

# California School Employees Association



## Merced College CSEA will hold an election in December for 2018 Executive Board Officers.

Nominations will be accepted from the floor during the next two chapter meetings on October 18<sup>th</sup> and November 14<sup>th</sup> from 12:00 – 1:00 pm in the Student Union Building, room SU-137.

Please bring the attached nomination form, **with the nominee's signature**, to one of the next two chapter meetings and make a motion to nominate a member(s) for office(s), or send it to Terry Plett ([terry.plett@mccd.edu](mailto:terry.plett@mccd.edu), Stop 48) before the November's Chapter Meeting and he will make the motion to nominate the member. Nominees must sign the attached form for the nomination to be accepted. A member may nominate him or herself.

### The following offices are open for nominations:

#### **PRESIDENT**

"Section 3. The President shall:

- (a) Be chairperson of the Executive Board, call and preside over all meetings of the Chapter and Executive Board at which s/he is in attendance.
- (b) Fix the time and place of meetings except as otherwise directed by the membership.
- (c) Set the agenda for Chapter meetings, as noted in Article VI.
- (d) Appoint and direct the activities of the various committees, standing or special, required by this constitution or established by the Executive Board, or as may be ordered by vote of the membership, except as otherwise provided herein.
- (e) Attend all regional presidents' meetings (RPMS) and such other meetings as required by the Association or direction of the Chapter, and report back to the Executive Board and Chapter membership at the next Chapter meeting, with recommendations for Chapter action or as otherwise required.
- (f) Perform such other duties as normally pertain to the office of President or ordered by this constitution."

#### **VICE PRESIDENT**

"Section 4. The Vice President shall:

- (a) In the absence or disability of the President, possess all of the powers and perform all the duties in his/her stead.
- (b) At all times assist the president in the performance of his/her duties.
- (c) Assume the office of President if a vacancy occurs.
- (d) If directed by the Executive Board, compile a report on the activities and achievements of the Chapter, and forward a copy of same to each member in January.
- (e) Serve as Chairperson of the Membership Committee.
- (f) Coordinate and direct the activities of the Site Representatives.
- (g) Coordinate the activities of the standing committees.
- (h) Perform such other duties as may be assigned by the President/Executive Board or ordered by this constitution."

#### **SECRETARY**

"Section 5. The Secretary shall:

- (a) Keep an accurate record of all proceedings of Chapter and Executive Board meetings, including an accurate roll of members and officers in attendance at each.
- (b) Keep an accurate roster of the officers of the Chapter and see that such information is forwarded to the Association as required.
- (c) Issue notices of all meetings of the Executive Board and Chapter meetings, which shall include notice of matters for discussion at same.
- (d) Notify members of all committees of their appointment/election.
- (e) Have custody of all correspondence, official documents and historical records of the Chapter, which shall be open at all times for the inspection of the President or his/her agent and members of the Executive Board.
- (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the Association and the constitution of this Chapter and see that copies of same are available for reference at all Executive Board and Chapter meetings, and available for inspection by the general membership upon request.
- (g) Perform such other duties as normally pertain to the office of Secretary or as may be assigned by the President/Executive Board or ordered by this constitution."

## TREASURER

"Section 6. The Treasurer shall:

- (a) Receive all funds of the Chapter and keep and disburse same under the direction of the President and as required by the Constitution & Bylaws of the Association and this Chapter.
- (b) Keep or cause to be kept regular books and full accounts which shall be open at all times to inspection of the President or his/her agent and the Auditing Committee.
- (c) Provide access to all records, vouchers and statements to the Auditing Committee for annual inspection at the close of each fiscal year.
- (d) Report at each meeting of the Chapter as to the financial condition of the treasury with a detailed statement of receipts and expenditures and accounts payable, to include per capita dues/fees paid and owed to the Association if any.
- (e) Prepare the annual PERB financial report to include the last day of the fiscal year, and immediately submit same to the President for review and forwarding to the Association, and the membership.
- (f) Promptly process and forward membership applications and dues payments to CSEA Headquarters and payroll deduction authorizations to proper district office for processing.
- (g) Maintain an accurate record of members in good standing, and prepare such monthly reports and remittances as may be required by the Association and promptly forward to CSEA Headquarters within thirty (30) days of request.
- (h) Assist in preparation of the Chapter budget.
- (i) Upon leaving office, sign such bank signature cards or other documents necessary for the transfer of all Chapter accounts to the new Treasurer.
- (j) Perform such other duties as normally pertain to the office of Treasurer or as may be assigned by the President/Executive Board or ordered by this constitution."

## COMMUNICATIONS OFFICER (CPRO)

"Section 7. The Public Relations Officer shall:

- (a) Edit and distribute a newsletter or similar publication as may be authorized by the Executive Board and the Chapter membership.
- (b) Write articles of interest pertaining to chapter affairs for local newspapers and official publications of the Association.
- (c) Perform such other duties as normally pertain to the Public Relations Officer or as may be assigned by the President/Executive Board or as ordered by this constitution."

## CHIEF UNION STEWARD

"Section 8. The Chief Job Steward shall:

- (a) Ensure that the Job Steward program of the Chapter functions according to the requirements set forth in this constitution; ensure that all grievances are handled properly in their investigation and filing, and consistent in their resolution.
- (b) Maintain the necessary records on matters of contract enforcement to permit the Chapter to effectively represent the bargaining unit employees.
- (c) Process all grievances not settled at the immediate-supervisory level, unless CSEA staff assistance is required. If staff assistance is required, the President shall be notified.
- (d) Keep the Executive Board informed on all grievance activity.
- (e) Review all grievances being considered for arbitration and recommend to the Executive Board whether each particular case should be arbitrated."

## NEGOTIATOR [2 offices open—2-year terms]

Two (2) year term of office.

"Section 12, (e). Duties:

- (1) Research issues and prepare and submit initial bargaining proposals (including proposals on re-openers) for review and approval of members in good standing of the bargaining unit(s) prior to commencement of negotiations, including recommendations relating to salary schedules and fringe benefits.
- (2) Negotiate the contract (including re-openers and modifications) for and on behalf of the Chapter with assistance from CSEA field staff.
- (3) Ensure that all bargained agreements are submitted for ratification of the bargaining unit(s) in accordance with Article XII of this constitution.
- (4) Review all insurance programs, which may be available to the Chapter membership and to acquaint the membership with those programs; and act as an intermediary for any member between administration insurance carriers and other concerned persons or groups for any member so requesting and involving a program of group insurance available to the membership."

All offices have a one year term, except Negotiator which has a two year term of office.

~Merced College CSEA Chapter 274 Constitution

CSEA Chapter 274 Constitution, ARTICLE IV:

"Officers & Executive Board/Election Procedures

Section 3. Eligibility to Hold Office:

Officers shall be elected from among the Active members in good standing of the Chapter who have maintained such membership continuously for a period of six (6) consecutive calendar months immediately preceding the month in which they are elected.

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

"Section 4. Nominating and Election Procedures:

- (a) Nominations to fill the elective offices listed in Section 1 shall be accepted annually.
- (b) Nominations for these offices shall be accepted from the floor at the October and November Chapter meetings.
- (c) If, after nominations are closed at the November Chapter meeting there is only one (1) nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required. The Chapter President shall so notify the membership in writing as soon thereafter as possible.
- (d) When there is more than one (1) nominee for an office, a secret ballot election shall be conducted on the day scheduled for the December Chapter meeting.
- (h) It shall require a plurality vote to elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall be determined by lot (draw) between the tied candidates."



# California School Employees Association

# NOMINATION FORM



The CSEA member nominated for the 2018 Executive Board Officer position must show their agreement to the nomination by signing their name on the line below next to the office for which they have been nominated [with the exception of Negotiator, a member can only accept nomination for one (1) office]. A member may also nominate him or herself.

Bring this form to either the October 18<sup>th</sup> or the November 15<sup>th</sup> CSEA Chapter Meeting in the Student Union Building, Room SU-137 and “make a motion to nominate” the members who have signed below, or send it to Terry Plett ([terry.plett@mccd.edu](mailto:terry.plett@mccd.edu), Stop 48) and he will make the motion.

Elections will be held on **Wednesday, December 20, 2017**, right after the Chapter’s Membership meeting.

**President:** \_\_\_\_\_  
(Print Name) (Signature)

**Vice President:** \_\_\_\_\_  
(Print Name) (Signature)

**Secretary:** \_\_\_\_\_  
(Print Name) (Signature)

**Treasurer:** \_\_\_\_\_  
(Print Name) (Signature)

**CPRO:** \_\_\_\_\_  
(Print Name) (Signature)

**Chief Job Steward:** \_\_\_\_\_  
(Print Name) (Signature)

[Two (2) Negotiator offices open]

**Negotiator:** \_\_\_\_\_  
(Print Name) (Signature)

**Negotiator:** \_\_\_\_\_  
(Print Name) (Signature)