shall begin at the conclusion of said Conference  
6 and continue for two (2) years, or until their successors are elected; provided, however, that should  
7 any officer lose "Active" membership status in good standing as defined in Article II, Sections 1(a)  
8 and 5 of the Constitution, s/he shall automatically forfeit such office. Exception: An officer who  
9 accepts retirement under CalPERS and continues membership through the Retiree Unit may continue  
10 in his/her elected office until expiration of the term to which elected.  
11

P-103

12 (d) The President, 1st and 2nd Vice Presidents, and Secretary shall be selected  
13 for nomination by their qualifications regardless of the location of their employment. The President,  
14 1st and 2nd Vice Presidents, and Secretary shall not serve in the same elected office for more than two  
15 consecutive two-year terms. A person who has completed two consecutive two-year terms shall not be  
16 permitted to again be a candidate for that office until two years have passed since the completion of  
17 the last term.  
18

19 (e) It shall require a plurality vote to elect an officer. If a candidate does not  
20 receive a plurality vote, the delegates to the Conference shall continue to ballot from among the tied  
21 candidates until one receives a plurality. Balloting will also be conducted for all uncontested offices.  
22 In order to be elected, the unopposed candidate(s) must receive a majority of "yes" votes. Failure to  
23 do so will result in the office being declared vacant. Such vacancy shall be filled in accordance with  
24 Article IV, Section 7 of the Constitution.  
25

26 Section 2. **ELECTION OF AREA DIRECTORS.**  
27

P-204

28 (a) There shall be ten (10) Area Directors in this Association to be elected by the  
29 Chapters within their respective Area. These elected officers (Directors) shall represent the Chapters  
30 within the Areas as follows:  
31

32 (1) Area A shall include all Chapters in Butte, Colusa, El Dorado, Glenn,  
33 Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama,  
34 Trinity, Yolo, and Yuba counties, except as provided in Area E.  
35

36 (2) Area B shall include all Chapters in Del Norte, Humboldt, Lake,  
37 Marin, Mendocino, Napa, San Francisco, San Mateo, Solano, and Sonoma counties.  
38

39 (3) Area C shall include all Chapters in Alameda, Contra Costa,  
40 Monterey, San Benito, Santa Clara, and Santa Cruz counties.  
41

42 (4) Area D shall include all Chapters in Inyo, Kern, Mono, and Tulare  
43 counties, and all Chapters in that portion of Los Angeles County situated North of the Northerly  
44 boundaries of the Los Angeles Unified School District, the La Canada Unified School District, and the  
45 Azusa Unified School District, all as existed on July 1, 1999.  
46

47 (5) Area E shall include all Chapters in Amador, Alpine, Calaveras,  
48 Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne counties, and all  
49 Chapters within the boundaries of the River Delta Unified School District, all as existed on July 1,  
50 2001.  
51  
52

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

4  
5 (7) Area G shall include all Chapters in that portion of Los Angeles  
6 County situated East of the Easterly boundary of the Los Angeles Unified School District except as  
7 provided in Areas F, H and I, and all Chapters in that portion of Los Angeles County situated West of  
8 the Westerly boundary of the Los Angeles Unified School District, all as existed on July 1, 1999, and  
9 all chapters chartered within the California State University System.

10  
11 (8) Area H shall include all Chapters in Orange County, and all Chapters  
12 within the boundaries of the Lowell Jt. Elementary School District, all as existed on July 1, 1999.

13  
14 (9) Area I shall include all Chapters in San Luis Obispo, Santa Barbara,  
15 and Ventura counties, all Chapters within the boundaries of the Los Angeles Unified School District,  
16 the Los Angeles Community College District, the Beverly Hills Unified School District, the Burbank  
17 Unified School District, the Glendale Unified School District, the Glendale Community College  
18 District, the La Canada Unified School District, the Santa Monica Community College District, and  
19 the South Pasadena Unified School District, except as provided in Areas D, F, G, and H, all as existed  
20 in July 1, 1999.

21  
22 (10) Area K shall include all Chapters in Imperial and San Diego counties.

23  
24 (b) The Directors from Areas A, C, E, G, and I shall be elected for a two-year  
25 term in odd-numbered years. The Directors from Areas B, D, F, H, and K shall be elected for a two-  
26 year term in even-numbered years.

27  
28 (c) Each candidate for Area Directorship must:

29  
30 (1) Have maintained continuous "Active" membership in good standing  
31 as defined by Article II, Sections 1(a) and 5 of the Constitution for a period of twelve (12) calendar  
32 months immediately preceding the deadline for filing the letter of intent as specified within this Article,  
33 and retain said status during his or her term of office.

34  
35 **Exception:** An Area Director who accepts retirement under PERS and continues membership  
36 through the Retiree Unit may continue in office until expiration of the then-current term.

37  
38 (2) Be in full compliance with all applicable requirements established by  
39 this Constitution or Association policy, including but not limited to the provisions that pertain to the  
40 filing of an accounting by candidates of campaign expenditures.

41  
42 (3) Be an "Active" member in good standing of a Chapter within the  
43 respective Area.

44  
45 (4) File a letter of intent to run for such office which must be submitted  
46 to the Association Secretary and which must be in his/her hands or be postmarked not later than  
47 January 1 of the year in which the election is to be held.

48  
49 (d) An appropriate article shall be published in the next available issue of the  
50 Association's official publications, which shall include a listing of all eligible candidates who have  
51 filed a letter of intent and information regarding the chapter election process.

SR-C

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

5  
6 (f) The Chapter President shall arrange for the Chapter membership to vote for  
7 their Area Director at the Chapter's regularly scheduled (or a special) meeting held during the months  
8 of March or April.

9  
10 (1) Each chapter member in good standing shall receive at least five (5)  
11 working days' advance written notice of the date, place and time of said meeting, together with the  
12 names and chapter identification of the eligible candidates for each office.

13  
14 (g) Each Chapter shall be entitled to one (1) vote which shall be determined by a  
15 plurality of the qualified membership present and voting at the meeting established by the Chapter  
16 President in accordance with subsection (f) above. The vote shall be conducted by secret ballot.

17  
18 (1) If the Chapter's first vote ends in a tie, a second ballot shall  
19 immediately be conducted for the tied candidates only. If the second vote fails to break the tie, the  
20 chapter may continue balloting until the tie is broken or it may report a tie vote on its ballot, as  
21 determined by the members present.

22  
23 (h) The official ballot shall then be completed and certified by the signature of  
24 the Chapter Secretary and forwarded to the Association Secretary at the special election address  
25 specified on the ballot, so as to be received at said address by the deadline established by the  
26 Association Secretary which shall not be earlier than seven (7) work days following April 30.

27  
28 **Section 3. ELECTION OF ALTERNATE AREA DIRECTORS.**

29  
30 (a) There shall be ten (10) Alternate Area Directors in this Association elected P-204  
31 by the Chapters in the respective Areas as defined in Section 2(a)(1) through 2(a)(10) of this Article.  
32 The Alternates for Areas A, C, E, G, and I shall be elected for two-year terms in even-numbered years;  
33 the Alternates for Areas B, D, F, H, and K shall be elected for two-year terms in odd-numbered years.

34  
35 (b) Candidates for Alternate Area Director must possess the same qualifications  
36 and file a letter of intent for such office as specified in Sections 2(c)(1) through 2(c)(4) of this Article.

37  
38 (c) The procedures for election of Alternate Area Director shall be the same as  
39 required for Area Director in Sections 2(d) through 2(h) of this Article.

40  
41 **Section 4. CERTIFICATION OF AREA DIRECTOR AND ALTERNATE ELECTIONS.** P-204.6

42  
43 (a) The Association Secretary shall tabulate the ballots and forward the results to  
44 the Association President, who shall cause the matter to be placed on the Agenda of the next regular  
45 or special meeting of the Board of Directors.

46  
47 (b) The Board at said meeting shall first audit any ballots declared invalid by the  
48 Secretary, and shall sustain or reverse the invalidation. It shall then audit all ballots, tabulate the ballots,  
49 and certify the successful candidates, based on a plurality of the valid ballots cast.

50  
51 (c) If a tie exists, the election shall be determined by lot between the tied  
52 candidates.



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

4  
5 (e) Copies of ballots declared to be invalid will be returned to the chapters  
6 involved, together with data supporting the invalidation.

7  
8 (f) Successful candidates will take office at the conclusion of the next Annual  
9 Conference.

10  
11 (g) Audited ballots will be filed in the Association's Headquarters for a period of  
12 not less than two (2) years and shall be open to inspection of any member of the Association.

13  
14 Section 5. **LETTERS OF INTENT.**

15  
16 (a) The letters of intent required by this Article shall be on forms as approved by  
17 the Board of Directors which shall ensure that the required information does not grant any advantage  
18 to any candidate. At least two (2) copies of each form shall be forwarded to each concerned chapter,  
19 and a copy of each form reproduced in an appropriate issue of the Association's official publications  
20 preceding the filing deadline.

P-204.2

21  
22 (b) Disqualified candidates will be immediately notified by the Association  
23 Secretary of the disqualification and reasons therefore. The Association Secretary shall also notify the  
24 Board of Directors of disqualifications and reasons therefor at its next meeting.

25  
26 (c) If the disqualification is based on membership eligibility, members may  
27 appeal said disqualification by submitting proof of paid membership or other verification/  
28 documentation as may be required by the Association Secretary by certified mail within ten (10) days  
29 of receipt of notice of disqualification. If the Association Secretary is unable to then certify the member  
30 based on investigation of facts and/or documentation presented in the written appeal, s/he shall submit  
31 the matter to the Board of Directors for consideration prior to February 1. The Board shall rule on the  
32 member's eligibility based on such documentation or other pertinent information presented. The  
33 decision of the Board shall be final.

34  
35 (d) There shall be no appeal from disqualification due to late postmark or late  
36 receipt of the letter of intent.

37  
38 Section 6. **UNCONTESTED ELECTIONS - UNANIMOUS BALLOT.** Not-with-  
39 standing the provisions of Section 2 and Section 3 of this Article, when only one candidate has filed  
40 for and been qualified for the office, the final filing date having passed, the Association Secretary shall  
41 cause the matter to be placed on the agenda of the next Board of Directors meeting. The Board shall  
42 verify that one candidate filed and qualified for the office and shall then declare the candidate elected  
43 and direct the supporting data be filed in accordance with Section 4 of this Article. No balloting or  
44 other action shall be required. The action will be reported in the Association's official publication as  
45 soon thereafter as possible.

46  
47 Section 7. **FILLING OF VACANCIES.** Vacancies occurring between elections shall  
48 be filled as follows:

49  
50 (a) A vacancy in the office of President shall be filled by the elected 1st Vice  
51 President.

1 (b) If a vacancy occurs in the offices of 1st Vice President, 2nd Vice President,  
2 or Secretary, the Board of Directors shall designate a member of the Board to assume the duties and  
3 responsibilities of the office for the remainder of the term.  
4

5 (c) If a vacancy occurs in the office of Past President, the next person, in  
6 descending order, who was President and who is willing and able to fill the office, will assume that  
7 office.  
8

9 Any Past President who is subsequently elected to any office, including that of Area Director,  
10 shall not again be eligible to serve as Past President unless s/he again serves as President and assumes  
11 the office of Past President as a result thereof.  
12

13 Any person who resigns from the office of Past President shall not again be eligible to fill that  
14 office unless s/he does so as a result of again serving as President.  
15

16 If the position cannot be filled in accordance with the above criteria, the position shall remain  
17 vacant.  
18

19 (d) A vacancy in the office of Area Director shall be filled by the Alternate  
20 elected as provided for in Section 3 of this Article.  
21

22 (e) A vacancy in the office of Alternate Area Director shall be filled at the earliest  
23 opportunity by special election scheduled by the Board of Directors and conducted according to  
24 procedures as outlined herein, except in instances where six (6) months or less are remaining in the  
25 term, the vacancy may be filled by the Board of Directors.  
26

27 (f) This section alone shall determine who shall fill a vacancy. The Board is not  
28 empowered to make any such decision, individually or collectively, and does not act to “seat” an  
29 eligible officer. When a vacancy occurs, the President shall notify the eligible officer of the vacancy  
30 and the eligible officer shall assume the respective office forthwith.  
31

32 Section 8. **RECALL OF AREA DIRECTOR OR ALTERNATE AREA DIRECTOR.**  
33

34 A majority of chapters within any Area may petition the Association President to hold a special  
35 election for the recall of the Area Director or the Alternate Area Director. Upon receipt of the petition  
36 the President shall call for a special election to be held in this Area not less than thirty (30) days nor  
37 more than sixty (60) days after receipt of the petition. Chapters shall have one (1) vote per chapter,  
38 and a two-thirds (2/3) majority vote by said chapters shall be required for a recall of the Area Director  
39 or the Alternate Area Director. Any vacancy created shall be filled as provided for in Section 7 of this  
40 Article.  
41

42 Section 9. **REMOVAL OF OFFICERS.**  
43

P-626.6

44 (a) An elected officer (President, 1st Vice President, 2nd Vice President,  
45 Secretary) or the Past President may be removed from office during his/her term by action of the Board  
46 of Directors under the provisions of this section. Such action may be initiated upon written request to  
47 the Board by any “Active” member or Life Member, specifying the facts constituting the basis for the  
48 request. Such requests for removal shall be limited to charges that said officer is physically or mentally  
49 unable to fulfill the responsibilities of the office or has willfully failed to perform the duties of the  
50 office for which s/he was elected.  
51  
52

1 (b) If the Board, by majority vote, finds that the facts presented constitute  
2 reasonable cause to remove said officer, it shall notify the concerned officer of the intent to remove,  
3 the specific reasons therefor, including the specific facts alleged on which the action is based, and the  
4 date, time, and place the Board will meet to hear the matter. The concerned officer shall be notified  
5 that s/he will be granted the right to appear before the Board, examine and cross-examine witnesses,  
6 and to present such evidence and/or witnesses in his/her behalf as s/he may wish. S/He shall have the  
7 right to be represented at the hearing by any member of the Association or private legal counsel of  
8 his/her choice, at his/her expense.

9  
10 (c) The date of said hearing shall not be earlier than twenty-one (21) days  
11 following the date of notification, and shall be held at a location reasonably convenient to the  
12 concerned officer.

13  
14 (d) A vote of two-thirds (2/3) of the total membership of the Board holding office  
15 at the time shall be required to remove said officer. In the event of any such removal, the officer so  
16 relieved shall immediately cease to function in the office and the office shall be deemed vacant. The  
17 decision of the Board shall be final.

18  
19 Section 10. **DEADLINE EXTENSION.**

20  
21 Where a deadline date specified within this Article falls on a Saturday, Sunday, or legal  
22 holiday, said deadline shall extend to the next succeeding business day.

23  
24  
25 **ARTICLE V**  
26 **MEMBER CONTROL**

27  
28 This Association exists to serve the membership thereof. The membership, through their duly  
29 elected delegates, extends to the Association officers and its Board of Directors authority to act in their  
30 best interests, but only in accordance with the authority extended in this Constitution and Bylaws. That  
31 authority which is not extended herein is reserved to the membership.

32  
33 The membership intends that the officers and Board lead that membership where it wants to  
34 go. In the exercise of power extended to officers, Board members, the Executive Director and other  
35 staff, the membership directs that it always be done on the basis of (1) is it authorized in their  
36 Constitution and Bylaws, (2) is it in the best interests of the total membership, and (3) is member  
37 control being maintained.

38  
39  
40 **ARTICLE VI**  
41 **BOARD AND COMMITTEES**

42  
43 Section 1. **BOARD OF DIRECTORS — COMPOSITION.** The fourteen (14) elective  
44 officers designated in Article IV, Section 1(a) and Section 2, and the Past President, shall constitute  
45 the Association's Board of Directors. The Association President shall be the Chairperson of the Board  
46 of Directors.

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

2  
3           The Board of Directors shall constitute the policy-making body of the Association at all times  
4 when the Annual or a special conference is not in session. The Board shall not exercise any line  
5 authority, either as a whole or as individual members. The President shall, however, exercise  
6 supervision over the Executive Director as required by the Bylaws, Article I, Section 1(c), and shall  
7 exercise line authority over committees and regional representatives.

**B-I,7**  
**B-I,9**  
**P-201.4**

8  
9           Section 3.           **MEETINGS OF BOARD OF DIRECTORS.**

10  
11           (a)           The Board shall meet at the call of the Chairperson or at such times and places  
12 designated by it. Every member of the Board shall be notified of any contemplated meeting. The Board  
13 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**

14  
15           (b)           Special meetings of the Board may be called by the Chairperson, or shall be  
16 called upon the written request of a majority of the Board. The purpose of the special meeting shall be  
17 stated in the call. At least four (4) days' written notice shall be given, or in cases of emergency, forty-  
18 eight (48) hours written or personal notice.

**P-201.8**  
**P-202.2.03**

19  
20           Section 4.           **BOARD AGENDA.** The Chairperson of the Board shall direct that matters  
21 for Board consideration be submitted by a certain date. Any data received after the specified date may,  
22 at the Chairperson's discretion, be deferred for later consideration. All known items for Board  
23 consideration that require action shall be listed on the official agenda in an itemized manner including  
24 items of a confidential nature, but items for action of a confidential nature shall be listed with any  
25 personally identifiable information redacted.

26  
27           Section 5.           **OPEN MEETINGS.**

28  
29           (a)           All meetings of the Board of Directors shall be open to the membership.  
30 However, the Board may consider items in closed executive session if the Chairperson rules them to  
31 be confidential by determining their disclosure would be detrimental to the welfare of the Association  
32 and its membership. All actions taken in closed executive session shall be reported on a per item basis  
33 in the open part of the meeting and recorded in the public minutes.

**P-201.2&.3**

34  
35           (b)           The Chairperson shall carefully exercise the authority for declaring a closed  
36 executive session to ensure that the members' business is always openly considered and acted upon.

37  
38           (c)           Having convened in closed executive session, any member of the Board may  
39 challenge the Chairperson's determination of such ruling. Such challenge shall be open to discussion  
40 and debate, and shall be then voted upon. If a majority of the Board vote that the matter is not a proper  
41 matter for closed executive session, it shall not be discussed or acted upon in closed executive session.

42  
43           (d)           Notwithstanding any other provision herein, the Board may meet in closed  
44 executive session to evaluate the Executive Director. The Board shall not permit any other person to  
45 be present during its evaluation deliberations, nor shall it discuss, in any manner, any other subject  
46 during the evaluation. If requested by the Executive Director, the evaluation may be conducted in open  
47 session.

1           Section 6.       **STANDING COMMITTEES.**

2  
3           (a)       The following standing committee members shall be appointed in accordance  
4 with Article I, Section 1(b) of the Bylaws: Awards, Budget, Communications, Community College,  
5 Conference, County Office of Education, Education, Legislative, Member Benefits, Merit System,  
6 Political Action, Pre-Retirement Resource, Research/ Negotiations, Resolutions, and Scholarship. The  
7 committees shall consist of a Chairperson and such number of additional members as approved by the  
8 Board of Directors. The committee members shall serve, at the pleasure of the President, from  
9 appointment through the next Conference held in an odd-numbered year.

**B-II,1 - 4  
P-300**

10  
11           (b)       Appointments to Standing Committees shall be made from among Active or  
12 Retired Members who are in good standing. Failure to maintain such membership in good standing  
13 shall result in automatic forfeit of the office.

14  
15           Section 7.       **CONFERENCE COMMITTEES.** During the opening session of each  
16 Annual Conference, the President shall announce his/her appointment of the Parliamentarian,  
17 Credentials Committee and such other special committees as needed, who shall serve only to the  
18 conclusion of the Conference.

**B-II,4  
P-301.9  
P-315**

19  
20           Section 8.       **COMMITTEE QUORUM.** A majority of the members of any committee  
21 shall constitute a quorum.

22  
23           Section 9.       **ELECTRONIC MEETINGS.**

24  
25           Meetings of the Board of Directors and all Committees described under the Constitution &  
26 Bylaws may be conducted electronically when ordered by vote of the body at a previous meeting or  
27 when the chair receives approval by two-thirds (2/3) of the members thereof. Such meetings shall  
28 follow any rules for electronic meetings established by policy. Absent an applicable policy, the body  
29 may adopt special rules of order to govern the conduct of its own electronic meetings.

30  
31           The Board of Directors may authorize a method of electronic meetings and methods of voting  
32 and/or election for Conference, either in whole or in part, and propose special rules of order for the  
33 conduct of the electronic Conference, which will be in effect prior to their adoption by the delegates  
34 at Conference.

**B-V**

35  
36           Section 10.       **EMERGENCY AUTHORITY.**

37  
38           In case of emergency, such as an emergency declared by federal, state, or local authorities,  
39 that renders impractical a normal in-person meeting of the Association, or any of its Committees,  
40 Regions, Chapters, Retiree Unit, or other sub-units, the Board of Directors may authorize emergency  
41 methods for holding one or more meetings, or for voting, or for performing other mission-critical tasks  
42 impeded by the emergency conditions, as follows:

43  
44           (a)       Authorize a method of voting and/or election in addition to, or in lieu of, any  
45 Conference, and to adopt or amend rules by which such votes and/or elections must be conducted.

46  
47           (b)       Authorize one or more methods of electronic meetings and methods of voting  
48 and/or election, and to adopt or amend rules by which such meetings and voting and/or election must  
49 be conducted.

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

5  
6 (d) No policy or emergency action will prevent the Conference delegates from  
7 voting on a motion to terminate an emergency action authorized in this section.  
8

9  
10 **ARTICLE VII**  
11 **MEETINGS**

B-V

12  
13 Section 1. **ANNUAL CONFERENCE.** The regular meeting of the Association, to be  
14 known as the Annual Conference, shall be held annually in July or August and at such time and place  
15 as shall be selected by the Board of Directors.  
16

17 Section 2. **SPECIAL CONFERENCE.** Special conferences may be called only by a  
18 two-thirds (2/3) vote of the Board of Directors. The call to a special conference shall specify the  
19 subjects on which action by the membership is sought, and subjects not germane may not be  
20 considered.  
21

22  
23 **ARTICLE VIII**  
24 **AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

25  
26 Amendments to the Constitution and/or Bylaws, after being properly certified to the Annual  
27 Conference in accordance with Article V, Section 6 of the Bylaws, shall require sixty percent (60%)  
28 of the votes cast by qualified delegates present at the session for adoption.  
29

30  
31 **ARTICLE IX**  
32 **ASSOCIATION EMPLOYEES**

33  
34 Section 1. **BARGAINING UNIT PERSONNEL.** Wages, hours and working  
35 conditions of employees a part of a recognized bargaining unit shall be in accordance with a collective  
36 bargaining agreement negotiated between the recognized employee organization and the Board of  
37 Directors.  
38

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

39 Section 2. **MANAGEMENT/CONFIDENTIAL PERSONNEL.** All conditions of  
40 employment for management/confidential employees shall be affixed by the Board of Directors upon  
41 recommendation by the Executive Director.  
42

C-IX,3(k)  
P-802.1

43 Section 3. **EXECUTIVE DIRECTOR.**

P-801

44  
45 (a) The Executive Director shall serve at the pleasure of the Board of Directors  
46 who shall set all terms and conditions of employment.  
47

48 (b) The Executive Director shall be general manager of the Association and shall  
49 serve under the direction of the President. S/He shall devote his/her entire time to Association  
50 business.  
51

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

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

3  
4 (d) The Executive Director shall be present and in attendance at all meetings of  
5 the Board of Directors, including closed executive sessions. S/He shall attend and be present at all  
6 sessions, unless excused by delegate action, of the Annual and any special conference that may be  
7 called.

8  
9 (e) The Executive Director shall present to the Annual Conference a complete  
10 report of the work done during the year and a resume of the work that should be done during the  
11 ensuing year.

12  
13 (f) The Executive Director shall give such bond as may be required by the Board  
14 of Directors, said bond to be deposited with the Secretary for safekeeping. The premium on such bond  
15 shall be paid by the Association.

16  
17 (g) The Executive Director shall prepare and present to the Annual Conference  
18 delegates a detailed budget report to include expenditures made during the prior fiscal year and those  
19 projected for the ensuing year. Should any conflict arise between the Executive Director and the Board,  
20 the Executive Director shall present his/her budget, but it shall clearly carry an explanation of existing  
21 differences.

**B-VIII,2**  
**SR-I**  
**P-801.7**

22  
23 (h) S/He shall perform all such other duties relating to the office of general  
24 manager.

25  
26 (i) **Removal**—The Board may, by a vote of at least eight (8) of its members,  
27 remove the Executive Director, but only during a regularly scheduled Board Meeting, which shall be  
28 open to the membership. The Executive Director will be permitted to hear charges against him/her and  
29 to respond thereto, but the Board’s decision shall be final. Notwithstanding the foregoing, the President  
30 may suspend, with pay, the Executive Director until the next regularly scheduled Board meeting to  
31 consider his/her removal if the President believes such an action is necessary.

32  
33 (j) If an Executive Director is removed by Board action, the Board shall appoint  
34 an acting Executive Director to be general manager until a permanent appointment is made. Such  
35 appointee shall have the duties and responsibilities set forth herein.

36  
37 (k) All employees of the Association are under the direction of the Executive  
38 Director. No employee other than the Executive Director is to report directly to the Board, or any  
39 member thereof.

**B-I,9**  
**P-802**  
**P-804**

40  
41  
42 **ARTICLE X**  
43 **ASSOCIATION FISCAL YEAR**  
44

45 The fiscal year of the Association shall extend from June 1 to May 31 of the year  
46 following, inclusive.  
47  
48  
49  
50  
51  
52

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52

# 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 his/her absence, 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. S/He shall be chairperson of the Board of Directors and a member ex-officio of all committees. S/He shall have the power and it shall be his/her 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 his/her opinion 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 in his/her stead. S/He shall, by direction of the President, assist in the promotion of any or all phases of the Association program. S/He 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 in his/her stead. S/He shall, by direction of the President, assist in the promotion of any or all phases of the Association program. S/He shall be a member of the Budget and Resolutions Committees.

P-202.4



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

3  
4 Section 4. **ADDITIONAL DUTIES OF THE 1ST AND 2ND VICE PRESIDENTS.**

5  
6 Should the President not utilize the services of the 1st and/or 2nd Vice Presidents as  
7 contemplated in Sections 2 and 3 of this Article or assign duties concerned the responsibilities of those  
8 offices, the Board of Directors may assign duties that it believes would benefit the Association.

9  
10 Section 5. **SECRETARY.**

11  
12 (a) The Secretary shall keep a record of proceedings of the Annual Conference,  
13 of all meetings of the Board of Directors, and an accurate roll of the officers. S/He shall notify the  
14 members of the Board of Directors of time and place of meetings, and shall notify committee  
15 chairpersons and all affiliated chapters of the date, time and place of all conferences of the Association.  
16 The Secretary shall, during the absence or disability of the President, 1st and 2nd Vice Presidents and  
17 Past President, possess all the powers and perform the duties of the President in his/her stead.

P-202.5  
P-201.5  
SR-E

18  
19 (b) The Secretary shall receive fifty dollars (\$50.00) per month as incidental  
20 expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

21  
22 Section 6. **PAST PRESIDENT.**

23  
24 (a) The Past President shall act as counselor to the elected officers and attend all  
25 meetings of the Board of Directors. S/He shall, during the absence or disability of the President and  
26 1st and 2nd Vice Presidents, possess all the powers and perform the duties of the President in his/her  
27 stead. S/He shall perform such other duties as may be assigned by the President.

P-202.6

28  
29 (b) The Past President shall receive fifty dollars (\$50.00) per month as incidental  
30 expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

31  
32 Section 7. **BOARD OF DIRECTORS.**

33  
34 (a) **General.** The Board of Directors shall meet in accordance with Article VI,  
35 Section 3 of the Constitution, and shall attend to such matters as may be referred to it. It shall be  
36 responsible to the membership for conduct of program in accordance with the Constitution and Bylaws  
37 and policy established by the Annual Conference. It shall develop the activities of the Association in  
38 a manner consistent with sound business practice and economy.

C-VI,2&3  
P-201  
P-202

39  
40 (b) **Establishment of Registration Fees.** The Board of Directors shall establish  
41 registration fees in such amounts and for such Association-sponsored events as it believes to be  
42 appropriate.

B-V,7  
P-118.3&.4

43  
44 (c) The Area Director shall receive fifty dollars (\$50.00) per month as incidental  
45 expenses in addition to such expenses as are allowed under Article IX of the Bylaws.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52

**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-1,1(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 activities of his/her committee 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**

1 Section 3. RESOLUTIONS COMMITTEE.

B-V,6  
P-314

2  
3 It shall be the duty of this Committee to:

4  
5 (a) Review all resolutions requiring amendment of the Constitution & Bylaws  
6 and place them in proper form, if possible, for Conference action if not submitted in proper form. Such  
7 action shall include the authority to compose or perfect the necessary amending language as  
8 appropriate to ensure that the proposed revisions clearly convey the intent of the proposed action and  
9 will not conflict with other Constitution or Bylaws provisions or the requirements of law.

10  
11 (b) Review all resolutions whose subject matter relates to general policy matters  
12 and/or which are not the general province of another standing committee, and place them in proper  
13 form, if possible, for Conference action if not submitted in proper form. Such action shall include the  
14 authority to perfect the language of the resolution to ensure that it clearly conveys the intent of the  
15 proposed action and will not conflict with the requirements of law.

16  
17 (c) Except as provided in paragraph (d) below, the Committee shall provide its  
18 recommendations for action on each resolution referred to it in conformance with the requirements of  
19 Article V, Section 6 of the Bylaws.

20  
21 (d) Resolutions proposing actions which would conflict with Constitution or  
22 Bylaws provisions and/or the requirements of law and that cannot be put in proper form for Conference  
23 action without changing the original intent of the resolution shall not be reported to the Conference.  
24 The Committee shall notify the sponsoring unit(s) and the Board of Directors of its action and reasons  
25 therefor. If a sponsoring unit disagrees with the findings of the Committee, it may notify the  
26 Association President in writing of its disagreement no later than thirty (30) days prior to the Annual  
27 Conference. The President shall then cause the disputed resolution to be placed before the delegates.

28  
29 (e) The Committee shall cause the Association’s Constitution & Bylaws to be  
30 updated as necessary following amendment action at the Annual Conference, and shall be authorized  
31 to make technical adjustments, such as the re-numbering of articles, sections, or paragraphs, made  
32 necessary by adopted amendments.

33  
34 Section 4. CONFERENCE COMMITTEES.

35  
36 (a) **Credentials Committee.** It shall be the duty of the Credentials Committee to  
37 examine the credentials of each delegate and to compile a report of members authorized to be seated  
38 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

39  
40  
41 **ARTICLE III**  
42 **REGIONAL REPRESENTATIVES**

43  
44 Section 1. **APPOINTMENT.** The office of Regional Representative is established and  
45 will serve under a staff-line organization approved by the Board of Directors. The President shall  
46 appoint the Regional Representatives and they shall serve at his/her pleasure from appointment  
47 through the next Conference held in an odd-numbered year. Regional Representative appointments  
48 shall be made from among Active or Retired Members who are in good standing. Failure to maintain  
49 such membership in good standing shall result in automatic forfeit of the office.

P-401  
C-II,1(a)&  
1(e)(2)(i)

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

3  
4 Section 3. **REGIONAL MEETINGS.**

5  
6 (a) Every Regional Representative shall conduct meetings for the presidents of SR-B  
7 the chapters within the Region. Attendance by presidents (or their authorized representative) shall be P-403.1  
8 required. Presidents meetings shall be conducted in accordance with policy established by the Board  
9 of Directors.

10  
11 (b) In addition to the Presidents meetings, when the need exists, Regional P-404  
12 Representatives should call Regional Council meetings which shall be open to and conducted for the  
13 total membership within the Region.

14  
15 (c) Other duties of the Regional Representative will be as outlined by the  
16 Association President and approved by the Board of Directors.

17  
18 Section 4. **EXPENSES.** The Regional Representative shall receive twenty-five dollars P-403.2  
19 (\$25.00) per month as incidental expenses in addition to such expenses as are allowed under Article P-111  
20 IX of the Bylaws.

21  
22  
23 **ARTICLE IV**  
24 **RECORDS AND REPORTS**

25  
26 Section 1. **RECORDS.** Each officer, committee chairperson, and appointee shall keep P-105  
27 copies of all correspondence received and sent, and at the close of his/her term shall turn them over to P-106  
28 his/her successor. Materials not of permanent value will be destroyed.

29  
30 Section 2. **ANNUAL REPORTS.** The annual reports of all officers and those required P-107  
31 to render reports shall be submitted on the fiscal year basis at the conference following the close of the P-504  
32 fiscal year.

33  
34  
35 **ARTICLE V**  
36 **ANNUAL AND SPECIAL CONFERENCES**

37  
38 Section 1. **CONFERENCE PLANNING.** All conferences shall be planned and C-VII,1  
39 supervised by the Board of Directors through the Conference Committee Chairperson, who shall P-118  
40 ensure that all matters pertaining to the conference are presented to the Board for appropriate action. P-302

41  
42 Section 2. **AUTHORIZED CONFERENCE VOTING STRENGTH.**

43  
44 (a) Each affiliated Chapter in good standing with this Association shall be C-III,4(b)(c)  
45 entitled to representation at the Annual or Special Conference on the basis of two delegates for the C-III,10  
46 first 150 members and one additional delegate for each additional one-hundred (100) members or P-621  
47 fraction thereof.

48  
49 (b) The number of delegates to which a chapter is entitled shall be based on the  
50 number of paid-up members in good standing in the Chapter as recorded at the Headquarters Office  
51 on March 1 preceding the Annual Conference.

1 (c) Delegates shall be elected in accordance with procedures as specified in the  
2 Chapter's Constitution and in compliance with Association policies and the requirements of law.  
3 Delegates to the Annual Conference shall be certified by signature of the Chapter President and  
4 Chapter Treasurer. Chapters shall also make provision for certification of alternates to replace any  
5 delegate, who shall be elected in the same manner as required for delegates.  
6

7 (d) Each year at the Annual Conference, the Credentials Committee shall certify  
8 to the Annual Conference all Chapter delegates who present credentials signed by the President and  
9 Treasurer of their Chapter, provided that each such delegate shall pay the required registration fee and  
10 present evidence of good standing upon registration at the conference.  
11

P-315  
B-II,4

12 (e) Members of the Board of Directors, Regional Representatives, Chairpersons  
13 of Standing Committees as authorized in Article VI, Section 6 of the Constitution, members of the  
14 Retiree Unit Executive Board as authorized in Article XIII, Section 10 of the Bylaws, and Life  
15 Members, shall be certified as delegates to the Annual Conference upon presentation of officer  
16 credentials or Life Membership card to the Credentials Committee.  
17

P-901.1

18 (f) Delegates and designated alternates certified to an Annual Conference shall  
19 serve and be known as delegates until the convening of the next Annual Conference, or until they  
20 resign or are no longer eligible to serve as delegates due to failure to maintain membership in good  
21 standing.  
22

23 (g) Notwithstanding other provisions of this section, new chapters chartered after  
24 the date set for delegate determination and at least fifteen (15) days prior to the convening of an Annual  
25 or Special Conference shall be entitled to two delegates, subject to presentation of proper credentials  
26 and evidence of good standing as provided in this section.  
27

28 Section 3. **CONFERENCE QUORUM.** A two-thirds (2/3) majority of registered  
29 delegates present in meeting shall constitute a quorum at any conference.  
30

31 Section 4. **ORDER OF BUSINESS, ANNUAL CONFERENCE.** The President shall  
32 arrange the order of all business, except that the election of officers shall be as provided for in Article  
33 IV, Section 1 of the Constitution, and action on the annual budget and resolutions having financial  
34 impact on the budget shall be as provided for in Article VIII, Section 2 of the Bylaws, and that  
35 discussion on resolutions shall be scheduled to begin not later than the morning of the second day of  
36 the Conference.  
37

38 (a) The order of business at an Annual Conference may be changed by a two-  
39 thirds (2/3) vote of the delegates assembled, with the exception of the items listed above.  
40

41 Section 5. **ORDER OF BUSINESS, SPECIAL CONFERENCE.** At any special  
42 conference the entire order of business shall be arranged by the President.  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52

C-VII,2

1           Section 6.       **RESOLUTIONS.**

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

P-301.3  
B-VII,5  
SR-H

11  
12           (b)       **Submission Requirements.** Resolutions may be submitted to the Association  
13 Secretary at any time, but must be in his/her hands or postmarked not later than February 1 of each  
14 year for action to be taken at the next Annual Conference. Resolutions to be acted upon at a special  
15 conference and which propose revision of the Constitution & Bylaws shall be submitted so as to be in  
16 the hands of the membership at least sixty (60) days prior to the special conference.

17  
18           (c)       **Emergency Resolutions.**

19  
20           (1)       Resolutions from Chapters or the Retiree Unit received by the  
21 Association Secretary or postmarked after February 1 shall be submitted to the Board of Directors who  
22 shall determine whether or not the resolution is of sufficient urgency to waive the provisions of Section  
23 6(b) above.

24  
25           (2)       Notwithstanding the provisions of Section 6(b) above, the Board of  
26 Directors may, on its own initiative, submit a resolution after the February 1 deadline in the event an  
27 action is required which is of such importance to the Association that it cannot wait until the next  
28 succeeding Annual Conference.

29  
30           (3)       However, any such emergency resolutions approved which propose  
31 revision of the Constitution & Bylaws shall be in the hands of the membership at least sixty (60) days  
32 prior to the Annual Conference.

33  
34           (d)       **Duty of Secretary.** Upon receipt and certification of a resolution, the  
35 Secretary shall assign it the next number in sequence and shall immediately forward it to the Executive  
36 Director or his/her designee for assignment to the appropriate standing committee for necessary action,  
37 and dissemination as required in paragraph (g) below.

38  
39           (e)       **Assignment of Resolutions.**

40  
41           (1)       Resolutions which would require amendment of the Constitution and  
42 Bylaws and resolutions whose subject matter relates to general policy issues and/or which are not the  
43 general province of another standing committee shall be assigned to the Resolutions Committee.

44  
45           (2)       Resolutions whose subject matter is the general province of any other  
46 standing committee (e.g., Legislative) shall be assigned to such committee.

47  
48           (3)       Any questions on assignment of resolutions to a particular committee  
49 shall be resolved by the President, whose decision shall be final.

1 (f) **Actions by Committees.**

2  
3 (1) Committees shall review resolutions assigned within their  
4 jurisdiction and provide recommendations for action by the Conference delegates. The Committee  
5 Chairpersons shall present the resolutions to the Conference.  
6

7 (2) If a committee receives two or more resolutions on the same subject  
8 matter, it may join those resolutions into a single resolution. Its action may include not incorporating  
9 the language or intent of a given resolution and it may substantially expand upon the subject matter.  
10 The committee shall notify the sponsors of each resolution and the Board of Directors of its action. If  
11 a sponsoring unit disagrees with the action of the committee, it may notify the President in writing of  
12 its disagreement and the reasons therefor no later than thirty (30) days prior to the Conference. The  
13 President shall then cause the disputed resolution to be considered by the Conference prior to  
14 consideration of the committee's joined resolution.  
15

16 (3) The Resolutions Committee shall perform such additional functions  
17 as authorized in Article II, Section 3 of the Bylaws.  
18

19 (4) Committees shall finalize actions and recommendations on  
20 resolutions assigned within their jurisdiction as soon as practicable and forward same to the Executive  
21 Director or his/her designee for dissemination.  
22

23 (g) **Dissemination of Resolutions and Committee Actions.**

SR-H

24  
25 (1) Upon receipt of certified resolutions from the Association Secretary,  
26 the Executive Director shall cause them to be distributed to chapters at the earliest practicable date.  
27

28 (2) As soon as possible after each committee has effected its  
29 recommendations, the Executive Director shall cause the recommendation to be disseminated to all  
30 chapters to ensure adequate consideration of the recommendation by Conference delegates. If the form  
31 or language of the resolution has been changed by action of the committee as authorized herein, the  
32 finalized resolution shall also be disseminated to all chapters.  
33

34 (3) Resolutions for consideration at an Annual Conference shall be  
35 published in their final form on the official CSEA website and the website shall be prominently  
36 advertised in the Annual Conference edition of the official publication.  
37

38 (4) Resolutions to be acted upon at a special conference which propose  
39 amendment of the Constitution and Bylaws shall be in the hands of the membership at least sixty (60)  
40 days prior to the special conference.  
41

42 (h) All resolutions, whether or not affecting the Constitution and Bylaws, shall  
43 become effective upon the close of the Conference at which they were approved unless the language  
44 of the resolution provides, in whole or part, for an earlier or later effective date.  
45

46 (i) Where a deadline date specified within this section falls on a Saturday,  
47 Sunday, or legal holiday, said deadline shall extend to the next succeeding business day.  
48

49 Section 7. **REGISTRATION FEES.** The Board of Directors shall establish, by policy,  
50 the registration fees for delegates, guests, and others attending the Association's annual or special  
51 conference.  
52

B-I,7(b)  
P-302

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

**ARTICLE VI  
PARLIAMENTARY AUTHORITY**

11 In all matters of procedure not otherwise covered by the Constitution and Bylaws, “Robert’s  
12 Rules of Order, Newly Revised” shall govern.

13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24

**ARTICLE VII  
DUES AND ASSESSMENTS**

25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

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.

43  
44  
45  
46  
47  
48  
49  
50  
51  
52

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



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

5  
6 (c) Exempt members shall pay, annually, in advance, forty dollars (\$40.00) or C-II,1(d)  
7 one-half (1/2) of the maximum required for their salary category as contained in Section 1, whichever  
8 is greater.

9  
10 (d) Per Capita Dues for Associate Members shall be twenty-five dollars (\$25.00), C-II,1(e)  
11 payable annually in advance, or tenths, September through June, inclusive. P-612.2.03

12  
13 Section 3. **SPECIAL RESTRICTED FUND.** P-1005

14  
15 (a) The increase in per capita dues authorized by the 46th Annual Conference P-121  
16 (1972) which was effective January 1, 1973, shall be placed in a Special Restricted Fund.

17  
18 (b) The Chief Financial Officer shall, at least monthly, transfer to the Special  
19 Restricted Fund sixty cents (\$.60) for each month of dues credited to each member, except for those  
20 credited with payment under Section 2 of this Article.

21  
22 (c) All funds generated from this source shall be used solely for the following  
23 purposes and only upon the approval of the Board of Directors:

24  
25 Building & Land Acquisition  
26 Facilities Maintenance & Repair  
27 Capital Equipment  
28 Vehicle Replacement

29  
30 (d) Interest generated from investment of these funds may be transferred to the  
31 General Fund for general use. The Board of Directors shall annually determine the amount to be  
32 transferred, if any, as deemed necessary and prudent.

33  
34 Section 4. **ASSESSMENTS.** There shall be no assessments by the Association, but this  
35 restriction shall not be applicable to chapter units.

36  
37 Section 5. **REVISION OF ANNUAL DUES.** The per capita dues of this Association B-V,6  
38 can be revised at the Annual Conference only, and resolutions concerning revision shall be published  
39 in their final form on the official CSEA website and the website shall be prominently advertised in the  
40 Annual Conference edition of the Association’s official publication. A secret ballot shall be required  
41 on any resolution to revise per capita dues.

42  
43 Section 6. **OFFICIAL PUBLICATIONS.** Every member in good standing is entitled P-307.1.08  
44 to receive a copy of the Association’s official publication, which shall be published at least six (6)  
45 times annually. Additional issues shall require Board approval.

46  
47 Section 7. **POLITICAL ACTION ARM.** P-311

48  
49 (a) The Political Action Committee appointed in accordance with Article VI,  
50 Section 6(b) of the Constitution shall constitute the political action arm of the Association, and shall  
51 administer the Association’s separate, segregated political action fund.

52

1 (b) The Chief Financial Officer shall, at least monthly, transfer to the political  
2 action fund a portion of each month's dues credited to each member, except for those credited with  
3 dues payment under Section 2 of this Article, and subject to the restriction contained in subsection (c). The  
4 portion of monthly dues so credited shall be as determined by action of delegates to the Annual  
5 Conference through adoption of the Association's General Fund Budget.  
6

7 (c) Any member may, at any time, file a declaration with the Chief Financial  
8 Officer stating that s/he does not desire that his/her dues monies be allocated for political action  
9 purposes, and upon receipt of such declaration, they shall not be so allocated. They shall, however, be  
10 deposited in the general fund for general operating purposes.  
11

12 (d) The Board of Directors will ensure that the political action arm provides  
13 adequate reporting to the membership of funds received, their expenditures and purposes therefor, and  
14 substantial evidence that the expressed wishes of individual members (relating to non-use of dues for  
15 political purposes) are strictly adhered to.  
16

17 Section 8. **MEMBERSHIP INCENTIVE PROGRAMS, WAIVER OF DUES.**  
18

19 (a) If a chapter unit submits a request to conduct a membership incentive program  
20 to the Board of Directors, and the Board approves the program, it may as a part of that program waive  
21 the remittance of dues to the Association.  
22

23 (b) Any waiver of remittance of Association dues to the Association in  
24 conjunction with the membership drive shall not exceed the period of the approved membership drive  
25 and, in no event, more than three (3) months' dues.  
26

27 (c) The Board shall, by policy, provide the format to be followed in seeking and  
28 granting approval for such waivers. The Board may extend its authority to waive dues, as authorized  
29 herein, to the Executive Director.  
30

31 Section 9. **DEFENSE FUND.**  
32

33 (a) A special reserve fund shall be established to support the financial needs  
34 of the membership of chapters engaged in concerted activities and other legal defense.  
35

36 (b) The Chief Financial Officer shall, at least monthly, transfer to the Defense  
37 Fund ten cents (\$.10) for each month of dues credited to each CSEA member, except for those credited  
38 with payment under Section 2 of this Article, commencing with dues credited for the month of  
39 November 1980.  
40

41 (c) The Board of Directors may, at its discretion, order temporary discontinuance  
42 of the monthly transfer to the Defense Fund at such time as the fund exceeds \$150,000. The duration  
43 of any such temporary discontinuance shall be at the discretion of the Board, provided, however, that  
44 monthly transfers shall again be resumed at such time as the fund's balance falls below \$150,000.  
45

46 (d) The Board of Directors shall establish uniform criteria and procedures for the  
47 disbursement of the funds.  
48  
49  
50  
51  
52

B-XII,2  
P-615  
P-630

1           Section 10.     **AFFILIATION OF EXISTING ORGANIZATIONS.**

C-III,1&2

2  
3           (a)       Where a local organization exists, which is not affiliated with an international  
4 labor organization, the Board of Directors may, at its discretion, execute an affiliation agreement with  
5 such organization which provides for a gradual phase-in period for members of the organization to  
6 reach the regular per capita dues schedule as provided in Section 1 of this Article.  
7

8           (b)       The Board of Directors shall determine the dues schedule to be applied as  
9 well as the time period for implementation of the full dues schedule, but in no event shall the time  
10 period for full implementation exceed two (2) years from date of the agreement.  
11

12           (c)       All affiliation agreements shall set forth the terms and conditions of affiliation  
13 as well as the rights, duties, privileges, responsibilities, and obligations of the affiliate and the  
14 Association.  
15

16           (d)       The provisions of this section shall NOT apply to newly chartered chapters  
17 resulting from decertification of other labor organizations.  
18

19  
20   **ARTICLE VIII**  
21           **DEPOSIT OF FUNDS, INVESTMENTS AND BUDGETARY CONTROL**

22  
23           Section 1.     **NAME OF FUND.** All monies in the general fund of this Association shall  
24 be deposited in the name of the California School Employees Association.  
25

26           Section 2.     **BUDGET PREPARATION RESPONSIBILITY.**

C-IX,3(g)  
P-801.7

27  
28           (a)       The Executive Director shall prepare an annual budget which shall be subject  
29 to review by the Board of Directors and the Budget Committee for presentation to the delegates at each  
30 Annual Conference for approval no later than the close of the Thursday delegate session; and further,  
31 that all new budgetary resolutions shall first be considered and acted upon prior to the adoption of said  
32 budget by the close of the aforesaid Thursday delegate session.  
33

34           (b)       Each budget shall contain itemized estimated receipts and expenditures and  
35 shall indicate the amount to be set aside for reserve funds.  
36

37           (c)       All budgetary resolutions shall be considered prior to any other resolutions  
38 which do not impact on the budget.  
39

B-V,4

40           Section 3.     **INVESTED FUNDS.** Monies in the reserve fund shall be invested in the  
41 name of the California School Employees Association by direction of the Board of Directors in insured  
42 banks, marketable securities, investment grade (government and commercial) bonds, or such other  
43 investments that the Board considers to be productive and secure.  
44

P-121  
P-1005  
B-VII,3

45           Section 4.     **REGULATION OF EXPENDITURES.** The approved budget shall regulate  
46 the expenditures of the Association. Any expenditures in excess of those approved in the budget must  
47 be approved by the Board of Directors, except that expenditures which will not cause the major account  
48 to exceed the amount budgeted for the account need not be approved.  
49

P-111  
P-116

1           Section 5.           **CONTROL OF FUNDS.**

2  
3           (a)           All funds of the Association shall be received and entered upon the records of  
4 the Chief Financial Officer, which records shall be kept under the direction of the Executive Director  
5 and the President. Regular books and full accounts showing all Association receipts and disbursements  
6 shall be maintained and shall be open at all times to the inspection of the President or his/her agent. A  
7 report as to the financial condition of the Association with a detailed statement of receipts and  
8 disbursements for the fiscal year shall be rendered at each Board meeting and each Annual Conference.  
9 Copies of the reports to the Board will be made available to any Chapter upon request. A monthly  
10 report (not including the month of August) on a form approved by the Board of Directors shall be sent  
11 to each chapter.

12  
13           (b)           Upon delivery of supplies for which a charge is to be made to officers and **B-X**  
14 affiliated chapters, a statement for same shall be rendered.

15  
16           (c)           All funds of the Association shall be kept in the name of the Association in  
17 such depository as may be approved by the Board of Directors and shall be disbursed by the Chief  
18 Financial Officer, by check only, signed by the Chief Financial Officer and the President or 1st or 2nd  
19 Vice President. The Chief Financial Officer shall give bond in such amount as may be required by the  
20 Board of Directors, and such bond shall be deposited with the Secretary for safekeeping. The premium  
21 on such bond shall be paid by the Association.  
22

23           (d)           During any authorized period of absence of, inability to act by, or vacancy in  
24 the position of the Chief Financial Officer, the Executive Director shall be authorized to disburse funds  
25 in accordance with subsection (c) above, but only when the President or acting President has granted  
26 written authorization.  
27

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

29  
30           (a)           The Board of Directors shall, upon the close of each Association fiscal year,  
31 cause the fiscal records of the Association to be thoroughly audited by a competent and qualified  
32 person or firm not affiliated with the Association.  
33

34           (b)           The report and findings of the auditor shall be filed with the Association  
35 Secretary at the next ensuing Annual Conference and made a part of the official minutes of the  
36 conference proceedings.  
37

38           (c)           The Board shall review and accept the auditor's report and findings and, if  
39 recommendations are provided therein, shall take such actions as it deems necessary and prudent to  
40 implement the recommendations.  
41

42           (d)           The Board shall ensure that the complete financial budget be posted in the CSEA **P-801.7**  
43 web page within a week (7 days) of the Board's review. The posted budget shall be what is going to  
44 be presented at Conference in its entirety. Any changes that should occur shall also be posted prior to  
45 the convening of the Conference.  
46  
47  
48  
49  
50  
51  
52

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

**ARTICLE IX  
EXPENSES OF OFFICERS AND COMMITTEES**

13  
14  
15  
16  
17

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)

18  
19  
20

**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.

24  
25  
26  
27  
28  
29  
30  
31  
32  
33

**ARTICLE XI  
LIFE MEMBERSHIP AND HONOR ROLL AWARDS**

34  
35

Section 1.       **LIFE MEMBERSHIP.**

P-901

(a) Any member or former member may be nominated for an Association Life Membership by an affiliated chapter, 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.

1 (e) If the Life Membership and Honor Roll Awards Committee determines that a  
2 nomination for Life Membership does not meet applicable criteria for Life Membership but may meet  
3 the criteria for placement on the Honor Roll, the Committee may revise the nomination accordingly.  
4

5 (f) Non-selection of a nominee does not preclude the resubmission of the name  
6 for approval in accordance with sub-paragraph (d) above.  
7

8 (g) Life Members are accorded full membership privileges and the roster of Life  
9 Members shall be published in the Annual Conference edition of the official publications. The Life  
10 Membership Roll shall be comprised of two sections: "Life Members Living" and "Life Members  
11 Deceased."  
12

13 (h) Life Membership may be granted only upon a two-thirds (2/3) vote of the  
14 delegates at the Annual Conference.  
15

16 Section 2. **HONOR ROLL.**  
17

18 (a) An Honor Roll is established to reward persons who have rendered valuable  
19 service to the Association. Persons so honored need not be members of the Association and the award  
20 may be made posthumously. Association employees, however, are not eligible for this award.  
21

22 (b) A Chapter, the Retiree Unit Executive Board, or the Board of Directors may  
23 nominate a person for the Honor Roll by submitting nominations to the Life Member and Honor Roll  
24 Awards Committee postmarked not later than midnight March 1 of each year. The nomination shall  
25 clearly set forth the service for which the award is to be made.  
26

27 (c) The Life Membership and Honor Roll Awards Committee shall submit its  
28 recommendations to the delegates to the next annual conference.  
29

30 (d) Non-selection of a nominee does not preclude resubmission of the name for  
31 approval in accordance with sub-paragraph (b) above.  
32

33 (e) If the Life Membership and Honor Roll Awards Committee determines that a  
34 nomination for Honor Roll meets criteria for Life Membership, the Committee may revise the  
35 nomination accordingly.  
36

37 (f) Placement on the Honor Roll may be granted only upon a two-thirds (2/3)  
38 vote of the delegates at the Annual Conference.  
39

40 (g) All persons whose names appear on the Honor Roll shall be accorded a voice  
41 in the Annual Conference.  
42

43 (h) The Honor Roll shall be published in the Annual Conference edition of the  
44 official publications and shall be comprised of two sections: one "Honor Roll Members Living" and  
45 one "Honor Roll Members Deceased."  
46  
47  
48  
49  
50  
51  
52

1           Section 3.       **ASSOCIATION EMPLOYEES AND MEMBERSHIP.**

C-II

2  
3           (a)       Any person who is a probationary or permanent employee of the Association  
4 may not hold a membership in the Association regardless of any other eligibility status for  
5 membership.

6  
7           (b)       Any person who is on the Honor Roll of this Association and becomes an  
8 employee of the Association shall have his/her voice privilege suspended as long as s/he remains an  
9 employee of the Association.

10  
11           (c)       Any person who holds a Life Membership in this Association and who  
12 becomes an employee of this Association shall have his/her voice and vote suspended as long as s/he  
13 remains an employee of this Association.

14  
15           Section 4.       **DEADLINE EXTENSION.** Where a deadline date specified within this  
16 Article falls on a Saturday, Sunday, or legal holiday, said deadline shall extend to the next succeeding  
17 business day.

18  
19  
20                               **ARTICLE XII**  
21                               **NEGOTIATIONS**

22  
23           Section 1.       **PROPOSALS.** In the event that the Association is acting alone as bargaining  
24 representative, its proposals for bargaining shall be determined by the Board of Directors. In the event  
25 that the Association is acting jointly with a chapter, proposals for negotiations shall be determined by  
26 the vote of the chapter.

P-610.2

27  
28           Section 2.       **CONCERTED ACTIVITIES.**

B-VII,10  
P-617  
P-630

29  
30           (a)       Whether the bargaining representative in any bargaining is the Association, a  
31 chapter, or the Association and a chapter jointly, no concerted withholding of service shall be instituted  
32 by or at the instance of the bargaining representative unless:

33  
34                       (1)       The chapter shall have voted at a regular or special meeting, by the  
35 vote of not less than sixty-five percent (65%) of the dues-paying CSEA members present and entitled  
36 to vote, in favor of any concerted withholding of service, and

37  
38                       (2)       Approval shall have been granted by the Board of Directors of  
39 California School Employees Association. In the absence of sufficient time for action by the full Board,  
40 approval may be granted by joint agreement of the Executive Director, Association President, and the  
41 appropriate Area Director and Regional Representative. Such action shall be submitted for ratification  
42 by the full Board at its next regularly scheduled meeting.

43  
44           (b)       If the dispute relates to contract negotiations, no concerted withholding of  
45 service shall be instituted unless the last offer of the employer shall have been submitted to the  
46 bargaining unit in accordance with Section 3, below, and shall have been rejected, and the requirements  
47 of subsections (a)(1) and (a)(2), above, shall have been met.

1 Section 3. **RATIFICATION OF BARGAINING AGREEMENTS.**

P-610

2  
3 (a) No chapter shall enter into a collective bargaining agreement or approve any  
4 subsequent modification thereof covering any unit until a formal ratification vote has been taken. The  
5 chapter shall call a meeting of all CSEA members in the bargaining unit, at which the leadership shall  
6 outline all the provisions of the proposed contract and provide adequate opportunity for discussion,  
7 debate, and answering of questions. Non-members shall only be allowed such participation in the  
8 ratification process complying with the minimum requirements of the law as approved by a vote of  
9 chapter members.

10  
11 (b) When the appropriate time arrives, the leadership shall indicate its  
12 recommendations for or against ratification and conduct a secret ballot election among the CSEA  
13 members in good standing then present.

14  
15 **Exception:** The chapter may provide within its Constitution for a secret ballot ratification by  
16 mail, by site ballot, or by electronic ballot.

17  
18 (c) Bargaining unit members who are not members of CSEA shall not be  
19 permitted to vote on contract ratification or otherwise participate in the internal affairs of the  
20 Association except as provided by this section.

21  
22 **ARTICLE XIII**  
23 **RETIREE UNIT**

24  
25 Section 1. **RETIREE DISTRICTS.** There shall be established a Retiree Unit which  
26 shall operate under the supervision of the Association’s Board of Directors, adhering to the provisions  
27 of this Article and such policy as may be duly adopted and included in the Association’s *Policy*  
28 *Handbook*. Said Retiree Unit shall consist of the CSEA “Retired” membership as defined in Article II,  
29 Section 1(e)(1) of the Constitution.

C-II,1(e)  
P-500

30  
31  
32 (a) For purposes of administration, the Retiree Unit membership shall be  
33 assigned to Retiree Districts, whose geographic boundaries and alphabetical designations shall  
34 coincide with the CSEA Area boundaries as set forth in Article IV, Section 2(a) of the Constitution.  
35 Revision of the CSEA Areas shall automatically implement a corresponding change in the Retiree  
36 Districts. Exception: Retired members who reside outside the state of California shall be assigned to  
37 Retiree District O. Retired members who reside within San Mateo County shall be assigned to Retiree  
38 District C.

39  
40 (b) Retired members shall be assigned to the Retiree District and Council in  
41 which they reside.

42  
43 (1) A member may request a transfer to a Retiree Council other than their  
44 assigned Council.

45  
46 (c) Membership in the Council shall be effective upon completion of the  
47 application, and shall entitle the member to full voting rights in Council and District matters.

48  
49 (1) Retired members or Retiree Affiliate members who choose not to  
50 become members of a Council shall be carried as members-at-large of the Retiree District in which  
51 they reside, and shall be entitled to receive all benefits of Retiree District membership, except the right  
52 to hold office and vote on Council or District matters.



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

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

10  
11           (b)       The Assistant District Directors shall be appointed by the District Directors  
12 from among the District's eligible membership, in consultation with the Retiree Unit Executive Board  
13 Chairperson. Eligibility for appointment shall be the same as required for District Director in Section  
14 5 below. They shall, as directed by the District Director, assist in coordinating District/Council  
15 activities and represent the District Director at such meetings as may be necessary in the absence of  
16 the District Director.

17  
18           Section 3.       **RETIREE UNIT EXECUTIVE BOARD.** The Executive Board as  
19 hereinafter provided shall constitute the administrative body for the Retiree Unit, and shall consist of  
20 the Retiree Unit District Directors plus an Executive Board Chairperson, Assistant Chairperson, and  
21 Secretary, who shall be elected or appointed as provided in Section 5.

22  
23           (a)       The Retiree Unit Executive Board shall have general supervision of the affairs  
24 of the Retiree Unit as provided in this Article and as approved by the CSEA Board of Directors in  
25 accordance with policy adopted and included in the Association's *Policy Handbook*. The Retiree Unit  
26 Executive Board may make recommendations for implementation or revision of policy concerning the  
27 governance of the Retiree Unit to the CSEA Board of Directors for action. District Directors shall  
28 submit concerns or requests of the District or any of its Councils to the Retiree Unit Executive Board  
29 for appropriate action. Concerns or requests which would require action by the Board of Directors or  
30 Annual Conference must have the approval of the Retiree Unit Executive Board and shall be submitted  
31 to the appropriate body upon the signature of the Retiree Unit Executive Board Chairperson and  
32 Secretary.

33  
34           Section 4.       **RETIREE COUNCILS.** Each Retiree District Director shall be authorized  
35 to charter Retiree Council organizations within the District boundaries. To qualify for a charter, the  
36 Council must have a minimum of five (5) members.

P-510  
P-511

37  
38           (a)       To obtain a Council charter, the District Director shall submit charter  
39 application, together with the required minimum number of membership applications, to the Executive  
40 Board Chairperson. The charter shall be issued upon the approval of the Executive Board, and shall  
41 contain the signature of the Executive Board Chairperson and Secretary, and the Association President.

42  
43           (b)       Each Council shall elect a President, Vice President, Secretary and Treasurer  
44 from among the eligible Council membership. Councils shall operate programs and activities within  
45 the guidelines established by the Board of Directors and as incorporated in the Association's *Policy*  
46 *Handbook*, and shall promptly remit membership applications and such other reports as may be  
47 required to the District Director.

Section 5. **ELECTION OF RETIREE UNIT EXECUTIVE BOARD.**

(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 his/her 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 his/her 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.

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

9  
10 (i) Where a tie vote exists, the Executive Board Secretary shall immediately  
11 notify all concerned Council presidents and candidates and shall provide the concerned Councils with  
12 a new ballot listing only the tied candidates. The Council president shall then call a special Council  
13 meeting to again cast its ballot, and District O shall vote by mail ballot, in accordance with election  
14 instructions as set forth by the Executive Board. If a tie exists at the conclusion of the runoff, the  
15 election shall be determined by lot between the tied candidates.

16  
17 (j) **Filling of Vacancies.**

18  
19 (1) Should twelve (12) months or more remain to completion of the term,  
20 a vacancy in the position of Executive Board Chairperson or Secretary shall be filled by special  
21 election in accordance with procedures as outlined herein and as scheduled by the Executive Board.  
22 Should less than twelve (12) months remain to completion of the term, the Association President shall  
23 appoint an eligible member to fill the vacancy for the remainder of the term.

24  
25 (2) Should six (6) months or less remain to completion of the term, a  
26 vacancy in the position of District Director shall be filled by the Assistant Director. Should the term  
27 remaining be more than six (6) months, a special election shall be conducted to fill the position, in  
28 accordance with the procedures outlined herein and as scheduled by the Executive Board.

29  
30 (3) In the event any vacancy in the position of District Director cannot  
31 be filled in accordance with the above, due to lack of eligible members within the District who are  
32 willing to serve, the Association President may, in consultation with the Retiree Unit Executive Board  
33 Chairperson, appoint any member from among the Retiree Unit membership at large who is otherwise  
34 eligible, regardless of their District designation. Said appointment shall be for the remainder of the  
35 original term only. In making such appointments, the Association President shall endeavor to select  
36 qualified members who reside in close proximity to the vacated District.

37  
38 Section 6. **REMOVAL OF EXECUTIVE BOARD OFFICERS.**

39  
40 (a) The Retiree Unit Executive Board Chairperson, Executive Board Secretary,  
41 and District Directors may be removed from office during their term by action of the Board of Directors  
42 under the provisions of this section. Such action may be initiated upon written request to the  
43 Association President by any "Active" member, Retired member or Life Member in good standing,  
44 specifying the facts constituting the basis for the request. Such requests for removal shall be limited to  
45 charges that said Retiree Unit Executive Board member is physically or mentally unable to fulfill the  
46 responsibilities of the office or has willfully failed to perform the duties of the office for which s/he  
47 was elected.

1 (b) If the Board of Directors, by majority vote, finds that the facts presented  
2 constitute reasonable cause to remove said member of the Retiree Unit Executive Board, it shall notify  
3 the concerned officer of the intent to remove, the specific reasons therefor, including the specific facts  
4 alleged on which the action is based, and the date, time, and place the Board will meet to hear the  
5 matter. The concerned officer shall be notified that s/he will be granted the right to appear before the  
6 Board of Directors, examine and cross-examine witnesses and to present such evidence and/or  
7 witnesses in his/her behalf as s/he may wish. S/He shall have the right to be represented at the hearing  
8 by any member of the Association or private legal counsel of his/her choice, at his/her expense. A  
9 copy of said notification shall be forwarded to the Retiree Unit Executive Board Chairperson, or the  
10 Retiree Unit Executive Board Secretary if the Chairperson is the charged party.

11  
12 (c) The date of said hearing shall not be earlier than twenty-one (21) days  
13 following the date of notification, and shall be held in a location reasonably convenient to the  
14 concerned officer.

15  
16 (d) If, after hearing, the question of removal of said officer fails to achieve a two-  
17 thirds (2/3) vote of the total membership of the Board of Directors, the matter shall be dropped.

18  
19 (e) If two-thirds (2/3) of the total membership of the Board of Directors votes for  
20 removal of said officer, s/he shall immediately cease to function in the office and the office shall be  
21 deemed vacant. Said officer shall be so notified in writing within five (5) days following said hearing,  
22 which notification shall fully outline the basis for the Board's findings and decision. A copy of said  
23 notification shall be sent to the Retiree Unit Executive Board Chairperson and/or Secretary.

24  
25 (f) Vacancies resulting from removal under this section shall be filled in  
26 accordance with Section 5(j) of this Article.

27  
28 **Section 7. MEETINGS.**

29  
30 (a) Regular meetings of the Executive Board shall be held on at least a bi-monthly  
31 basis during the fiscal year, per schedule as determined by the Executive Board, except that a meeting  
32 shall be held during the month of May. Special meetings may be called by the Executive Board  
33 Chairperson, and except in cases of emergency, upon at least five (5) days' notice.

**B-XIII,5(f)  
P-507.1**

34  
35 (b) Regular meetings of the Council organizations shall generally be at the  
36 discretion of the Council officers in accordance with the needs of the Council. However, each Council  
37 shall hold at least four (4) meetings during each fiscal year as directed by the Executive Board for the  
38 purpose of conducting business necessary for referral to the Executive Board or providing programs  
39 developed for the Executive Board. One of the four required meetings shall be during the month of  
40 March or April which shall be designated as the Council meeting for the purpose of electing District  
41 Directors, another of the meetings shall be held during the month of May or June which shall be  
42 designated as the annual council meeting for the purpose of electing the Chairperson or Secretary  
43 and/or receiving annual reports of officers and committees, and for any other business that may arise.

**P-507.3**

44  
45 (c) District Directors shall conduct at least one (1) meeting during each fiscal year  
46 which shall be open to attendance by all District members, for the purpose of presenting topical  
47 information on matters of concern to the retired membership.

**P-507.2**

1           Section 8.       **RETIREE UNIT FUNDING.**

2  
3           (a)       A line-item expenditure account shall be established within the Association's  
4 General Fund Budget which shall detail expenditures providing for the operations of the Retiree Unit  
5 Executive Board as authorized herein and such other expenditures as the Association's Board of  
6 Directors deems necessary for the operations of the Retiree Unit.

P-506

7  
8           (b)       The Association's Board of Directors shall annually determine the amount to  
9 be allocated for such expenditures, subject to budget approval at the annual conference. In determining  
10 appropriate expenditures and the amount to be budgeted in any fiscal year, the Board of Directors shall  
11 consider the requests of the Retiree Unit Executive Board and the recommendations of the Executive  
12 Director and Budget Committee.

P-111  
P-113  
P-114  
P-115

13  
14           (c)       Members of the Retiree Unit Executive Board and the Assistant District  
15 Directors shall be entitled to mileage, per diem and housing expense in accordance with Association  
16 Policy for approved activities pertaining to Executive Board and Retiree District/Council business.  
17 Disbursements for such expenditures shall be credited against the Retiree Unit Account upon  
18 submission of expense claims or vendor payment vouchers duly authorized and approved for payment  
19 by the Executive Board Chairperson and Association President.

20  
21           (d)       Council officers shall not be entitled to per diem or other personal expense  
22 reimbursement, except when pre-approved by the Retiree Unit Executive Board Chairperson for  
23 Retiree Unit business in accordance with Association Policy or at the option of the local Council  
24 organization from Council funds.

25  
26           (e)       Proposed expenditures in excess of approved budgeted amounts shall be  
27 submitted to the Board of Directors for prior approval.

28  
29           Section 9.       **FISCAL YEAR.** The fiscal year for the Retiree Councils and Districts shall  
30 be from June 1 through May 31, inclusive.

31  
32           Section 10.       **REPRESENTATION TO CSEA ANNUAL OR SPECIAL CONFERENCES.**

B-V,2(e)

33  
34 The members of the Executive Board shall represent the Retiree Unit as voting delegates to the Annual  
35 or any Special Association Conferences. Expenses for such Conference attendance shall be paid in  
36 accordance with Section 8, above.

37  
38 In the event a District Director is unable to attend, the Assistant District Director may serve as  
39 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 his/her candidacy.

3. Each candidate shall be allowed not more than ten minutes to outline his/her 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.

1           **D.       CLASSIFIED SCHOOL EMPLOYEE WEEK.**

2  
3           The Board of Directors shall annually set aside a week to honor CSEA’s custodian founders  
4 and all classified school employees, to be designated “Classified School Employee Week.” The Board  
5 shall determine appropriate activities for participation by CSEA chapters and membership designed to  
6 generate favorable publicity and good will for classified school employees.  
7

8           **E.       CONFERENCE MINUTES.**

9  
10          The official transcript of the proceedings of all annual and special conferences of this  
11 Association shall be verified and approved by the Board of Directors prior to publication. The  
12 Association President shall, prior to each Conference, designate a subcommittee of the Board who  
13 shall be charged with verifying the accuracy of the transcript and making necessary corrections prior  
14 to submission to the Board.  
15

16          **F.       AUDITED FINANCIAL STATEMENTS.**

17  
18          Copies of the Certified Financial Statements of the annual CSEA Audit shall be provided to  
19 the delegates at Annual Conferences and available to any chapter upon request.  
20

21          **G.       PAID RELEASE TIME FOR ASSOCIATION PRESIDENT.**

22  
23          The Association is authorized to grant up to one-hundred percent (100%) full reimbursed  
24 release time, including all benefit costs, to its Association President for the term of his/her presidency.  
25

26          **H.       AUTHOR’S STATEMENT ON CONFERENCE RESOLUTIONS.**

**B-V,6(a)&(g)**

27  
28          The author of a Conference resolution (Board of Directors, Retiree Unit Executive Board, or  
29 Chapter) shall be permitted, at their option, to submit an additional written argument in favor of  
30 passage of the resolution when it is submitted to the Association Secretary. The Association shall  
31 reproduce said written argument and distribute the same to chapters and the Association leadership  
32 when the resolution is distributed, and it shall again be published at the same time and in the same  
33 manner as the Committee recommendations are published, including publication in the Conference  
34 Resolutions Book or in any other way the Committee reports/recommendations are published.  
35

36          **I.       DISCLOSURE OF MANAGEMENT SALARIES.**

37  
38          The individual salaries of the CSEA management (non-bargaining unit) employees shall be  
39 included in the annual budget presented at the conference.  
40

**B-VIII,2  
P-801.7**

41  
42          **J.       CSEA WEB SITE.**

43  
44          The Association shall establish and maintain an Internet Web Site that will provide to the  
45 membership a level of service that includes access to CSEA information and resources (such as  
46 publications, toolkits, training materials, and salary surveys), links with other sites, member  
47 communication, Headquarters, Field Operations, Governmental Relations, and other staff. This service  
48 may be provided through the use of an Internet Service Provider.  
49

**P-123  
P-622**

1           **K.       EXCEPTION TO CLOSING DEBATE AT CONFERENCE.**

2  
3           When a motion to end debate is made, no more delegates may approach the “Questions Only”  
4 microphone. If the motion to end debate is passed, those delegates who were at the “Questions Only”  
5 microphone when the motion was made will be permitted to ask their questions prior to the vote being  
6 taken on the main motion. If the motion to end debate fails, questions will continue to be taken in the  
7 normal order of recognition.

8  
9           **L.       PRESERVATION OF AREA J**

10  
11           Area J shall be an honorary Area comprised of the spouses, significant others, and other loved  
12 ones who give their support and understanding so that our member volunteers can do the work of the  
13 Association. The designation of “Area J” shall be reserved exclusively for this purpose and shall not  
14 be used in any other context within the Association.



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52

# INDEX

## A

1st Vice President, Duties of (see 1 <sup>st</sup> VP).....	B-1,2
additional duties .....	B1,4
assumption of presidential duties.....	B-1,2(a)
budget committee, member .....	B-1,2(a)
expense allowance, 1st vice president.....	B-1,2(b)
2nd Vice President, Duties of (see 2 <sup>nd</sup> VP).....	B-1,3
additional duties .....	B1,4
assumption of duties.....	B-1,3(a)
budget and resolutions committee,	
member of.....	B-1,3(a)
expense allowance, 2nd vice president	B-1,3(b)
Acting Executive Director, Appointment of.....	C-IX,3(j)
Active Members.....	C-II
delinquency .....	C-II,6(a)
resignation.....	C-II,6(a)
Active Membership.....	C-II,1(a)
Administrator	
appointment .....	C-III,10(a)
expenses of.....	C-III,10(b)5
power of .....	C-III,10(b)3
reports.....	C-III,10(b)4
Administratorship.....	C-III,10
appeal of .....	C-III,10(d)
length o.....	C-III,10(c)
termination of .....	C-III,10(e)
Affiliate Membership	
eligibility, retiree.....	B-XIII,1(c)(1)
rights, retiree .....	B-XIII,1(c)(1)
Affiliated Chapters .....	C-III
Affiliation Agreement .....	B-VII,11(a)
Terms.....	B-VII,11(c)
Affiliation of Existing Organizations.....	B-VII,11
Agency Shop Clause.....	B-XII,4
Agenda, Board of Directors.....	C-VI,4
Alternate Area Director .....	B-1,8
assistance to area director.....	B-1,8(b)
assumption of duties.....	B-1,8(a)
attendance of meetings .....	B-1,8(a)
elections of.....	C-IV,3
Alternate Chapter Delegates.....	B-V,2(c)
Amendments to the	
Constitution & Bylaws.....	C-VIII
Annual and Special Conferences.....	B-V
Annual Budget, Prepared by.....	B-VIII,2(a)
Annual Conference.....	C-VII,1
approval of budget.....	B-VIII,2(a)
audit of fiscal records.....	B-VIII,6(b)
order of business .....	B-V,4
presidential arrangements .....	B-V,4
review of funds .....	B-VIII,5(a)
Annual Dues, (see dues, revision of) .....	B-VII,5
Annual Per Capita Dues .....	B-VII,1
Dues and Assessments.....	B-VII,1(a)
Annual Reports.....	B-IV,2
Appeal of Administratorship.....	C-III,10(d)
Appointees, Records & Reports.....	B-IV
Appointment of Administrator.....	C-III,10(b)
Appointment of District Director, Retiree.....	B-XIII,2(b)
Appointment of Regional Representatives .....	B-III,1
Appointment Of Standing Committees .....	C-VI,6
Approval of Depository .....	B-VIII,5(c)
Approval of Expenditures by	
Board of Directors.....	B-VIII,4
Area Director	
area represented .....	C-IV,2(a)
ballots.....	C-IV,2(e)
disqualification appeal .....	C-IV,5
disqualified candidates .....	C-IV,5(b)
elections of.....	C-IV,2
election year.....	C-IV,2(b)
qualifications .....	C-IV,2(c)
voting .....	C-IV,2

Area J .....	SR-L
Assessments.....	B-VII,4
Assets, Administrator Bonding .....	C-III,10(b)1
Assignment of District, Retiree .....	B-XIII,1(b)
Assistant District Director, Retiree .....	B-XIII,2(b)
Associate Members	
delinquency.....	C-II,6(c)
dues.....	B-VII,2
resignation .....	C-II,6(c)
Associate Membership.....	C-II,1(c)
Association, Acting as Bargaining Representative .....	B-XII,1
Association Business, Mileage and Per Diem.....	B-IX,1
Association Dues Waiver Remittance.....	B-VII,9(b)
Association Employees .....	C-IX
Association Employees and Membership.....	B-XI,3
Association Fiscal Year.....	C-X
Association Funds Disbursement Signatures .....	B-VIII,5(c)
Association General Fund,	
Retiree Unit Funding .....	B-XIII,8(a)
Association Life Membership (see Life Member)	
Association Office Candidate Rules .....	SR-A
Association Officers and Their Election .....	C-IV
Association Officers, Board of Directors Role .....	C-V
Association President (see President)	
Association Secretary (see Secretary)	
Audit, Chapter Treasurer's Records .....	C-III,6(c)
Audit of Fiscal Records .....	B-VIII,6
Audited financial statements.....	SR-F
Auditing of Treasurer's Records and Bonding,	
chapter.....	C-III,6
Auditor, Filing Report .....	B-VIII,6(b)
Auditor's Report, Review by Board.....	B-VIII,6(c)
Author's Statement On	
Conference Resolution.....	SR-H

## B

Ballot, Area Director .....	C-IV,2(e)
Ballot, (Secret, Ratification).....	B-XII,3(a)
Bargaining Representative, Association .....	B-XII,1
Bargaining Unit Personnel,	
association Employees .....	C-IX,1
Board & Committees .....	C-VI
Board of Directors .....	B-1,7
agenda.....	C-VI,4
approval of depository.....	B-VIII,5(c)
approval of expenditures .....	B,VIII,4
budget posted on website .....	B-VIII,6(d)
certification for conference .....	B-V,2(e)
composition.....	C-VI,1
eligibility .....	C-IV,1(b)
establishments of registration fees .....	B-1,7(b)
expense allowance .....	B-1,7(c)
fiscal records audit.....	B-VIII,6(a)
meetings .....	C-VI,3
plurality of vote.....	C-IV,1(e)
proposals for bargaining.....	B-XII,1
review of annual budget .....	B-VIII,2(a)
review of auditor's report.....	B-VIII,6(c)
review of judicial panel findings .....	C-II,7(g)
responsibilities, general.....	B-1,7(a)
tenure .....	C-IV,1(c)4
term limit .....	C-IV,1(d)
Board of Directors - Election	
Nominations.....	C-IV,1(c)1
Procedures .....	C-IV,1(c)
Results.....	C-IV,1(c)3
Voting .....	C-IV,1(c)2
Bond	
Administrator.....	C-III,10(b)1
chapter treasurer.....	C-III,6(a)
chief financial officer.....	B-VIII,5(c)

# INDEX

## B (continued)

Budget	
approval at annual conference.....	B-VII,2(a)
CSEA web page.....	B-VIII,6(d)
presented at conference.....	B-VIII,6(d)
retiree unit funding.....	B-XIII,8(b)
Budget Committee, Review of Budget.....	B-VIII,2(a)
Budget Expenditures and Itemization.....	B-VIII,2(b)
Budget Preparation Responsibility.....	B-VIII,2
Budgetary Resolutions.....	B-VIII,2
Bylaws, Amendments.....	C-VIII

## C

California School Employees Association,	
name.....	C-I,1
Candidates for Association Office.....	SR-A.
address to delegates.....	SR-A,2
question and answer period.....	SR-A,3
rule for association office.....	SR-A,1
speaking time allotment.....	SR-A,3
speaking time arrangement.....	SR-A,4
published in association	
official publication.....	C-IV,2(d)
Certification for Conference,	
board of directors.....	B-V,2(e)
regional representatives.....	B-V,2(e)
committee chairpersons.....	B-V,2(e)
retiree unit executive board.....	B-V,2(e)
Certification of Area/Alternate Area Director	
election of.....	C-IV,4
Certification of Resolutions.....	B-V,6(a)
Certified Financial Statements.....	SR-F
Chairperson - Committee, Duties of.....	B-II,1
Challenging Closed Sessions.....	C-VI,5(c)
Changing Order of Business.....	B-V,4(a)
Chapter	
audit, treasurer's records.....	C-III,6(c)
auditing of treasurer's records	
and bonding.....	C-III,6
charter, issuance.....	C-III,4(a)
charter, lost.....	C-III,4(a)
charter, revocation.....	C-III,4(b)
charter, suspension.....	C-III,4(b)
charter, procedures for revocation.....	C-III,4(c)
constitution & bylaws.....	C-III,8
constitution & bylaws, changes.....	C-III,8
delegates for conference.....	B-V,2
delegates for conference, alternate.....	B-V,2(c)
dues.....	B-VII,1
dues and Assessments.....	B-VII,1(a)
executive board meeting.....	C-III,7(b)
fiscal year.....	C-III,3
meetings.....	C-III,7
meeting, notification of.....	C-III,7(a)
meetings, number per year.....	C-III,7(a)
membership.....	C-II,2
officers, election date.....	C-III,3
officers, installation date.....	C-III,3
officers, suspension.....	C-III,10(b)2
officers, term.....	C-III,3
preservation of meeting minutes.....	C-III,5(d)
record keeping.....	C-III,5(c)
reports required.....	C-III,5
representation at conference.....	B-V,2(a)
resolutions.....	B-V,6(g)
supplies, cost.....	B-X,1
supplies, no cost.....	B-X,2
suspension, expenditure of monies.....	C-III,9
treasurer, bond.....	C-III,6(a)
Charter	
chapter, issuance.....	C-III,4(a)

## Charter (continued)

chapter, lost.....	C-III,4(a)
chapter, procedures for revocation.....	C-III,4(c)
chapter, revocation.....	C-III,4(b)
chapter, suspension.....	C-III,4(b)
Retiree Council.....	B-XIII,4(a)
Chief Financial Officer	
absence of.....	B-VIII,5(d)
bond.....	B-VIII,5(c)
control of funds.....	B-VIII,5(a)
vacancy.....	B-VIII,5(d)
Classified School Employee Week.....	SR-D
Closed Executive Session.....	C-VI,5
Closing Debate At Conference – Exception.....	SR-K
Collective Bargaining, Promotion of.....	C-I, 2(f)
Committee Actions, Resolutions.....	B-V,6(f)
Committee Assignment of Resolutions.....	B-V,6(e)
Committee Chairperson, Certification	
for Conference.....	B-V,2(e)
Committee Chairperson, Duties of.....	B-II,1
Committee Chairperson, Records & Reports.....	B-IV,1
Committee Chairs, Records & Reports.....	B-IV
Committee Quorum.....	C-VI,8
Committees, political action.....	B-VII,7(a)
Committees, Standing.....	C-VI,6
Concerted Activities.....	B-XII,2
Concerted Activities Fund.....	B-VII,10(a)
Concerted Withholding of Service.....	B-XII,2
Conference, Annual.....	C-VII,1
Conference, Annual, Registrations Fees.....	B-V,7
Conference, Budget Presented at.....	B-VIII,6(d)
Conference minutes.....	SR-E
Conference, Quorum.....	B-V,3
Conference, Special.....	C-VII,2
Conference Committees.....	C-VI,7
Conference Committee.....	B-II,4
Conference Delegates,	
chapter representation.....	B-V,2(a)
number of allowed delegates.....	B-V,2(b)
chapter delegates.....	B-V,2
chapter delegates, elections.....	B-V,2(c)
alternate chapter delegates.....	B-V,2(c)
new chapters.....	B-V,2(g)
length of service.....	B-V,2(f)
Conference Planning.....	B-V,1
Confidential Personnel, Association	
Employees.....	C-IX,2
Constitution, Amendments.....	C-VIII
Constitution & Bylaws, Chapter, Changes.....	C-III,8
Constitution & Bylaws, Copy, Cost of.....	B-X,2
Control of Funds.....	B-VIII,5
chief financial officer.....	B-VIII,5(a)
Cost, Chapter Supplies.....	B-X,1
Councils, Retiree.....	B-XIII,4
Credentials Committee.....	B-II,4(a)
Credentials Committee Certification.....	B-V,2(d)
Credentials Committee, Certifying Conference	
Delegates.....	B-V,2
CSEA Website.....	SR-J

## D

Deadline Extension.....	C-IV,10
honor roll award submission.....	B-XI,4
life membership award submission.....	B-XI,4
Deadline Extensions.....	SR-C
Deadline, Submitting Resolutions.....	B-V,6(b)
Defense Fund.....	B-VII,10
Delegate Election.....	B-V,2(c)
Delegates, Certification for Conference.....	B-V,2

# INDEX

## D (continued)

Delinquency	
active members .....	C-II,6(a)
inactive, associate, exempt members .....	C-II,6(c)
retired members .....	C-II,6(b)
resignation .....	C-II,6
Deposit of Funds, Investments	
and Budgetary Control .....	B-VIII
Depository .....	B-VIII,5(c)
Deposits, Name of Fund .....	B-VIII,1
Director, Executive (see Executive Director)	
Disaffiliation From Association .....	C-III,9
Disbursement of Funds and Receipts .....	B-VIII,5(a)
Discipline .....	C-II,7
appeal of decision .....	C-II,7(f)
confidential report .....	C-II,7(e)
decision, notification of .....	C-II,7(h)
filing of charges with President .....	C-II,7(a)
investigating charges .....	C-II,7(b)
judicial panel, findings .....	C-II,7(d)
judicial panel hearing .....	C-II,7(c)
Disclosure of Management Salaries .....	SR-I
Disqualified Candidates for Area Director .....	C-IV,5(b)
District Directors Elections, Retiree .....	B-XIII,2(a)
District, Retiree .....	B-XIII,1
establishment of .....	B-XIII,1
boundaries .....	B-XIII,1(a)
assignment of members .....	B-XIII,1(b)
council membership .....	B-XIII,1(c)
affiliate membership .....	B-XIII,1
officers .....	B-XIII,2
members-at-large .....	B-XIII,1(c)(2)
transfer .....	B-XIII,1(b)(1)
Dues	
chapter .....	B-VII,1(a)
local dues .....	B-VII,1(a)
monthly deductions .....	B-VII,1(b)
per capita .....	B-VII,1(a)
remittance .....	B-VII,1(c)
defense fund .....	B-VII,10
exception .....	B-VII,2
associate member .....	B-VII,2(d)
exempt .....	B-VII,2(c)
inactive .....	B-VII,2(b)
retired member .....	B-VII,2(a)
revision of.....	B-VII,5
waiver of .....	B-VII,9
Dues and Assessments .....	B-VII
annual per capita dues .....	B-VII,1
calculation, maximum .....	B-VII,1(a)
local chapter dues .....	B-VII,1(a)
method of payment .....	B-VII,1(b)
term of payments .....	B-VII,1(c)
payroll deduction .....	B-VII,1(b,c)
Dues Not Allocated for Political Action .....	B-VII,7(c)
Dues Waiver Format .....	B-VII,9(c)
Duties, Executive Director .....	C-IX,3
Duties of Committees .....	B-II
Duties of Officers .....	B-I
Duties of Resolutions Committee .....	B-II,3
Duties, Retiree Council Board .....	B-XIII,4(b)
Duties, Retiree Unit Executive Board .....	B-XIII,3(a)

## E

Economic and Social Welfare, Promotion of .....	C-I,2(h)
Election Procedures, Board of Directors .....	C-IV,1(c)
Election Year for Area Directors .....	C-IV,2(b)
Elections	
area directors .....	C-IV,2
alternate area directors .....	C-IV,3
certification of area/alternate	
area director .....	C-IV,4

## Elections (continued)

chapter delegates for conference .....	B-V,2(c)
filling of vacancies .....	C-IV,7
letters of intent .....	C-IV,5
officers elected at conference .....	C-IV,1
recall of area or alternate area director .....	C-IV,8
removal of Officers .....	C-IV,9
Elections (continued)	
retiree district directors .....	B-XIII,2(a)
retiree unit executive board .....	B-XIII,5
unanimous ballot .....	C-IV,6
uncontested .....	C-IV,6
Electioneering Rules .....	SR-A,6
Electronic Meetings .....	C-VI,9
Eligibility for Board Officer .....	C-IV,1(b)
Emergency Authority .....	C-VI,10
Emergency Resolutions .....	B-V,6(c)
Employees, Association .....	C-IX
Establish Spirit of Cooperation .....	C-I,2(c)
Examination of Credentials .....	B-II,4(a)
Exception, Dues .....	B-VII,2
Exception to closing debate	
at conference .....	SR-K
Exception, Voting Procedure .....	B-XII,3(b)
Exceptions to Open Meetings .....	C-VI,5
Excess Expenditures, Retiree Unit .....	B-XIII,8(e)
Executive Director .....	C-IX,3
acting .....	C-IX,3(j)
annual budget .....	B-VIII,2(a)
authorization to disburse funds .....	B-VIII,5(d)
as general manager .....	C-IX,3(h)
attendance at board of directors meetings .....	C-IX,3(d)
bond .....	C-IX,3(f)
budget report .....	C-IX,3(g)
evaluation .....	C-VI,5(d)
removal .....	C-IX,3(i)
report at Conference .....	C-IX,3(e)
report to board .....	C-IX,3(k)
role of .....	C-V
Exempt Members	
delinquency .....	C-II,6(c)
dues .....	B-VII,2
resignation .....	C-II,6(c)
Exempt Membership .....	C-II,1(d)
Expenditure Regulations .....	B-VIII,4
Expense Claims .....	B-IX,2
Expenses, Administrator .....	C-III,10(b)5
Expenses of Officers and Committees.....	B-IX
Expenses of Regional Representatives .....	B-III,4
Expenses, Retiree Unit.....	B-XIII,8(c)
Expulsion	
appeal of decision .....	C-II,7(f)
confidential report .....	C-II,7(e)
decision, notification of .....	C-II,7(h)
filing of charges with president .....	C-II,7(a)
investigating charges .....	C-II,7(b)
judicial panel, findings .....	C-II,7(d)
judicial panel hearing .....	C-II,7(c)
Expulsion, Suspension, and Discipline .....	C-II,7
Extension of deadline .....	SR-C

## F

Fiscal Year	
association .....	C-X
audit .....	B-VIII,6(a)
chapter .....	C-III,3
retiree unit .....	B-XIII,9
Format for Dues Waiver .....	B-VII,9(c)
Forms, Area Director Letter of Intent .....	C-IV,5(a)
Fund, Political Action .....	B-VII,7(a)

# INDEX

## G

## H

Honor Roll Award .....	B-XI,2
qualifications for award .....	B-XI,2(a)
deadline extension .....	B-XI,4
deadline for submission .....	B-XI,2(b)
resubmission .....	B-XI,2(c)
Honor Roll Award (continued)	
change of submission to	
life membership .....	B-XI,2(e)
roster publication .....	B-XI,2(h)
voting at conference .....	B-XI,2(f)
Honor Roll Awards Committee,	
appointment of .....	B-XI,2(c)
Honor Roll Recipient to Association	
employee .....	B-XI,3(b)
Honoring Classified School Employees .....	SR-D

## I

Inactive Members, Delinquency .....	C-II,6(c)
Inactive Members, Dues .....	B-VII,2(b)
Inactive Members, Resignation .....	C-II,6(c)
Inactive Membership .....	C-II,1(b)
Incidental Expense Allowance,	
President .....	B-I,1(f)
1st vice president .....	B-I,2(b)
2nd vice president .....	B-I,3(b)
Secretary .....	B-I,5(b)
past president .....	B-I,6(b)
Internal Revenue Service,	
mileage rate allowable .....	B-IX,1
Invested Funds .....	B-VIII,3

## J

Judicial Panel -	
activation of .....	C-II,7(c)
composition of .....	C-II,7(c)
confidential report .....	C-II,7(e)
duties of .....	C-II,7(d)
expulsion, suspension and discipline .....	C-II,7

## K

## L

Legal Defense Fund .....	B-VII,10(a)
Legislation, Promotion of .....	C-I,2(d)
Length of Administratorship .....	C-III,10(c)
Length of Delegate Service .....	B-V,2(f)
Letters of Intent, Area Director Forms .....	C-IV,5(a)
Letters of Intent, Elections .....	C-IV,5
Life Membership, Association .....	C-II,4
Life Membership Award .....	B-XI,1
qualifications for award .....	B-XI,1
deadline extension .....	B-XI,4
deadline for submission .....	B-XI,1(d)
change of submission to honor roll .....	B-XI,1(e)
resubmission .....	B-XI,1(f)
membership privileges .....	B-XI,1(g)
roster publication .....	B-XI,1(g)
Life Membership Awards Committee,	
appointment of .....	B-XI,1(c)
Life Membership Award Qualification .....	B-XI,1(b)
Life Membership and Honor Roll Awards .....	B-XI
Life Membership Nomination .....	B-XI,1
Life Membership Recipient to Association	
employee .....	B-XI,3(c)
Line Authority .....	C-VI,2

Line Authority - Presidential/Executive	
director Only .....	B-I,9
local dues .....	B-VII,1(a)

## M

Management/Confidential Personnel,	
association employees .....	C-IX
Management Salaries, Disclosure of .....	SR-I
Meetings .....	C-VII
annual conference .....	C-VII,1
chapter, executive board .....	C-III,7(b)
electronic .....	C-VI,9
number per year .....	C-III,7(a)
emergency authority .....	C-VI,10
notice of .....	C-VI,3
open .....	C-VI,5
open - exceptions .....	C-VI,5
regional representatives .....	B-III,3
retiree executive board .....	B-XIII,7
special conference .....	C-VII,2
Member Communication - Website .....	SR-J
Member Control .....	C-V
Member, Dues .....	B-VII,1
Membership .....	C-II
active .....	C-II,1(a)
applications, cost of .....	B-X,2
associate .....	C-II,1(c)
at large .....	C-II,3
cards, cost of .....	B-X,2
chapter .....	C-II,2
exclusion, employees .....	B-XI,3(a)
exempt .....	C-II,1(d)
in good standing .....	C-II,5
inactive .....	C-II,1(b)
incentive program - waiver of dues .....	B-VII,9
life membership .....	C-II,4
retired .....	C-II,1(e)
retiree affiliate .....	C-II,1(f)
Members-At-Large .....	C-II,3
Mileage and Per Diem .....	B-IX,1
Minutes for Conference .....	SR-E
Monthly Reductions, Dues .....	B-VII,1
Monthly Report Of Funds To Chapters .....	B-VIII,5(a)

## N

Name and Objects .....	C-I
Name of Fund .....	B-VIII,1
Name of Organization .....	C-I,1
Negotiations .....	B-XII
New Chapters at Conference .....	B-V,2(g)
eligibility for conference delegates .....	B-V,2(g)
Nominations for Board Elections .....	C-IV,1(c)1
Nomination, Life Membership Award .....	B-XI,1
Nonmember Voting Eligibility .....	B-XII,3(c)
Notice of Meetings .....	C-VI,3
Notification of Chapter Meeting .....	C-III,7(a)
Number of Meetings, chapter .....	C-III,7(a)

## O

Objects (objectives) .....	C-I
promotion of organization of workers .....	C-I,2(a)
raising of standards .....	C-I,2(b)
spirit of cooperation .....	C-I,2(c)
promotion of legislation .....	C-I,2(d)
protection of rights .....	C-I,2(e)
promotion of collective bargaining .....	C-I,2(f)
right to carry out duty .....	C-I,2(g)
economic and social welfare .....	C-I,2(h)

# INDEX

## Officers

chapter, term of office .....	C-III,3
chapter, election date .....	C-III,3
chapter, installation date .....	C-III,3
Officers (continued)	
elected at conference .....	C-IV,1
records & reports .....	B-IV,1
Official Publications .....	B-VII,6
Open Meetings .....	C-VI,5
Order of Business	
annual conference .....	B-V,4
special conference .....	B-V,5
Organization of Workers, Promotion of .....	C-I,2(a)
Organization, Protection and Promotion of .....	C-I,2(g)
Organizational Security Clauses .....	B-XII,4
Other Certified Delegates .....	B-V,2(e)
Other Duties, Regional Representatives .....	B-III,3(c)

## P

Paid Release Time for	
Association President .....	SR-G
Parliamentary Authority .....	B-VI
Past President, Duties of .....	B-I,6
assumption of duties .....	B-I,6(a)
attendance of meetings .....	B-I,6(a)
counselor to elected officers .....	B-I,6(a)
expense allowance, past president .....	B-I,6(b)
Payment, Length of Terms, Dues	
and Assessments .....	B-VII,1(c)
Payment Methods, Dues and Assessments .....	B-VII,1(b)
Per Capita, Dues .....	B-VII,1
Per Diem	
allowance .....	B-IX,1
mileage .....	B-IX,1
retiree unit .....	B-XIII,8(d)
Personal Auto, Mileage Reimbursed .....	B-IX,1
Planning, Conference .....	B-V,1
Plurality of Vote for Board .....	C-IV,1(e)
Political Action Arm, Reporting .....	B-VII,7(d)
Political Action Committee .....	B-VII,7(a)
Political Action Fund .....	B-VII,7(a)
Policy 613 - Expulsion, Suspension and Discipline .....	C-II,7
Policy Making Body .....	C-VI,2
Power of Administrator .....	C-III,10(b)3
Presentation of Annual Budget .....	B-VIII,2(a)
Preservation of Area J .....	SR-L
Preservation of Meeting Minutes, Chapter .....	C-III,5(d)
President	
annual conference, order of business .....	B-I,1(d)
Committees, chairing and creation .....	B-I,1(b)
duties of .....	B-I,1
expense allowance, president .....	B-I,1(f)
expulsion, suspension and discipline .....	C-II,7
executive director, supervision over .....	B-I,1(c)
filing of charges .....	C-II,7(a)
meetings, presiding over .....	B-I,1(a)
power to appoint assistants to officers .....	B-I,1(e)
per diem authorized by .....	B-IX,1
supervision of executive director .....	C-VI,2
Policy 613 .....	C-II,7(a)
Presidential Arrangements	
annual conference .....	B-V,4
special conference .....	B-V,5
President's Meeting .....	SR-B
Proposals, Bargaining .....	B-XII,1
Publication of Conference Minutes .....	SR-E
Publications, Official .....	B-VII,6

## Q

Qualifications for Area Director .....	C-IV,2(c)
Quorum, Conference .....	B-V,3
Quorum, Board of Directors Meetings .....	C-VI,3

## R

Ratification of Bargaining Agreements .....	B-XII,3
Ratification Vote .....	B-XII,3(a)
Recall of Area or Alternate Area Director .....	C-IV,8
Receipts and Disbursement of Funds .....	B-VIII,5(a)
Record Keeping, Chapter Records .....	C-III,5(c)
Records and Reports .....	B-IV
Records,	
officers .....	B-IV,1
committee chairs .....	B-IV,1
appointees .....	B-IV,1
Regional Council Meetings .....	B-III,3(b)
Regional Meetings .....	B-III,3(a)
Regional Presidents Meeting .....	SR-B
Regional (President's) Meetings .....	B-III,3(a)
Regional Representatives .....	B-III
appointment .....	B-III,1
certification for conference .....	B-V,2(e)
expenses .....	B-III,4
other duties .....	B-III,3(c)
regional meetings .....	B-III,3
term .....	B-III,1
training .....	B-III,2
Registrations Fees, Conference .....	B-V,7
Regulation of Expenditures .....	B-VIII,4
Removal of	
executive board officers, retiree unit .....	B-XIII,6
executive director .....	C-IX,3(i)
officer, hearing .....	C-IV,9(c)
officer, notification .....	C-IV,9(b)
officer, vote .....	C-IV,9(d)
officers, written request .....	C-IV,9(a)
Reporting, Political Action .....	B-VII,7(d)
Reports, Administrator .....	C-III,10(b)4
Reports, Annual .....	B-IV,2
officers .....	B-IV,2
committee chairs .....	B-IV,2
appointees .....	B-IV,2
Reports Required, Chapter .....	C-III,5
Required Records .....	B-IV,1
Required Reports, Chapter .....	C-III,5
Requirements, Members-at-large .....	C-II,3
Reserve Funds, Amount Budgeted .....	B-VIII,2(b)
Reserve Fund Investments .....	B-VIII,3
Resignation	
active members .....	C-II,6(a)
inactive, associate, exempt members .....	C-II,6(c)
retired members .....	C-II,6(b)
Resolutions .....	B-V,6
actions .....	B-V,6(a)
actions by committees .....	B-V,6(f)
adopted amendments, updating .....	B-II,3(e)
assignment of .....	B-V,6(e)
author statement .....	SR-H
by board of directors .....	B-V,6(a)
by Chapter .....	B-V,6(a)
by retiree unit executive board .....	B-V,6(a)
certification of .....	B-V,6(a)
disputed .....	B-V,6(f)(2)
dissemination of and committee actions .....	B-V,6(g)
duty of secretary .....	B-V,6(d)
effective date .....	B-V,6(h)
emergency .....	B-V,6(c)
finalize actions and recommendations .....	B-V,6(f)(4)
publication on web .....	B-V,6(g)(3)
received after the deadline .....	B-V,6(c)
requirements for certification of .....	B-V,6(a)
review of .....	B-V,6(f)(1)
same subject .....	B-V,6(f)(2)
submission requirements .....	B-V,6(b)
submission deadline .....	B-V,6(b)

# INDEX

## R (continued)

Resolutions Committee, Duties of .....	B-II,3
constitution & bylaws, resolutions .....	B-II,3(a)
general policy, resolutions .....	B-II,3(b)
recommendations for action .....	B-II,3(c)
renumbering adopted amendments .....	B-II,3(e)
resolutions – in conflict with	
constitution & bylaws .....	B-II,3(d)
Resolutions Committee, Duties of (continued)	
resolutions, review of .....	B-II,3
updating adopted amendments .....	B-II,3(e)
Restrictions of Activities and Authority .....	B-I,9
Results for Board Elections.....	C-IV,1(c)3
Retired Members, Delinquency .....	C-II,6(b)
Retired Member, Dues .....	B-VII,2
Retired Member Living Out of State .....	B-XIII,1(c)(3)
Retired Members, Resignation .....	C-II,6(b)
Retired Membership .....	C-II,1(e)
Retiree	
affiliate membership .....	C-II,1(f)
assistant district director, appointment .....	B-XIII,2(b)
councils .....	B-XIII,4
council board .....	B-XIII,4(b)
council charter .....	B-XIII,4(a)
Retiree Districts .....	B-XIII,1
designations .....	B-XIII,1(a)
director, open meeting .....	B-XIII,7(c)
directors elections .....	B-XIII,2(a)
transfer .....	B-XIII,1(b)(1)
officers .....	B-XIII,2
Retiree Member at Large .....	B-XIII,1(c)(2)
Retiree Membership Application .....	B-XIII,1(c)
Retiree Membership Effective Date .....	B-XIII,1(c)
Retiree Unit .....	B-XIII
excess expenditures .....	B-XIII,8(e)
expenses .....	B-XIII,8(c)
fiscal Year .....	B-XIII,9
funding .....	B-XIII,8
funding, associations general fund .....	B-XIII,8(a)
funding, budget .....	B-XIII,8(b)
per diem .....	B-XIII,8(d)
representation to CSEA Annual	
or special conferences.....	B-XIII,10
statement of intent .....	B-XIII,5(e)
Retiree Unit Executive Board .....	B-XIII,3
certification for conference .....	B-V,2(e)
election eligibility .....	B-XIII,5(e)
election, tie .....	B-XIII,5(j)
election within districts .....	B-XIII,5(d)
election year and length .....	B-XIII,5
filling vacancy .....	B-XIII,5(k)
removal of executive board officers .....	B-XIII,6
sole candidate .....	B-XIII,5(i)
statement of intent, deadline .....	B-XIII,5(e)
term of service.....	B-XIII,5(h)
voting, timeline .....	B-XIII,5(f),(g)
Retiree Unit Executive Board Meetings .....	B-XIII,7
regular .....	B-XIII,7(a)
required .....	B-XIII,7(b)
Review of Annual Budget .....	B-VIII,2(a)
Revision of Annual Dues .....	B-VII,5
Rights, Protection of .....	C-I,2(e)
Robert's Rules of Order .....	B-VI
Role of Association Officers,	
Board of Directors .....	C-V
Rules for Electioneering .....	SR-A.6

## S

Secret ballot, Ratification .....	B-XII,3(a)
Secretary, Duties of .....	B-I,5
annual conference, record of proceedings .....	B-I,5(a)
assumption of higher duties .....	B-I,5(a)

## Secretary, Duties of (continued)

expense allowance .....	B-I,5(b)
meetings, notification of time and place .....	B-I, 5(a)
regarding resolutions .....	B-V,6(d)
Signatures for Association Funds .....	B-VIII,5(c)
Speaker Time Control .....	SR-A.5
Special Conference .....	C-VII,2
order of business .....	B-V,5
presidential arrangements .....	B-V,5
representation at .....	B-V,2
resolutions .....	B-V,6(b)
Special Reserve Fund, Legal Defense .....	B-VII,10(a)
Special Restricted Fund .....	B-VII,3
Spirit of Cooperation .....	C-I,2(c)
Staff Employees .....	C-IX
Standard Supplies .....	B-X
Standards, Raising of .....	C-I,2(b)
Standing Committees .....	C-VI,6
Standing Committees, Duties of .....	B-II,2
Submission of Resolutions .....	B-V,6(b)
Supplies, Chapter, Cost .....	B-X,1
Supplies, Chapter, No Cost .....	B-X,2
Supplies Charged to Affiliated	
Chapters/Officers .....	B-VIII,5(b)
Suspension .....	C-II,7
appeal of decision .....	C-II,7(f)
chapter, expenditure of monies .....	C-III,9
chapter officers .....	C-III,10(b)2
confidential report .....	C-II,7(e)
decision, notification of .....	C-II,7(h)
filing of charges with president .....	C-II,7(a)
investigating charges .....	C-II,7(b)
judicial panel hearing .....	C-II,7(c)
judicial panel, findings .....	C-II,7(d)

## T

Term, Affiliations Agreements .....	B-VII,11(c)
Term limit for Board Members .....	C-IV,1(d)
Term of Regional Representatives .....	B-III,1
Termination of Administratorship .....	C-III,10(e)
Training of Regional Representatives .....	B-III,2
Transcript, Conference.....	SR-E
Transfer to Political Action Fund .....	B-VII,7(b)
Transfer to Special Restricted Fund .....	B-VII,3
Travel, Mileage and Per Diem .....	B-IX,1

## U

Unanimous Ballot, Elections .....	C-IV,6
Uncontested Elections .....	C-IV,6

## V

Vote, Ratification .....	B-XII,3(a)
Voting Eligibility .....	B-XII,3(c)
Voting for Board Election .....	C-IV,1(c)2

## W

Waiver Remittance of Association Dues .....	B-VII,9(b)
Withholding of Service .....	B-XII,2

## X

## Y

## Z