

**CONSTITUTION OF  
Merced College Chapter No. 274, CSEA  
Revised September 29, 2021**

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

**Where used throughout this document, "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "Chapter" are interchangeable and mean Merced College Chapter No. 274, CSEA.**

**APPROVED**

**California School Employees Association**

**Date: December 1, 2021**

**By: *Deana M. Craig*, Executive Coordinator**

## Table of Contents

	<b><u>Page</u></b>
Article I – Name and Objects .....	3
Article II – Membership .....	3
Article III – Dues and Assessments .....	6
Article IV – Officers & Executive Board / Election Procedures.....	7
Article V – Authority of Executive Board / Duties of Officers.....	9
Article VI – Meetings.....	13
Article VII – Control of Funds / Budget .....	14
Article VIII – Committees .....	14
Article IX – Union Stewards.....	18
Article X – Site Representatives .....	19
Article XI – Recall or Removal from Office .....	19
Article XII – Delegates to Conference.....	20
Article XIII – Contract Ratification .....	21
Article XIV – Concerted Activities .....	23
Article XV – Amendments to Constitution.....	23
Article XVI – Disbandment of Chapter .....	24
Article XVII – Parliamentary Authority.....	25
Article XVIII – Fiscal Year .....	25
Article XIX – Chapter Pre-Retirement Resource Person .....	25
Article XX – Delegates to the Central Labor Council .....	25
Article XXI – Travel / Expenses .....	26

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

**ARTICLE I  
NAME AND OBJECTS**

**Section 1. Name:** The name of this organization shall be Merced College Chapter No. 274 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, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**ARTICLE II  
MEMBERSHIP**

**Section 1.** Membership in this Chapter shall be as follows:

(a) **Active:** "Active" membership, which carries with it the privilege of full participation in Chapter activities, including the right to vote and to hold elected or appointed offices, shall be extended to any person employed in a bargaining unit represented by this Chapter, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief. Active membership status shall cease at such time as the member becomes eligible for any other category of membership defined herein, except as follows:

(1) Active members who are laid off may continue in Active status until expiration of their 39-month reemployment period or until reemployed, whichever comes first, upon continued payment of the established dues in effect at the time of layoff.

(2) Active members who are appealing an involuntary termination action by the employer may continue in Active status until the appeal(s) process has been terminated and the status of their employment has been finally decided, upon continued payment of the established dues in effect at the time of the involuntary termination.

(3) Nothing herein shall be construed to require continued Active status of members under paragraphs (1) and (2) above for the purpose of continued CSEA representation regarding their employment/reemployment rights. However, retention of Active status shall be required for such employees to continue to be eligible to hold appointed or elective offices within the Association and Chapter and to have voice and vote and otherwise participate in Chapter and Association affairs.

43  
44  
45  
46  
47  
48  
49

1                   (4) Active members of this Chapter must also be Active members of  
2 the Association as defined in the Association's Constitution.  
3

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

19                   (c) **Lifetime Retired:** Any person who was a member of the Chapter at the  
20 time of retirement may become a "Lifetime Retired" member of this Chapter upon  
21 payment of a one-time fee of \$24.00. Such members shall be permitted to attend  
22 Chapter meetings and social functions and to receive the Chapter newsletter as long as  
23 they live in the local area. They shall not otherwise be accorded voice, vote or other  
24 participation in Chapter affairs.  
25

26                   (d) **Active Retired:** Any person who was a member of the Chapter at the  
27 time of retirement and who also maintains a retired membership in good standing with  
28 the Association may continue as an Active member of this Chapter upon payment of the  
29 regular Chapter dues required of Active members. Such dues shall be paid annually in  
30 advance or monthly in advance direct to the Chapter Treasurer. Such members shall  
31 be entitled to continued full participation in Chapter affairs, including the right to hold  
32 appointive or elective offices and the right to vote, with the exception of the right to vote  
33 in contract ratification and concerted activities matters.  
34

35                   Should such member cease to be a retired member in good standing of the  
36 Association, their Chapter membership shall automatically terminate.  
37

38                   **Section 2.** Active membership shall be effective upon the completion, dating,  
39 and signing of an official CSEA application form as provided by the Association, and  
40 execution of a valid authorization for payroll deduction of dues or payment of at least  
41 one (1) year's dues in advance. The application shall be immediately forwarded,  
42 together with advance dues received if any, to the Association. The Association shall  
43 send payroll deduction authorizations to the appropriate district office.  
44  
45  
46  
47  
48  
49

1           **Section 3.   Membership "In Good Standing"**  
2

3           (a)    Membership "in good standing" shall be effective and shall continue upon  
4 receipt of the required dues for the current month. For purposes of establishing voting  
5 rights and eligibility to hold an elected or appointed office, Active members whose dues  
6 are paid via payroll deduction shall not be deemed to be in good standing until the first  
7 of the month following the month in which the first dues are deducted, unless they pays  
8 dues in cash for the interim period.  
9

10          (b)    Membership shall terminate with:

11                   (1)    The effective date of layoff for members who are laid off and who  
12 choose not to continue in either an Active or Inactive status under provisions of Sections  
13 1(a)(1) or 1(b) above.  
14

15                   (2)    The effective date of an unpaid leave of absence or placement on a  
16 reemployment list for reasons other than layoff, for such members who choose not to  
17 continue in an Inactive status under provisions of Section 1(b) above.  
18

19                   (3)    The date of termination of their 39-month reemployment rights or  
20 approved leave of absence for members who have continued in an Active or Inactive  
21 status, if such members have not been returned to active employment.  
22

23                   (4)    The date of execution of a document terminating payroll deduction  
24 of dues, unless arrangements have been made with the Chapter Treasurer for advance  
25 cash payment. However, the dues authorization signed by a member is a contract which  
26 by law is not terminable without reasonable advance written notice being provided to the  
27 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as  
28 being five (5) days.  
29

30                   (5)    The effective date of removal from the bargaining unit, or voluntary  
31 termination of employment.  
32

33                   (6)    The effective date of involuntary termination of employment, unless  
34 the member is eligible to continue and elects to retain Active status as permitted under  
35 provisions of Section 1(a)(2) above.  
36

37                   (7)    Actions pursuant to Sections 4 or 5 below.  
38

39           **Section 4.   Delinquency & Resignation:**  
40

41           (a)    Members who no longer wish to retain that status may resign CSEA  
42 membership by providing a five (5) day advance written notification to the Area's  
43 assigned CSEA Field Office. Such notification must include the member's name,  
44 address, employer's name or Chapter name, the last four (4) digits of their social  
45 security number, and their CSEA ID number or Employee ID number.  
46  
47  
48  
49

1 (b) Any member failing to pay all dues owed for the current month shall be  
2 deemed delinquent and shall not be considered to be in good standing until such  
3 delinquency has been remitted.

4  
5 (c) Members who have resigned shall, upon reapplication, be admitted as  
6 new members.

7  
8 **Section 5. Expulsion, Suspension, Discipline:**

9  
10 (a) No member may be involuntarily removed from the membership rolls  
11 except as provided for in Sections 3 and 4 above, or in accordance with the procedures  
12 for expulsion, suspension and discipline of members as specified in the Association  
13 Constitution.

14  
15 (b) All matters for proposed disciplinary action against members shall be  
16 referred to the Association for action, except that members may be recalled from office  
17 in accordance with provisions of Article XI of this Constitution.

18  
19  
20 **ARTICLE III**  
21 **DUES and ASSESSMENTS**

22  
23 **Section 1. Association Per Capita Dues**

24  
25 (a) Per capita dues to the Association for Active members shall be assessed  
26 at the rate of 1.5% of the first \$3,150 of monthly gross salary (excluding overtime, but  
27 including longevity, professional growth and anniversary increments), but not to exceed  
28 a maximum of \$472.50 for the 12-month period commencing each September 1st and  
29 continuing through the following August 31st. Said dues shall be payable by payroll  
30 deduction or annually in advance direct to the Association.

31  
32 (1) Payroll deduction shall commence in September of each year and  
33 continue through the following August for each month the member is in a paid status, or  
34 until the maximum of \$472.50 has been deducted, whichever comes first.

35  
36 (2) Annual in advance payments must be remitted direct to the  
37 Association's accounting office no later than September 30, or within thirty (30) days  
38 following membership application for new members after September. Such annual  
39 payments shall be as calculated by the Association's Accounting Office in accordance  
40 with the Association's Bylaws.

41  
42 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this  
43 Chapter shall be \$20.00 per year, payable by payroll deduction during each of the  
44 months August through May in which the member is in regular paid status; or payable  
45 annually in advance to the Chapter Treasurer.

46  
47 **Section 3.** The local Chapter dues plus the Association per capita dues equals  
48 the member's total dues requirement.

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

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

12  
13   **ARTICLE IV**  
14   **OFFICERS & EXECUTIVE BOARD/ELECTION PROCEDURES**  
15

16           **Section 1. Officers:**  
17

18           (a) The following officers shall be elected by and from among the total Active  
19 membership of the Chapter, regardless of the location of their employment: President,  
20 Vice President, Secretary, Treasurer, Communications Officer, and Chief Union  
21 Steward.  
22

23           (b) In addition to the officers listed above, a total of four (4) Negotiators shall  
24 be elected by and from among the total Active membership of the Chapter, regardless  
25 of the location of their employment.  
26

27           **Section 2. Executive Board:** The elected officers designated in Section 1,  
28 including the Negotiators, plus the Past President, shall constitute the Executive Board  
29 of this Chapter. To be eligible, the Past President must have completed at least one (1)  
30 full term in office as Chapter President. The Past President shall be the most current  
31 Past President that is eligible and willing to serve.  
32

33           **Section 3. Eligibility to Hold Office:** Officers shall be elected from among  
34 the Active members in good standing of the Chapter who have maintained such  
35 membership continuously for a period of six (6) consecutive calendar months  
36 immediately preceding the month in which they are nominated.  
37

38           (a) Nominees for elected office shall be Active members of the Chapter in  
39 good standing at the time of nomination and can only accept nomination for one (1)  
40 Executive Board office.  
41

42           **Section 4. Nominating and Election Procedures:**  
43

44           (a) Nominations to fill the elective offices in Section 1(a) shall be accepted  
45 annually.  
46  
47  
48  
49

1 (b) Nominations to fill the elective offices in Section 1(b) shall be as follows:  
2 Nominations for two (2) Negotiators shall be accepted in the odd-numbered years and  
3 nominations for the other two (2) Negotiators shall be accepted in the even-numbered  
4 years.

5  
6 (c) Nominations for these offices shall be accepted from the floor at the  
7 October and November Chapter meetings.

8  
9 (d) If, after nominations are closed at the November Chapter meeting there is  
10 only one (1) nomination for an office, the single nominee shall be declared elected to  
11 the office, and no balloting or other action shall be required. The Chapter President  
12 shall so notify the membership in writing as soon thereafter as possible.

13  
14 (e) When there is more than one (1) nominee for an office, an election shall  
15 be conducted at the December Chapter meeting by secret ballot vote of Active  
16 members in good standing present at said meeting. It shall require a plurality vote to  
17 elect any officer. Write-in votes shall not be accepted. If a tie exists, the election shall  
18 be determined by lot (draw) between the tied candidates.

19  
20 (f) Notices of the time, date, and place for nominations and balloting, and all  
21 other procedural matters relating to conducting these elections, shall be in accordance  
22 with provisions of Association Policy 618.

23  
24 (g) All candidates shall be provided an opportunity to address the members  
25 present at the election meeting prior to the balloting, and they or their designated  
26 representative shall be accorded the right to observe the ballot tally process.

27  
28 (h) All ballots, including used, unused, invalid and challenged ballots, tally  
29 sheets and related election documents, including notices of nomination and election  
30 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and  
31 all challenges to the election or charges of misconduct in the running of the election  
32 have been resolved, whichever is the longer period.

33  
34 **Section 5. Terms of Office:**

35  
36 (a) Elected officers from Section 1(a) shall take office and assume their duties  
37 on the January 1 following their election and shall continue to serve for one (1) year or  
38 until their successors are elected, provided that any officer shall automatically forfeit  
39 such office if they cease to be an Active member in good standing.

40  
41 (b) Elected negotiators from Section 1(b) shall take office and assume their  
42 duties on the January 1 following their election and shall continue to serve for two (2)  
43 years or until their successors are elected, provided that any negotiator shall  
44 automatically forfeit such office if they cease to be an Active member in good standing.

45  
46  
47  
48  
49





1           **Section 3. President:** The President shall:  
2

3           (a) Be chairperson of the Executive Board, call and preside over all meetings  
4 of the Chapter and Executive Board at which they are in attendance.

5  
6           (b) Fix the time and place of meetings except as otherwise directed by the  
7 membership.

8  
9           (c) Set the agenda for Chapter meetings, as noted in Article VI.

10  
11           (d) Appoint and direct the activities of the various committees, standing or  
12 special, required by this constitution or established by the Executive Board, or as may  
13 be ordered by vote of the membership, except as otherwise provided herein.

14  
15           (e) Attend all District Board of Trustee meetings, all regional presidents'  
16 meetings (RPMs) and such other meetings as required by the Association or direction of  
17 the Chapter, and report back to the Executive Board and Chapter membership at the  
18 next Chapter meeting, with recommendations for Chapter action or as otherwise  
19 required.

20  
21           (f) Perform such other duties as normally pertain to the office of President or  
22 ordered by this constitution.

23  
24           **Section 4. Vice President:** The Vice President shall:  
25

26           (a) In the absence of the President, possess all of the powers and perform all  
27 of the duties in their stead.

28  
29           (b) At all times assist the President in the performance of their duties.

30  
31           (c) Assume the office of President if a vacancy occurs.

32  
33           (d) Serve as Chairperson of the Membership Committee.

34  
35           (e) Coordinate and direct the activities of the Site Representatives.

36  
37           (f) Coordinate the activities of the standing committees.

38  
39           (g) Perform such other duties as may be assigned by the President/Executive  
40 Board or ordered by this constitution.

41  
42           **Section 5. Secretary:** The Secretary shall:  
43

44           (a) Keep an accurate record of all proceedings of Chapter and Executive  
45 Board meetings, including an accurate roll of members and officers in attendance at  
46 each.

47  
48           (b) Keep an accurate roster of the officers of the Chapter and see that such  
49 information is forwarded to the Association as required.

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

3  
4 (d) Maintain accurate roster of committee members and notify members of all  
5 committees of their appointment/election.

6  
7 (e) Have custody of all correspondence, official documents and historical  
8 records of the Chapter, which shall be open at all times for the inspection of the  
9 President or their agent and members of the Executive Board.

10  
11 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the  
12 Association and the constitution of this Chapter and see that copies of same are  
13 available for reference at all Executive Board and Chapter meetings, and available for  
14 inspection by the general membership upon request.

15  
16 (g) Perform such other duties as normally pertain to the office of Secretary or  
17 as may be assigned by the President/Executive Board or ordered by this constitution.

18  
19 **Section 6. Treasurer:** The Treasurer shall:

20  
21 (a) Receive all funds of the Chapter and keep and disburse same under the  
22 direction of the President and as required by the Constitution & Bylaws of the  
23 Association and this Chapter.

24  
25 (b) Keep or cause to be kept regular books and full accounts which shall be  
26 open at all times to inspection of the President or their agent and the Auditing  
27 Committee.

28  
29 (c) Provide access to all records, vouchers and statements to the Auditing  
30 Committee for annual inspection at the close of each fiscal year.

31  
32 (d) Report at each meeting of the Executive Board and Chapter as to the  
33 financial condition of the treasury with a detailed statement of receipts and expenditures  
34 and accounts payable, to include per capita dues/fees paid and owed to the Association  
35 if any. The report to the Executive Board should also include copies of the bank  
36 statement(s)/reconciliation(s).

37  
38 (e) Prepare the annual financial report to include the last day of the fiscal  
39 year, and immediately submit same to the President for review and forwarding to the  
40 Association, and the membership.

41  
42 (f) Promptly forward membership applications and dues payments to the  
43 Association. The Association shall send payroll deduction authorizations to the  
44 appropriate district office for processing.

45  
46 (g) Maintain an accurate record of members in good standing, and prepare  
47 such monthly reports as may be required by the within thirty (30) days of request.

48  
49 (h) Assist in preparation of the Chapter budget.

1 (i) Upon leaving office, sign such bank signature cards or other documents  
2 necessary for the transfer of all Chapter accounts to the new Treasurer.  
3

4 (j) Perform such other duties as normally pertain to the office of Treasurer or  
5 as may be assigned by the President/Executive Board or ordered by this constitution.  
6

7 **Section 7. Communications Officer:** The Communications Officer shall:  
8

9 (a) Edit and distribute a newsletter or similar publication as may be authorized  
10 by the Executive Board and the Chapter membership.  
11

12 (b) Write articles of interest pertaining to Chapter affairs for local newspapers  
13 and official publications of the Association.  
14

15 (c) Perform such other duties as normally pertain to the Communications  
16 Officer or as may be assigned by the President/Executive Board or ordered by this  
17 constitution.  
18

19 **Section 8. Chief Union Steward:** The Chief Union Steward shall:  
20

21 (a) Ensure that the Union Steward program of the Chapter functions  
22 according to the requirements set forth in this constitution; ensure that all grievances  
23 are handled properly in their investigation and filing, and consistent in their resolution.  
24

25 (b) Maintain the necessary records on matters of contract enforcement to  
26 permit the Chapter to effectively represent bargaining unit employees.  
27

28 (c) Process all grievances not settled at the immediate-supervisory level,  
29 unless CSEA staff assistance is required. If staff assistance is required, the President  
30 shall be notified.  
31

32 (d) Keep the Executive Board informed on all grievance activity.  
33

34 (e) Review all grievances being considered for arbitration and recommend to  
35 the Executive Board whether each particular case should be arbitrated.  
36

37 **Section 9. Negotiator (4):** Each elected Negotiator shall be a member of the  
38 Chapter Negotiating Committee/Team as described in Article VIII, Section 13.  
39

40 **Section 10. Past President:** The Past President shall:  
41

42 (a) Be a member of the Executive Board and perform such duties as may be  
43 assigned by the President and/or the Executive Board.  
44

45 (b) In the absence or disability of both the President and Vice President,  
46 possess all of the powers and perform all of the duties of the President.  
47  
48  
49

**ARTICLE VI  
MEETINGS**

**Section 1.** Regular business meetings of this Chapter shall be held during the months of August through May, inclusive. The schedule of such meetings shall be established in January of each year for the succeeding twelve (12) month period and shall be provided to the membership.

**Section 2.** Special meetings of the Chapter may be called by a 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. Meeting Notices:**

(a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

(b) **Special Meetings.** Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than twenty-four (24) hours in advance, may be given in an emergency situation.

**Section 4.** Unless otherwise ordered by two-thirds (2/3) vote of the members present, the order of business at regular Chapter meetings shall be:

- (1) Pledge of Allegiance
- (2) Guest Introductions
- (3) Approval of Minutes of the Previous Meeting
- (4) President's Report
  - (a) Outside Communications
  - (b) Report of Executive Board Actions
- (5) Treasurer's Report
- (6) CSEA Other Officer's and Committee Reports
  - (a) Membership Report/Recognition of New Members
  - (b) Report of the Negotiating Team
  - (c) Union Steward/Site Representative Reports
  - (d) Other officers
- (7) Unfinished Business
- (8) New Business
- (9) Shared Governance Committee Reports
- (10) Good of the Order
- (11) Adjournment

**Section 5. Quorum for Meetings:** It shall require at least ten (10) members in good standing in attendance at any Chapter meeting for business to be conducted.

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

**ARTICLE VII  
CONTROL OF FUNDS / BUDGET**

**Section 1.** All funds received shall be deposited in the name of Merced College Chapter No. 274, CSEA, in such bank or other financial institution as approved by the Executive Board. The use of chapter debit cards is strictly prohibited. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. 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 the President and one (1) of the following: Vice President, Secretary.

**Section 2.** The Executive Board shall prepare an annual budget for approval of the Chapter membership no later than January of each year, which shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall then regulate the expenditures of the Chapter. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership, except that expenditures under \$100 may be approved by the Executive Board and reported to the Chapter membership at the next Chapter Meeting.

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

**ARTICLE VIII  
COMMITTEES**

**Section 1. Standing Committees:** The President shall appoint the following standing committees, subject to the ratification of the Executive Board:

<u>Committee</u>	<u>Minimum Membership</u>
Auditing	3
Educational/Professional Growth	3
Elections	3
Events	3
Good Will	3
Membership	3
Political Action	3
Scholarship	3

In addition, four (4) Negotiators elected as specified in Article IV shall serve on the Negotiating Committee/Team.

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

1           **Section 3.** The Vice President shall act as coordinator of all appointed  
2 committees, and shall be Chairperson of the Membership Committee.  
3

4           **Section 4.** The President shall be an ex-officio member of all committees,  
5 except the Auditing and Elections Committees.  
6

7           **Section 5. Quorum:** A majority of the members of any committee must be  
8 present at any meeting to constitute a quorum.  
9

10          **Section 6. Terms:** Unless otherwise provided herein, the term of office for all  
11 committees shall be twelve (12) months, from January 1 until the end of the Chapter  
12 and fiscal year or until their successors are appointed, and ratified by the Executive  
13 Board, provided that any committee member shall automatically forfeit the office if they  
14 cease to be an Active member in good standing.  
15

16          **Section 7. Auditing Committee:** It shall be the duty of this committee to  
17 receive and audit the books and records of the Treasurer immediately after the close of  
18 each fiscal year, and at such other times as may be directed by the President, and  
19 report its findings to the Chapter membership.  
20

21          **Section 8. Educational/Professional Growth Committee:** It shall be the  
22 duty of this committee to develop in-service training programs, workshops, and such  
23 other programs that will upgrade and improve the efficiency of the Chapter membership.  
24 The committee shall coordinate its activities with Administration, the Regional  
25 Representative, the Association's Education Committee, and other Association officers  
26 in its effort to promote greater efficiency of knowledge for the Chapter membership.  
27

28          **Section 9. Elections Committee:** It shall be the duty of this committee to  
29 supervise and assist in the preparation, distribution, and counting of the ballots in all  
30 elections (including contract ratifications) within the Chapter, and certify the results to  
31 the Chapter President. In addition, the committee shall ensure that election procedures  
32 are in accordance with applicable provisions of the Association's Constitution & Bylaws  
33 and Policy, and this constitution.  
34

35          **Section 10. Events Committee:** It shall be the duty of this committee to plan,  
36 organize and coordinate events (such as Classified School Employees Week) and to  
37 appoint any subcommittees (i.e., setup to cleanup) as needed for events..  
38

39          **Section 11. Goodwill Committee:** It shall be the duty of this committee to  
40 spread goodwill to our members in good standing. The committee shall select a  
41 Chairperson to ensure a committee member has been designated to process each  
42 member request.  
43

44           (a) Send a card, plant, or donation to members who have a serious illness.  
45

46           (b) Upon a death of any member of the Chapter, or of a member's cohabitant  
47 or immediate family (as outlined in the contract), coordinate with the member or family  
48 for their preference of a plant or an honorarium/donation to an organization of the  
49 family's choosing. No donation shall exceed \$100 or as chapter funds allow.

1 (c) Any chapter member may notify the committee of this need for themselves  
2 or any other member at any time. Members may also notify a Site Representative,  
3 Union Steward, or Executive Board Officer and they will notify the committee on their  
4 behalf.

5  
6 (d) Monetary gifts and/or donations paid directly to a member are not to  
7 exceed \$20.

8  
9 (e) Committee member will contact the requestor, and coordinate funds for  
10 disbursement or reimbursement (receipt required) with the Chapter Treasurer.

11  
12 (f) Members may also contact the Association via their website for  
13 emergency assistance via the "The Dorothy Bjork Assistance Fund".  
14

15 **Section 12. Membership Committee:** It shall be the duty of this committee to  
16 strive for 100% CSEA membership, and to prepare and execute a program designed to  
17 secure new members and stimulate membership attendance at Chapter meetings on an  
18 ongoing basis.

19  
20 **Section 13. Negotiating Committee (Team):**

21  
22 (a) **Negotiator:** It shall be the duty of each Negotiator to:

23  
24 (1) As a team, select from themselves a Chief Negotiator.

25  
26 (2) Research issues and prepare and submit initial bargaining  
27 proposals (including proposals on re-openers) for review and approval of members in  
28 good standing of the bargaining unit(s) prior to commencement of negotiations,  
29 including recommendations relating to salary schedules and fringe benefits.

30  
31 (3) Negotiate the contract (including re-openers and modifications) for  
32 and on behalf of the Chapter with assistance from CSEA field staff.

33  
34 (4) Keep the Executive Board and the membership informed on the  
35 progress of negotiations and solicit membership input where advisable.

36  
37 (5) Attend monthly Chapter meetings.

38  
39 (6) Ensure that all bargained agreements are submitted for ratification  
40 of the bargaining unit(s) in accordance with Article XIII of this constitution.

41  
42 (7) Review all insurance programs, which may be available to the  
43 Chapter membership and to acquaint the membership with those programs; and act as  
44 an intermediary for any member between administration insurance carriers and other  
45 concerned persons or groups for any member so requesting and involving a program of  
46 group insurance available to the membership.  
47  
48



1           **(b) Chief Negotiator:** In addition to the duties of a Negotiator, the Chief  
2 Negotiator shall:

3  
4           (1)     Serve as chairperson of the Negotiating Team.

5  
6           (2)     Keep the Executive Board and the membership informed on the  
7 progress of negotiations and solicit membership input where advisable.

8  
9           (3)     Report to the members at Chapter meetings the status of  
10 negotiations. In the absence of the Chief Negotiator, another member of the team shall  
11 report in their place.

12  
13           (4)     Report to the Negotiating Team whenever there is communication  
14 between the district and the Chief Negotiator.

15  
16           **Section 14. Political Action Committee:** It shall be the duty of this committee  
17 to:

18  
19           (a)     Keep the members informed about the legislative program of the  
20 Association and may recommend to the Chapter membership legislative proposals it  
21 deems desirable for submission to the Association's Annual Conference or transmitted  
22 to the Board of Directors for consideration and inclusion in the Association's legislative  
23 program.

24  
25           (b)     Work cooperatively with the Political Action Coordinator (PAC),  
26 appropriate staff and PACE and Legislative Committee area representatives in  
27 furtherance of the Association's legislative and political goals rendering regular reports  
28 at Chapter meetings regarding the same and recommending any Chapter support or  
29 activity it considers appropriate.

30  
31           (c)     Encourage all members to support PACE of CSEA, and the Victory Club,  
32 and educate the membership regarding the necessity for active participation in the  
33 political process, at least as it relates to the school board and local assembly and  
34 senate district elections, in accordance with Association and Chapter goals.

35  
36           (d)     Make recommendations to the Chapter membership regarding  
37 endorsement of candidates for school board, in accordance with the following  
38 procedures:

39  
40           (1)     The committee shall conduct a pre-screening of candidates to be  
41 recommended for endorsement, through direct interviews or questionnaires sent to the  
42 candidates. Following the pre-screening process, the committee shall present its  
43 recommendations for endorsement at a designated Chapter meeting for action by  
44 Chapter membership. A majority vote shall be required for endorsement.

45  
46           (2)     Whenever possible, the committee shall arrange for a candidates'  
47 forum to provide Chapter members an opportunity to hear and question the candidates  
48 on relevant issues prior to hearing the committee's recommendations and the  
49 endorsement vote being taken.

1 (e) The committee shall submit request of campaign financial support, if any  
2 to be requested from PACE of CSEA, and shall submit said requests to PACE of CSEA  
3 on such forms as may be requested.  
4

5 (f) The committee shall solicit volunteer activity by the Chapter membership  
6 on behalf of endorsed candidates, and shall be responsible for coordinating and  
7 directing such member activities.  
8

9 **Section 15. Scholarship Committee:** It shall be the duty of this committee to  
10 select scholarship awards for recipients based on criteria established for the CSEA  
11 chapter scholarship award; established criteria is stated in the scholarship application  
12 booklet.  
13

## 14 **ARTICLE IX**

### 15 **UNION STEWARDS**

16

17  
18 **Section 1. Appointment:** The Executive Board shall appoint trained Union  
19 Stewards to serve the membership.  
20

21 **Section 2. Term:** The term for Union Stewards shall commence upon their  
22 appointment and continue until such time as their successors are appointed, provided  
23 that any Union Steward shall automatically forfeit such office if they cease to be an  
24 Active member in good standing. Vacancies shall be filled by appointment of the  
25 Executive Board as needed..  
26

27 **Section 3. Duties:** The Union Stewards shall:  
28

29 (a) Attend annual training sessions for Union Stewards provided by the  
30 Association and/or other appropriate training as directed by the Executive Board.  
31

32 (b) Attend periodic Site Representative/site council meetings as directed by  
33 the Chief Union Steward.  
34

35 (c) Educate bargaining unit employees about their rights under the contract  
36 and determine how problems arising under the contract can best be handled.  
37

38 (d) Act as the basic channel of communication between the employees and  
39 the Chapter and relay specific member concerns to the Chapter's Negotiating Team for  
40 incorporation into the bargaining proposals.  
41

42 (e) Investigate and prepare grievances for presentation to management,  
43 present grievances to the employee's supervisor; and be present as required during  
44 other steps of the grievance procedure.  
45

46 (f) Immediately inform the Chief Union Steward of all grievances received;  
47 immediately report to the Chief Union Steward the settlement of grievances processed  
48 or the failure to settle within contractual timelines.  
49

1 (g) Preserve the confidentiality of personal grievances, resolve differences  
2 among the membership in grievance handling, and maintain a file on all grievances  
3 handled, which shall be turned over to Chief Union Steward upon completion.  
4

5  
6 **ARTICLE X**  
7 **SITE REPRESENTATIVES**  
8

9 **Section 1.** Site Representatives to serve each worksite shall be appointed by  
10 the President and ratified by the Executive Board. The Vice President shall maintain  
11 the list of Site Representatives and designated areas.  
12

13 **Section 2.** Site Representative duties shall be to:

14 (a) Recruit employees into CSEA membership and educate employees about  
15 CSEA.  
16

17 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at the  
18 worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.  
19

20 (c) Conduct periodic site-level meetings to keep the members informed of  
21 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to  
22 keep members informed of Association and/or Chapter activity regarding grievances,  
23 PERB decisions, contract negotiations, legislative and political activity, and other  
24 matters of importance.  
25

26 (d) Relay member concerns to the appropriate Union Steward or other  
27 Chapter officer.  
28

29 (e) Attend Chapter meetings; attend training workshops and other seminars  
30 as directed and approved by the Chapter President; attend joint Union Steward/Site  
31 Representative (site council) meetings as may be called by the Chief Union Steward  
32 and/or the Vice President.  
33  
34  
35

36 **ARTICLE XI**  
37 **RECALL OR REMOVAL FROM OFFICE**  
38

39 **Section 1. Recall of Elected Offices**  
40

41 (a) Any member of the Executive Board, CLC delegates and conference  
42 delegates and alternates, may be recalled from office upon a two-thirds (2/3) secret  
43 ballot vote of Active members of the Chapter in good standing present and voting at a  
44 meeting called for the purpose of a recall action.  
45

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

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

## 12 **Section 2. Removal of Appointed Offices**

13  
14  
15 (a) Any appointee of the President/Executive Board may be removed from  
16 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,  
17 provided such person shall be provided at least five (5) days advance notice of the  
18 reasons for removal and the time, date and place where the Board will meet to vote on  
19 the matter. At said meeting the member shall be afforded an opportunity to provide  
20 rebuttal argument prior to the vote being taken.

21  
22 (b) Any appointed committee chairperson or member failing to attend three  
23 (3) consecutive committee meetings, unless excused for cause, shall be automatically  
24 removed from the committee.

## 25 **Section 3. Resignation from Office**

26  
27  
28 (a) A resignation by an elected officer is not effective until accepted by the  
29 Active members in good standing present at a Chapter meeting.

30  
31 (b) A resignation by any appointee of the President/Executive Board is not  
32 effective until accepted by the President/Executive Board.

## 33 34 35 **ARTICLE XII** 36 **DELEGATES TO CONFERENCE**

37  
38 **Section 1. Delegates:** Voting delegates to an annual conference of the  
39 Association (and their alternates) shall be designated from among the Active members  
40 in good standing as follows:

41  
42 (a) The Chapter President.

43  
44 (b) Additional delegates in such number as may be authorized by the Chapter  
45 for attendance, but not to exceed the total number authorized by the Bylaws of the  
46 Association, shall be elected as provided in Section 2 below.

47  
48  
49

1           **Section 2. Election:**  
2

3           (a) Nominations for the authorized delegate positions, other than the  
4 President, shall be taken at the regular Chapter meeting in March, and election shall be  
5 by secret ballot at the regular Chapter meeting in April. Alternates in sufficient numbers  
6 for each of the authorized delegates, to include an alternate for the President, shall also  
7 be elected.  
8

9           (b) Notification of nominations and election and all other procedural matters  
10 relating to delegate and alternate election shall conform to Association Policy 618 and  
11 shall be conducted under the supervision of the Elections Committee.  
12

13           (c) In the event a delegate cannot attend, the Executive Board shall  
14 determine which alternate shall replace the authorized delegate.  
15

16           **Section 3. Responsibilities:** Delegates shall attend all conference business  
17 and other sessions of importance to the Chapter. In addition, the delegates shall:  
18

19           (a) Attend at least one (1) orientation meeting at the regional or area level of  
20 the Association concerning the resolutions to the upcoming conference.  
21

22           (b) Provide written and oral reports on conference activities to the Chapter  
23 membership at the first Chapter meeting following the conference.  
24

25           **Section 4. Delegate Expenses:** The Chapter shall provide delegate  
26 expenses (housing, travel, per diem/meal allowances, registration fees, etc.) in  
27 accordance with Association and Chapter policy, and subject to the approval of the  
28 Chapter membership.  
29

30  
31   **ARTICLE XIII**  
32   **CONTRACT RATIFICATION**  
33

34           **Section 1.** Contract ratification procedures will comply with the provisions of  
35 Association Policy 610.  
36

37           **Section 2. Initial Proposals:**  
38

39           (a) The initial bargaining proposal will be determined by a vote of the  
40 membership.  
41

42           (b) Copies of the Chapter's initial proposal and the employer's initial proposal  
43 shall be submitted to the Field Director and Labor Relations Representative for review.  
44  
45  
46  
47  
48  
49

1           **Section 3. Negotiated Agreement:**  
2

3           (a) When the Negotiating Committee (Team) has negotiated a contract,  
4 tentative agreement, or modifications to an existing contract, it shall immediately submit  
5 one (1) copy to the CSEA Labor Relations Representative assigned to service the  
6 Chapter, for review by the Association prior to membership ratification.  
7

8           (1) All contract modifications shall be submitted to the Labor Relations  
9 Representative for review by the Association. However, membership ratification shall  
10 not be required for those items listed as exceptions to the definition of "modifications"  
11 within the provisions of Association Policy 610, unless they are included as part of  
12 contract re-opener negotiations.  
13

14           **Section 4. Ratification Procedures:**  
15

16           (a) A copy of the tentative agreement or a summary of the tentative  
17 agreement shall be provided each CSEA member of the bargaining unit(s) prior to the  
18 "contract information" ratification meeting(s) noted below. The Negotiating Committee  
19 (Team) shall include a statement recommending ratification of the agreement. If a  
20 summary only is provided, copies of the tentative agreement containing the exact  
21 language of the proposal shall be provided at the meeting.  
22

23           (b) The Chapter President shall set the date, time and place for one (1) or  
24 more "contract information" meetings, which shall be open to attendance by all  
25 employees within the bargaining unit(s), whether or not they are CSEA members.  
26

27           (c) Notice of the "contract information" meeting(s) shall be issued to all  
28 bargaining unit employees no later than five (5) working days in advance of the  
29 scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the  
30 Chapter President, utilizing any of the following methods, which it determines to be most  
31 efficient:

- 32           (1) To individual bargaining unit employees utilizing the U.S. mail or  
33 the employer's mail system;  
34           (2) Distribution by Site Representatives or others;  
35           (3) Posting in prominent locations at each worksite.  
36

37           **Exception to the above:** The Association's Executive Director, or designee,  
38 may approve a notice period of less than five (5) working days upon request of the  
39 Chapter President, if it is deemed an expedited ratification is advisable.  
40

41           **(d) Conduct of Meeting and Vote:**  
42

43           (1) The Negotiating Committee (Team) shall review the provisions of  
44 the tentative agreement and indicate its recommendations for ratification.  
45

46           (2) If the Association recommends rejection of the tentative agreement,  
47 an Association representative shall be in attendance at the meeting and shall be  
48 provided ample opportunity to outline the recommendation for rejection and the reasons  
49 therefore.

1 (3) Polls for voting shall not be opened until the period for discussion,  
2 debate, and answering of questions has begun. Non-CSEA members of the bargaining  
3 unit(s) in attendance shall be granted the right to participate in the discussion and  
4 debate. They shall not, however, have the right to make motions or vote.  
5

6 (4) The ratification vote shall be by secret ballot conducted at the  
7 ratification meeting under the supervision of the Elections Committee and in accordance  
8 with procedures required by Association Policy 610. Only Active CSEA members of the  
9 bargaining unit(s) who are in good standing and present at the ratification meeting shall  
10 be entitled to vote on the ratification or rejection of the agreement. Absentee or proxy  
11 votes shall not be permitted.  
12

13 (5) Ballots shall be tallied and results announced prior to close of the  
14 meeting. A majority vote shall ratify.  
15

16 **Section 5. Executed Agreement:** Every collective bargaining agreement  
17 shall be executed by both the Association and appropriate representatives of this  
18 Chapter. No contract shall be valid which has not been ratified by the Chapter  
19 membership.  
20

## 21 **ARTICLE XIV**

### 22 **CONCERTED ACTIVITIES**

23 **Section 1.** No concerted withholding of service shall be instituted by this  
24 Chapter unless such concerted action has been approved at a regular or special  
25 membership meeting, advance notice having been given, by secret ballot vote of not  
26 less than sixty-five percent (65%) of the Active members in good standing present and  
27 voting; and approval for such concerted activity has been granted by the Association's  
28 Board of Directors.  
29

30 **Section 2.** If the dispute relates to contract negotiations, no concerted  
31 withholding of service shall be instituted unless the last offer of the employer has been  
32 submitted to the Chapter membership in accordance with Article XIII of this constitution  
33 and has been rejected, and the requirements of Section 1 above shall have been met.  
34  
35  
36

## 37 **ARTICLE XV**

### 38 **AMENDMENTS TO CONSTITUTION**

39 **Section 1.** This Constitution shall at all times conform to all provisions of the  
40 Association Constitution & Bylaws and Policy, and where any conflict should occur, the  
41 Association Constitution & Bylaws and/or Policy shall prevail.  
42  
43  
44  
45  
46  
47  
48  
49





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

**ARTICLE XVII  
PARLIAMENTARY AUTHORITY**

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

**ARTICLE XVIII  
FISCAL YEAR**

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

**ARTICLE XIX  
CHAPTER PRE-RETIREMENT RESOURCE PERSON**

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

**Section 2.** Their duties shall be to:

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

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

**ARTICLE XX  
DELEGATES TO THE CENTRAL LABOR COUNCIL**

**Section 1. Delegates:** Delegates to the Merced-Mariposa Central Labor Council shall be designated from among the Active members in good standing (including Active Retired members) as follows:

(a) The Chapter President or a designee from the Executive Board.

(b) Additional delegates in such number as may be authorized by the governing document of the Merced-Mariposa Central Labor Council.

**Section 2. Election:**

(a) Nominations for the authorized delegate position(s), other than the President/Executive Board designee, shall be taken at the regular Chapter meeting in November, and election shall be by secret ballot at the next regular Chapter meeting in December.

1 (b) Notification of nominations and election and all other procedural matters  
2 relating to the delegate election shall conform to Association Policy 618 and shall be  
3 conducted under the supervision of the Elections Committee.  
4

5 (c) Term of office for the elected members shall commence upon their  
6 election and continue for one (1) year or until their successors are elected.  
7

8 (d) Vacancies shall be filled by special election for the remainder of the  
9 original term only.  
10

11 **Section 3. Responsibilities:** Delegates shall:  
12

13 (a) Make written and oral reports to the Executive Board and Chapter.  
14

15 (b) Make periodic reports, as requested, of the Regional Presidents Meetings  
16 (RPM's).  
17

18 (c) Follow the constitution/bylaws of the Central Labor Council in respect to  
19 delegate duties to the Central Labor Council.  
20

21 (d) Represent the Chapter at the Central Labor Council on all applicable  
22 CSEA issues.  
23

24 (e) Attend monthly Central Labor Council meetings.  
25

26 (f) Attend monthly Central Labor Council Executive Board meetings, as  
27 appropriate.  
28

29 (g) Ensure that all actions are consistent with CSEA policies and procedures,  
30 including political endorsements.  
31

32  
33 **ARTICLE XXI**  
34 **TRAVEL / EXPENSES**  
35

36 **Section 1. Travel Request.** Any elected Chapter officer or other Chapter  
37 member in good standing who travels on official Chapter business (to include  
38 attendance at trainings, seminars or other Association sponsored events) must request  
39 approval at a chapter meeting. A vote of the members in good standing of the Chapter  
40 present at the meeting will decide.  
41

42 (a) The member requesting approval for travel must provide expense-related  
43 information utilizing the appropriate Chapter travel request form in order to attain an  
44 accurate vote for approval.  
45

46 (b) In cases where travel is required before it can be approved at the next  
47 Chapter meeting, the Chapter President shall call for a vote of the Executive Board to  
48 authorize travel.  
49

1           (c)     Upon Chapter or Executive Board approval of travel request, the  
2 appropriate Chapter travel request form must be submitted to the Chapter Treasurer no  
3 less than one (1) week prior to the requested travel date.  
4

5           **Section 2. Reimbursement of Expenses:** Elected Chapter officers and other  
6 Chapter members authorized to travel on official Chapter business pursuant to  
7 Section 1, shall be reimbursed for expenses incurred as requested via the appropriate  
8 Chapter travel request form. Meals are reimbursed at the current District meal  
9 allowance rates.  
10

11           (a)     The claim form and receipts for all expenses must be submitted to the  
12 Chapter Treasurer no later than one (1) month after the approved travel date.  
13

14           **Section 3. Mileage Reimbursement.** Members authorized to travel on official  
15 Chapter business shall be reimbursed at the IRS mileage reimbursement rate for  
16 mileage as submitted on the appropriate Chapter travel request form.  
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