

CONSTITUTION OF

Santa Barbara City College Chapter No. 289, CSEA

Adopted October 7, 1986

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

Where used throughout this document, "State Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "chapter" are interchangeable, and mean Santa Barbara City College Chapter No. 289, CSEA; "Board" shall mean Board of Trustees of the District; and "District" shall mean Santa Barbara Community College District.

ARTICLE I NAME AND OBJECTS

Section 1. Name: The name of this organization shall be the Santa Barbara City College Chapter No. 289 of the California School Employees Association;

Section 2. Objects: The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system; initiate and promote such legislation as may be for the best interests of the members and public education; afford opportunity for the investigation and interchange of ideas upon subjects pertaining to the progressive development of public education; promote the efficiency and raise the standards of service of all public school employees; and establish effective relations with state and local administrative officials based on mutual respect.

ARTICLE II MEMBERSHIP

Section 1. There shall be four classes of membership in this chapter: Active, Inactive, Lifetime Retired and Active Retired, as defined in Article II of the State Constitution and Bylaws.

(a) **Active:** Any person regularly employed by the District and eligible for representation by the Association, shall be eligible for "Active" membership in this Chapter upon the payment of the regular dues. "Active" members of this chapter must also be "Active" members of the State Association.

(b) **Inactive:** Any "Active" member of this chapter who is granted an unpaid leave of absence by the employer or is placed on a re-employment list and is not otherwise in a paid status with the school employer shall be eligible for "Inactive" membership status upon payment of required dues. Such members shall be eligible for representation in any matter appropriate to ensure their employment status. They shall not otherwise be accorded voice or vote in chapter affairs.

(c) **Lifetime Retired:** Any person who was a member at the time of retirement may become a lifetime retired member of this chapter upon payment of a one-time fee of \$10.00. Such members shall be permitted to attend chapter meetings and social functions and to receive the chapter newsletter as long as they live in the local area. They shall not otherwise be accorded voice, vote or other participation in chapter affairs.

(d) **Active Retired:** Any person who was a member at the time of retirement and who also maintains a Retired Membership in good standing with the State Association shall be eligible for "Active Retired" membership in this chapter upon payment of required dues. Such members shall be entitled to full participation in chapter affairs, including the right to hold elective and appointive offices and the right to vote, with the exception of the right to vote in contract ratification and concerted activities matters.

Section 2. Membership shall be effective upon the completion, dating, and signing of an application form and authorization for payroll deduction of dues as approved and provided by the State Association. Should the member-applicant not authorize payroll deduction for dues, membership shall only be effective upon payment of at least one year's dues in advance. The application shall be promptly countersigned by the Chapter Treasurer who shall forward the approved application to the State Association with the next Remittance Report following completion of said application.

Section 3. Discipline: All matters for proposed disciplinary action against members shall be referred to the State Association for action in accordance with provisions of the State Constitution and Policy.

ARTICLE III DUES AND ASSESSMENTS

Section 1. Annual Dues

(a) The annual dues for members of this chapter shall be ten dollars (\$10.00), plus applicable annual per capita dues of the State Association as specified in subsection (b) below. Dues are payable on a tenthsly basis (September through June) by payroll deduction, or annually in advance to the Chapter Treasurer.

(b) The annual per capita dues of the State Association shall be assessed based on annual salary and in accordance with the rate schedule as specified in the Association's Bylaws. Annual salary shall be computed based on placement on the salary schedule, and including longevity, professional growth, and annual anniversary increments. Annual salaries shall be recomputed and dues rate adjustments made accordingly effective as of July 1 of each year, except as follows:

(1) If a general dues increase has been approved by action of delegates to the State Association's annual conference to take effect other than July 1, the new dues rates shall be effective on the date specified and adjustments made accordingly.

(2) Members who realize a reduction in salary due to an involuntary reduction in work hours or classification or a voluntary reduction in lieu of layoff may have their dues rate recomputed effective with the first of the month following such reduction.

(c) Any member who is eligible and chooses to continue as an "Inactive" member shall be required to pay one-half (1/2) of the dues rate they were paying at the time they were placed on unpaid status, provided they pay annually, in advance, or for the actual number of months of the leave, whichever is lesser.

Section 2. No assessments shall be levied other than those approved by three-fourths (3/4) of the chapter membership present at the meeting.

ARTICLE IV OFFICERS/EXECUTIVE BOARD, AND THEIR ELECTION

Section 1. Officers: The following officers shall constitute the officer personnel of this chapter: President, Vice-President, Secretary, Treasurer, Reporter(s), Chief Job Representative, Junior Past President.

Section 2: If the Continuing Education Division is not represented among the elected officers of the Chapter, the President shall appoint an Executive Board Member to be the liaison to Continuing Education.

Section 3: Eligibility to Hold Office. The Chapter President shall be elected from among eligible chapter members who have maintained continuous membership in good standing for a period of twelve (12) consecutive calendar months immediately preceding the month in which the elections are held. All other officers shall be elected from among eligible chapter members who have maintained continuous membership in good standing for a period of six (6) consecutive calendar months immediately preceding the month in which the elections are held.

Section 4. Election Procedures:

(a) A Nominating Committee, appointed as hereinafter provided, shall provide recommendations (nominations) to fill the elected offices listed in Section 1, which shall be submitted at the November chapter meeting.

(b) Nominations for these offices shall also be accepted from the Floor at the November Meeting.

(c) If, after all nominations are closed, there is only one nomination for an office, the single nominee shall be declared elected to the office, and no balloting or other action shall be required.

(d) In the event there is more than one nominee for an office, an election shall be held at the December chapter meeting by secret ballot vote of eligible members present at said meeting. It shall require a majority vote to elect any officer.

(e) All procedural matters relating to conducting chapter officer elections shall be in accordance with provisions of State Association Policy #618.

(f) Results of the election of officers shall be announced at the December meeting.

Section 5. Term of Office: Elected officers shall take office and assume their duties on the January 1 following their election and shall continue to serve for one (1) year or until their successors are elected or appointed, provided that any officer shall automatically forfeit such office if they cease to be an eligible member in good standing.

Section 6. Installation: Installation of officers shall be held no later than January 31.

Section 7. Vacancies: A vacancy in any office, except that of President, shall be filled by recommendation of the Executive Board which shall be submitted in writing to the membership and approved by majority vote of eligible members present at a meeting called for the purpose of ratifying the recommendation.

A vacancy in the office of President shall be filled by the Vice-President.

ARTICLE V DUTIES OF OFFICERS/EXECUTIVE BOARD

Section 1. Executive Board: The Executive Board of this chapter shall be the policy-making body of the chapter in the intervals between chapter meetings. It shall transact necessary business of the chapter and approve the plans of the various committees. Minutes of Executive Board meetings shall be read at the next regular or special chapter meeting, and actions of the Board shall be subject to ratification of eligible members present.

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

Section 2. President: The President shall:

- (a) Preside at all meetings of the chapter and Executive Board at which s/he is in attendance;
- (b) Appoint the various committees, standing or special, required by this constitution or established by the Executive Board or ordered by vote of the membership, except as herein otherwise provided;
- (c) Be Chairperson of the Executive Board;
- (d) Attend all Regional Presidents' meetings, and such other meetings as required by the State Association or direction of the chapter, and report back to the membership at the next chapter meeting;
- (e) Perform such other duties as normally pertain to the office of President or ordered by this Constitution.

Section 3. Vice-President: The Vice-President shall:

- (a) In the absence or disability of the President, possess all of the powers and perform all of the duties in his/her stead;

- (b) At all times assist the President in the performance of his/her duties;
- (c) Shall assume the office of President if a vacancy occurs.
- (d) 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) Perform such other duties as may be assigned by the Executive Board or ordered by this Constitution, including fund-raising events.

Section 4. Secretary: 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 State Association as required;
- (c) Issue notices of all meetings of the chapter, which shall include notice of matters for discussion at same;
- (d) Notify members of all committees of their appointment;
- (e) Have custody of all books and 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) Perform such other duties as normally pertain to the office of Secretary or as may be directed by the President or required by this Constitution.

Section 5. Treasurer: 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 and Bylaws of the State Association and direction of the chapter;
- (b) Keep or cause to be kept regular books and full accounts which shall be open at all times to the inspection of the President or his/her agent and the Auditing Committee;
- (c) 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 State Association, if any;
- (d) Promptly forward payroll deduction authorizations to proper district office for processing;
- (e) Prepare the monthly Remittance Report as required by the State Association and promptly forward to State Headquarters within thirty days of receipt;

(f) Prepare an annual report to include the last day of the fiscal year, and provide access to all records, vouchers, and statements to the Auditing Committee for annual inspection;

(g) Prepare annual PERB Financial Reports and submit them to the President for review and forwarding to the appropriate authority;

(h) Forward a copy of the annual audit report and PERB Financial Statement to the Executive Director of the State Association as soon as they are prepared;

(i) Turn over all records, vouchers, and statements to the newly elected Treasurer upon leaving office;

(j) Perform such other duties as may be directed by the President or required by the State Constitution and Bylaws.

Section 6. Public Relations Officer: It shall be the duty of the Public Relations Officer to edit and distribute a newsletter or similar publication as may be authorized by the chapter membership or the Executive Board; to write articles of interest pertaining to chapter affairs for local newspapers and The School Employee; and perform such other public relations activities as directed by the President.

Section 7. Past President: The Immediate Past President shall be a member of the Executive Board and perform such duties as may be assigned by the President and/or Executive Board, and shall in the absence or disability of both the President and Vice-President, possess all of the powers and perform all of the duties of the President.

Section 8. Chief Union Steward: The Chief Union Steward shall ensure that the Union Steward Program of the chapter functions according to the requirements set forth in this Constitution, and shall maintain the necessary records on matters of contract enforcement to permit the chapter to effectively represent bargaining unit employees. S/he shall also serve as Chairperson of the Grievance Committee.

ARTICLE VI

Section 1. All funds received shall be deposited in the name of Santa Barbara City College Chapter No. 289, CSEA, in such bank or other financial institution as approved by the Executive Board. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and at least one of the following officers: President, Vice President, Secretary. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of at least two of the above-named officers.

Section 2. The Executive Board shall prepare an annual budget for approval of the chapter membership no later than December of each year, which shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approval budget shall regulate the expenditures of the chapter, except that the Treasurer shall submit any single expenditure in excess of \$100 to the Executive Board for prior approval. Any expenditures in excess of those approved in the budget must be approved by the chapter.

**ARTICLE VII
COMMITTEES
THEIR APPOINTMENT/ELECTION, AND DUTIES**

Section 1. The President shall appoint the following standing committees, which appointment shall be subject to the ratification of the Executive Board:

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|-------------|------------------------------|
| Grievance | Nominating |
| Hospitality | Personnel Benefits |
| Membership | Political Action/Legislative |
| Negotiation | Scholarship |

Section 2. Such other committees as in the judgment of the Executive Board are necessary for the welfare of the chapter may be appointed. The Executive Board shall determine the composition of such committees and the duration of appointment, which shall not extend beyond the close of the fiscal year.

Section 3. The Vice-President shall act as coordinator of all appointed committees. The Vice President shall be chairperson of the Membership Committee.

Section 4. The President shall be a member ex-officio of all committees, except the Nominating Committee.

Section 5. Quorum: A majority of the members of any committee must be present at any meeting to constitute a quorum.

Section 6. Terms: All committees shall continue to function from appointment to the end of the chapter and fiscal year unless otherwise herein provided.

Section 7. Grievance Committee:

(a) It shall be the duty of the Grievance Committee to supervise and assist the operation of the Union Steward Program within the chapter. The committee shall insure that all grievances are handled properly in their investigation, filing and resolution.

(b) The Committee shall be empowered to review proposed settlements of grievances undertaken by individuals to ensure that they are resolved consistent with chapter policy.

(c) The Committee shall review all grievances going beyond the second level to determine whether CSEA Staff assistance should be obtained. If Staff assistance is required, the Executive Board shall be so notified.

(d) The Committee shall review all grievances being considered for arbitration and report to the Executive Committee on whether each particular case should be arbitrated.

Section 8. Personnel Benefits: It shall be the duty of this Committee to review all insurance programs that may be available to the chapter membership and to acquaint the membership with those programs. The Committee shall act as 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.

Section 9. Membership Committee: It shall be the duty of this Committee to strive for 100% membership and to prepare and execute a program designed to secure new members and stimulate attendance at the regular chapter meetings on an ongoing basis.

Section 10. Nominating Committee: It shall be the duty of this Committee to:

(a) Investigate the qualifications of members for the elective offices and recommend such nominees for office as in its judgment will best serve the interests of the chapter. Nominations shall be reported to the chapter membership as required by Article IV, Section 4, of this Constitution.

(b) Oversee the preparation, distribution, and counting of the ballots in chapter elections, and certify the election results to the Chapter President. In addition, the Committee shall ensure that election procedures are in accordance with provisions of the State Association Constitution and Bylaws and Policy, and this chapter's Constitution.

Section 11. Political Action/Legislative Committee: It shall be the duty of this Committee to:

(a) Keep the members informed about the legislative program of the State Association;

(b) Recommend to the chapter membership, as necessary, legislative proposals it deems desirable for submission to the State Association's annual conference or to the State Association's Board of Directors for consideration and inclusion in the Association's legislative program;

(c) Develop and implement a chapter Alert System (telephone tree) to be used for emergency contact of the membership when immediate action is necessary on legislative issues, contract matters, or other items of importance to the Association and chapter;

(d) Keep abreast of political activities affecting the chapter and the State Association as relates to school board elections, appropriate state assembly and senate districts, support of candidates for statewide offices, support or opposition of initiatives and propositions;

(e) Render regular reports at chapter meetings, and recommend any political action or activity it considers appropriate; submit such recommendations as may be approved to PACE of CSEA;

(f) Work cooperatively with the Regional Political Action Coordinator and appropriate State Committees in furtherance of the Association's legislative and political goals;

(g) Encourage all members to support PACE of CSEA, and educate the membership regarding the necessity for active participation in the political process, at least as it relates to the school board and local assembly and senate district elections.

Section 12. Hospitality Committee: It shall be the duty of this Committee to send cards, flowers, etc., to members of the bargaining unit when it is deemed appropriate. It is also the duty of this Committee to organize any social function the chapter members may authorize.

Section 13. Scholarship Committee: It shall be the duty of this Committee to seek qualified applicants and select qualified recipients for chapter-sponsored scholarships.

Section 14. Negotiating Committee:

(a) The Negotiating Committee shall consist of a chairperson as designated by the President and three (3) other members.

(b) It shall be the duty of the Negotiating Committee to negotiate the contract for and on behalf of the chapter, with assistance from State Association Field Staff.

(1) Present to the Board of Trustees any and all contract proposals approved by the general membership for negotiation.

(2) Represent the general membership in the bargaining process with the Board's Representative(s) on all matters relating to wages, hours, and all other terms and conditions of employment.

(3) It shall be the responsibility of the Negotiating Committee to present all tentative agreements to the general membership.

(4) Receive, review, and prepare for the approval by the chapter membership all recommendations relating to salary schedules and fringe benefits which affect the membership of the chapter.

(5) Upon approval of salary and fringe benefits recommendations by the membership, it shall represent the chapter to administration and the Board of Trustees.

(c) The term of office for members of the Negotiating Committee shall commence on the January 1 following the election and continue for one year or until their successors are appointed.

**ARTICLE VIII
RECALL OR REMOVAL OF EXECUTIVE BOARD MEMBERS
OR COMMITTEE MEMBERS**

Section 1. Recall of Executive Board Members/Committee Members:

(a) Elected officers may be recalled from office upon a three-fourths (3/4) secret ballot vote of members in good standing of the chapter present and voting at a meeting called for the purpose of a recall action. Committee members may be recalled from office by a majority secret ballot vote of eligible members at the designated meeting.

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

(c) Upon receipt of the petition, the Executive Board shall arrange for a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, at which the charged person shall be afforded opportunity to rebut the charges, and the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted to members of the Executive Board and members of the chapter in good standing who are eligible to vote on the particular recall action, authorized representatives of the State Association, and such witnesses as may be pertinent to the action.

ARTICLE IX DELEGATES TO CONFERENCES THEIR ELECTION AND RESPONSIBILITIES

Section 1. Delegates: Voting delegates to any annual or special conference of the State Association shall be selected, from among eligible members in good standing in such number as authorized by the Bylaws of the State Association, to include the following:

- (a) The chapter President:
- (b) Such additional delegates as necessary to equal the total number authorized shall be elected as provided in Section 2, below.

Section 2. Election. Authorized delegates, other than the President, shall be nominated at the regular meeting in March and elected by secret ballot vote at the regular meeting in April. Alternates for each authorized delegate shall be elected in the same manner as for delegates, except that an alternate for the President shall also be elected. In the event an elected delegate cannot attend, the Executive Board shall determine which alternate shall replace the authorized delegate.

Section 3. Responsibilities: Delegates shall attend all business and other sessions of importance to the chapter. In addition, the delegate shall:

- (a) Attend at least one orientation meeting at the regional or area level concerning the resolutions to the upcoming conference.
- (b) Submit a brief written report of activities and expenses to the President within three (3) weeks after conclusion of a conference when the President does not attend.
- (c) Render an oral report to the chapter membership at the first chapter meeting after the conference, which shall also be set forth in the written form and distributed to all members.

ARTICLE X COLLECTIVE BARGAINING

Section 1. Petitions for Recognition: Any petition submitted by this chapter seeking exclusive recognition for bargaining (including a petition seeking decertification of another organization) under the laws of this state and rules of the Public Employment Relations Board (PERB)

shall seek recognition for "The California School Employees Association and its Santa Barbara City College Chapter 289."

Section 2. Contract Proposals: Initial proposals on all contracts (including initial proposals or re-openers) shall be determined by vote of chapter members within the appropriate bargaining unit.

Section 3: Negotiated Agreement: When the Negotiating Committee has negotiated a contract or amendments to an existing contract, it shall immediately submit one copy to the CSEA Field Representative assigned to service the chapter, for review and recommendation by the State Association prior to membership ratification.

Section 4: Ratification Procedures:

(a) The Chapter President shall call a meeting of all members of the bargaining unit to determine whether or not they accept the negotiated contract or amendments thereto. The written meeting notice shall be issued to each member of the bargaining unit no later than five (5) working days in advance of the scheduled meeting.

(b) The meeting notice, together with a summary of the Tentative Agreement, shall be posted at each work site at least five (5) working days in advance of the scheduled meeting.

(c) In addition to the above requirements, each CSEA member of the bargaining unit shall be provided (1) a copy of the Tentative Agreement, or a summary of the Tentative Agreement, and (2) a statement as to whether the Negotiating Committee is recommending ratification or rejection of the agreement.

(d) Exception to the above: If the Executive Board determines that an immediate ratification vote would be advisable, it may request the State Association's Executive Director to waive the notification requirements listed above, and to approve an alternate procedure for notifying bargaining unit members of the date, place, and time of the ratification meeting. If the Executive Director approves such request, the Chapter President shall assure that summaries of the Tentative Agreement and/or copies of the Tentative Agreement are available for review and reference at the meeting.

(e) Ratification Meeting:

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

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

(3) Adequate opportunity for full discussion, debate and answering of questions shall be provided prior to a vote being taken.

(4) A secret ballot vote shall then be conducted. Only "Active" CSEA members of the bargaining unit who are in good standing shall be entitled to vote on the ratification or

rejection of any negotiated agreement. Bargaining unit members who are not members of CSEA shall not be permitted to participate in the ratification vote.

(5) It shall require a majority of the votes cast by eligible CSEA members present at the meeting for ratification.

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

ARTICLE XI CONCERTED ACTIVITIES

Section 1. No concerted action shall be instituted by this chapter unless such concerted action has been approved at a regular or special chapter meeting, by secret ballot vote of not less than sixty-five percent (65%) of the eligible members in good standing present and voting, a quorum being present, and approval for such concerted activity has been granted by the State Association's Board of Directors.

Section 2: If the dispute relates to contract negotiations, no concerted withholding of service shall be instituted unless the last offer of the employer has been submitted to the chapter membership at a meeting called and conducted in accordance with Article XI of this Constitution and has been rejected, and the requirements of Section 1, above, shall have been met.

ARTICLE XII AMENDMENTS TO CONSTITUTION

Section 1. This Constitution shall at all times conform to all provisions of the State Association Constitution and Bylaws and Policy, and where any conflict should occur, the State Constitution and Bylaws and/or Policy shall prevail.

Section 2. A motion to amend, adopt or repeal any section(s) of this Constitution may be made by any member in good standing at any regular or special chapter meeting, which shall constitute a first reading of the motion. If such motion is approved, each member of the chapter shall then be given written notification of the purposed amendment(s) and the date, time and place of the regular or special chapter meeting where the matter will be read a second time and acted upon. Such meeting shall be held not less than twenty-one (21) days from the date of the first reading, and the notification shall be issued to the members at least ten (10) days in advance of the scheduled meeting.

Section 3. Approval by two-thirds (2/3) of the eligible members in good standing present and voting at the second reading shall be required to adopt the amendment(s).

Section 4. If the amendment(s) fails passage at the second reading, it may be continued for consideration at the next regular or a designated future meeting by majority vote. If the amendment fails to achieve the necessary two-thirds (2/3) approval at its third reading, it shall be deemed withdrawn.

ARTICLE XIII DISBANDMENT OF CHAPTER

Section 1: Should the chapter disband for any reason, a final audit of the financial books and records of the chapter shall be made in conjunction with the State Association's Controller or his/her designee. Following conclusion and certification of such audit, final distribution of treasury funds shall be made as follows:

- (a) All funds due and owing the State Association shall be promptly remitted to the State Association.
- (b) All outstanding obligations of the chapter shall be promptly paid.
- (c) Funds then remaining shall be divided for refund to the individual chapter members on the basis of years of membership in the chapter. This shall be accomplished by adding the total number of years of membership for all members. The number of years for all members will then be divided into the total remaining funds to determine a single year's "value," and that amount then multiplied by years of service to determine individual refunds. One-half or more of a year shall be counted as a full year; less shall not be counted. Example: The total membership years of all members is 500 and the amount left for division is \$800. A member with 10 years of membership would receive $\$800 \div 500 \times 10 = \16 .
- (d) Should the refund due any individual(s) be less than \$1.00, such amounts shall be combined and forwarded as a lump sum contribution to the CSEA Scholarship Fund in lieu of refund to the individual(s).

Section 2. No funds remaining in the chapter treasury may, under any circumstances, be donated or in any manner transmitted to another organization which has secured exclusive representation rights, unless approval has been sought and obtained from the State Association's Board of Directors.

ARTICLE XIV MEETINGS

Section 1. Regular monthly meetings of this chapter shall be held during the months of September through June, inclusive. Dates and times of such meetings shall be established in January for the succeeding twelve (12) month period and shall be made known to the membership.

Section 2. Special meetings may be called at any time by vote of two-thirds (2/3) of the Executive Board, or upon petition to the President of twenty percent (20%) of the chapter membership.

Section 3. A meeting notice shall precede all meetings at least five (5) days in advance to allow all members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon.

Section 4. Unless otherwise ordered by two-thirds (2/3) vote at a chapter meeting, the Order of Business at all regular chapter meetings shall be:

- (1) Pledge of Allegiance to the Flag
- (2) Reading of the Minutes of the previous meeting
- (3) Communications
- (4) Treasurer's Report
- (5) Recognition of New Members
- (6) Report of the Negotiating Committee
- (7) Committee Reports
- (8) Unfinished Business
- (9) New Business
- (10) Report of Field Representative/Regional Representative
- (11) Good of the Order
- (12) Adjournment

Section 5. Quorum for Meetings: It shall require at least four (4) members in good standing in attendance at any chapter meeting for business to be conducted.

ARTICLE XV PARLIAMENTARY AUTHORITY

Section 1. Except as otherwise herein provided, the conduct of meetings and other procedural matters shall be according to Robert's Rules of Order, latest revision. The President may appoint a Parliamentarian to assist in this regard.

ARTICLE XVI FISCAL YEAR

Section 1. The Fiscal Year of this chapter shall extend from January 1 through December 31, inclusive.