

June 21, 2007

CCEU Constitution

**Constitution
Of the
Cabrillo Classified Employees Union
(Article 9 Amended, 3/19/2010)**

**Article I
Name and Purpose**

1.1 Name.

Cabrillo Classified Employees Union (Union) is the name of this employee organization.

1.2 Purpose.

The purpose of the Union is to represent its members who are classified employees employed by Cabrillo Community College District (District) pursuant to the Educational Employment Relations Act, commencing with Section 3540 of the Government Code (EERA).

**Article II
Incorporation**

The Union is incorporated as a not-for-profit corporation pursuant to the law of the State of California.

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Article III

Membership and Membership Dues

3.1 Eligibility

When an employee of the District is employed in a position exclusively represented by the Union pursuant to the EERA, that employee is eligible to become a member.

3.2 Becoming a Member

The eligible employee shall complete a Union payroll deduction authorization form and shall select from the options on that form to have his or her Union membership dues deducted from his or her pay by the District.

a. Membership Starts

Union membership starts the calendar day of the calendar month the first payroll deduction of Union membership dues is made from the pay of the new member by the District. Except and unless expressly required by law, the membership of that new member does not entitle him or her to Union representation on any matter occurring prior to his or her Union membership.

3.3 Maintenance of Membership

A member shall remain a Union member and pay his or her Union membership dues pursuant to the EERA and the collective bargaining agreement (agreement) between the Union and the District.

3.4 Union Membership Dues

a. Dues Rate

Union membership dues are 1.255 percent of the member's gross pay.

b. Dues Payments

Union membership dues are paid in advance by District payroll deduction in consecutive equal payments, one each pay period during the regular annual District work schedule of the member each fiscal year.

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c. Union Fiscal Year

The fiscal year of the Union is July 1 through the next June 30.

d. Requirement - Continuing Payroll Deduction

Except as expressly otherwise provided by this constitution a member paying his or her Union membership dues by District payroll deduction shall, as long as he or she continues to pay his or her Union membership dues by that payroll deduction process, be considered as a member in good standing in the Union. However, if a member fails to pay his or her Union membership dues by such payroll deduction process, and that failure is intentional on the part of the member, he or she shall be considered delinquent in the payment of his or her Union membership dues. If said failure continues for two consecutive pay periods, the employee is suspended from Union membership and shall not participate in any benefit of Union membership unless and until all arrearages of Union membership dues are paid in full.

e. Payroll Deduction Delay

When the processing of a payroll deduction authorization form is delayed past the cutoff date for the pay period in which the Union membership dues deduction should have started, the remaining Union membership dues payments and amount of those payments shall be adjusted for that fiscal year. This will ensure full payment of Union membership dues for each member during the first year of membership.

f. Fee Payer Becoming a Member

Notwithstanding any other provision of this constitution, When a non-member (fee payer) who paid a fair share fee (fee) to the Union during a fiscal year becomes a Union member during the same fiscal year, he or she shall, for the remainder of that fiscal year, pay Union membership dues in full.

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g. Member Becoming a Fee Payer

Notwithstanding any other provision of this constitution, if a member of the Union becomes a fee payer during a fiscal year, he or she shall pay a fair share fee to the Union when the membership status changes and thereafter, as long as the employee remains a fee payer.

h. EERA Organizational Security

Notwithstanding any other provision of this constitution, each member shall comply with the EERA and express terms of the agreement regarding organizational security and the payment of Union membership dues.

i. Adjusting Annual Union Membership Dues

The annual amount of Union membership dues shall only be adjusted by a vote of the general membership of the Union, each member having one vote. A majority of the members voting shall determine the outcome of the vote. The vote shall be taken by secret ballot at a regular or special general membership meeting. Pursuant to this constitution, members must receive proper advance notice as described in Section 4.1d.

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Article IV

Organization: Meetings

4.1 General Membership Meetings

a. Regular Meetings

The Union shall conduct a general membership meeting each calendar month on a date and at a location and time determined in advance by the Executive Board of the Union.

b. Special Meetings Called by the Executive Board

Nothing herein shall be deemed to prohibit the Executive Board from calling a special meeting of the general membership to discuss and take action on matters of an urgent nature requiring immediate attention. Such meetings shall be held on a date and at a location and time determined in advance by the Executive Board of the Union.

c. Special Meetings Called by Membership

Whenever ten percent (10%) of the membership request in writing a general membership meeting, the Union President must call a membership meeting within ten (10) calendar days after receipt of such a request. The membership must be notified in writing five (5) days prior to the meeting time, place, date and purpose of the meeting.

d. Meeting Notice

Notice of general membership meetings shall be delivered to each member not less than seven calendar days before the meeting the notice pertains to. A calendar showing the schedule of more than one meeting delivered to the members on an annual or semi-annual basis is sufficient for such notice requirement.

(1) Notice of Vote

When the general membership of the Union is asked or required to vote on a matter to be discussed at a general membership meeting, the meeting notice for that meeting shall include, in clear and concise language, a description of the matter to be voted on, the cost of implementation if any, the person(s) responsible to pay that cost and time frame when payment will be due. Candidates for Union

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Officer and Director positions are subject to election procedures described elsewhere in this constitution.

4.2 Executive Board Meetings

The Executive Board shall meet at least monthly on dates and at locations and times they determine. Notice of such meetings shall be delivered to the membership within a reasonable period of time in advance of the meeting being called to order.

If a majority of the members of the Executive Board submit a written request for a special meeting, a special meeting of the Executive Board shall be convened within five working days of the written request, or the time specified in the written request.

4.3 Chief Steward Meetings with Stewards

The Chief Steward and Stewards shall meet together on an as-needed basis, on dates, locations and times determined by the Chief Steward subject to prior approval of the Executive Board.

4.4 Meeting Quorum

For purposes of calling a meeting to order and to take any official action the following quorum shall be established:

a. General Membership Meeting

Ten percent (10%) of the general membership shall be present at the meeting when it is called to order and when official action is taken. In the event that there is no quorum at the general membership meeting, the business scheduled for that meeting may be decided by the Executive Board.

b. Executive Board Meeting

A majority of Executive Board members, excluding vacancies, shall be present when the meeting is called to order and when official action is taken.

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c. Steward Meeting

These meetings do not require a call to order, and no official action can be taken at such meetings, so a quorum is not required.

4.5 Robert's Rules of Order

For meetings of the general membership and meetings of the Executive Board, Robert's Rules of Order, latest revision, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution, and with the official policies and procedures of the Union.

4.6 Attendance at Meetings

Members are encouraged to attend all general membership meetings, and if possible Executive Board meetings.

Officers, Directors, and the Chief Steward are required to attend all general membership meetings and meetings of the Executive Board unless the absence is excused by the President or a majority of the Board. Immediately upon the second unexcused absence of an Officer, Director or Chief Steward during a term, that position may automatically and immediately be vacated without any hearing or notice required.

Stewards are required to attend all meetings called by the Chief Steward unless the absence is excused by official action of the Chief Steward, subject to review by the Executive Board. Two unexcused absences during an appointment as a Steward may result in the automatic and immediate forfeiture of the appointment, without requiring any hearing or notice.

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Article V

Organization: Executive Board and Stewards

The Executive Board consists of five (5) Officers, four (4) Directors and one (1) Chief Steward who acts in a nonvoting, advisory capacity. If a majority of the Executive Board approves, the Past President can be asked to serve in an advisory capacity to the Board for a period of one (1) year.

The Executive Board is charged by the membership to attend in good faith to the business of the Union and is empowered by the membership to represent their best interests in all the Board actions and activities.

5.1 Officers

The officers are a President, a First Vice-President, a Second Vice-President, a Recorder and a Treasurer, all of whom are nominated from and elected by the general membership.

a. Duties of the President

The President shall preside over all meetings of the Union, countersign all checks drawn against Union funds, be an ex-officio member of all committees, chair the negotiating team, appoint members for all standing and ad hoc committees, and report at general membership and Executive Board meetings regarding the progress and standing of the Union and the official actions he or she has taken.

Further, between regular meetings of the Executive Board and general membership the President shall have authority to represent the Union, with such action affecting policies, aims and means of accomplishing The Union's purpose, subject to approval of the Executive Board.

b. Duties of the First Vice-President

The First Vice-President shall assist the President in the work of the President's office. In the absence of the President or if the President is unable to serve, the First Vice-President shall perform all duties of the President. Upon resignation of the President, the First Vice-President shall become the President. Upon approval of the Board, the First Vice-President may be authorized to co-sign checks

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drawn upon Union funds in place of either the President or Treasurer, and shall perform such other duties as assigned by the President or the Executive Board.

c. Duties of the Second Vice-President

The Second Vice-President shall assist the First Vice-President in the work of that office, and in the absence of the First Vice-President or inability of the First Vice-President to serve, shall perform all duties of the First Vice-President. Upon resignation or termination of the First Vice-President, the Second Vice-President shall become the First Vice-President for the remainder of the term, and shall perform other duties as assigned by the President or Executive Board.

d. Duties of the Recorder

The Recorder shall keep records of the proceedings at Executive Board and general membership meetings, and shall chair assigned committees. The Recorder shall also carry on the official correspondence of the Union, except as the Executive Board may direct otherwise, and may perform other duties as required by the President or Executive Board. The Recorder shall maintain custody of official CCEU records placed in such custody by the President, Executive Board, or this constitution.

e. Duties of the Treasurer

The Treasurer shall present the Executive Board's recommended annual budget at the general membership meeting immediately following the Board's creation of the budget, for approval by the members. A majority of the members attending is required to pass approval. Any substantial changes to the annual budget must be brought to the members for their approval at a general membership meeting. Substantial changes must be approved by the members prior to their taking effect.

The Treasurer shall receive and receipt Union money and deposit all money so received in the name of the Union to a financial institution selected by the Executive Board. Money so deposited shall be withdrawn only by check signed by the President and Treasurer, or First Vice-President if approved by the Board. The Treasurer shall prepare and sign checks for such purposes as required by this constitution

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or authorized by the membership or Board. The Treasurer shall keep and accurately record receipts and disbursements. At each regular meeting of the Executive Board the Treasurer shall also submit to the Executive Board a monthly operating statement which contains records of the Union's financial transactions since the previous report. The Treasurer shall further arrange an annual audit of Union finances by a certified public accountant approved by the Executive Board, and shall report to the Board the results of such annual audit at the first Board meeting after the audit is made. The Treasurer shall adhere to legal reporting requirements, chair the finance committee, and arrange preparation and filing of all required federal and state tax reporting forms.

5.2 Directors at Large

There are four (4) Directors nominated from and elected by the general membership.

a. Duties of the Directors at Large

The Directors shall insure that the interests and directives of the general membership are represented at Board meetings.

5.3 Chief Steward

There is one (1) Chief Steward, elected by the Executive Board in even-numbered years.

a. Duties of the Chief Steward

The Chief Steward will chair the Stewards Council and report activities of Stewards to the Executive Board.

5.4 Stewards

The Chief Steward and the Executive Board shall elect Stewards for appropriate District work locations. Such elections shall, except as otherwise approved by the Executive Board in advance, be made from members in good standing who work in the particular jurisdiction for which they are elected.

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a. Duties of the Stewards

Stewards shall have no greater rights than any other member of the Union. Steward training shall be conducted annually by Union staff and will be available to the general membership. Stewards serve at the pleasure of the Chief Steward and Executive Board and may be removed at any time without cause by either the Chief Steward or Executive Board.

The responsibilities of Stewards shall be as follows:

- To act as the first line of contact with management in a grievance procedure.
- To monitor the application of the collective bargaining agreement in their units and to report all violations to the Board.
- To keep copies of the Union's Constitution and all necessary working agreements and rules pertinent to representation of units at all times.

b. Removal of Stewards

The Stewards shall serve at the pleasure of the Chief Steward and the Executive Board and may be removed at any time without cause by either the Chief Steward or the President, with an appeal available to the Executive Board.

5.5 Terms of Office

a. Term of Officers, Directors, Chief Steward and Stewards

The term of the Officers, Directors and Chief Steward is twenty-four consecutive calendar months commencing on January 1 immediately following their election, and ending twenty-four months later. Stewards shall serve from the time they are appointed until the term of the Chief Steward expires.

(1) Additional Terms

An Officer or Director may be nominated for election to additional terms if otherwise eligible, pursuant to this

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constitution. The Chief Steward and Stewards may be elected for additional terms as long as they remain eligible to serve. A person may only serve in one position (Executive Board, Chief Steward or Steward, inclusively) at a time.

5.6 Nominations and Election of Officers, and Directors

Candidates for President, Second Vice-President, Treasurer and two Directors at Large shall be nominated and elected in odd-numbered years to commence holding office in the following even-numbered year. Candidates for First Vice-President, Recorder, the other two Directors at Large and the CPC Representative shall be nominated and elected in even-numbered years to commence holding office in odd-numbered years.

a. Schedule for Nominations

Nomination of candidates shall occur at the September and October general membership meetings held during the appropriate year. Nominations will close after the October meeting, prior to the start of voting at the November meeting.

b. Eligibility of Candidates Nominated

A member is eligible to be a candidate if he or she is a non-probationary, permanent, classified employee in the District and is a member of the Union in good standing. The candidate must maintain that good standing as a member if nominated and elected. No retiree shall hold any appointed or elected position in the Union.

c. Nomination Meeting

At the September and October general membership meetings the President shall call for nominations from the floor for candidates for each Officer and Director position scheduled for election that year. Nominations shall remain open for two months, during which time the general membership may present to the Executive Board written nominations signed as accepted by the nominee. The candidate may nominate herself /himself or be nominated by another member, and must accept or decline the nomination either in person or in writing after being nominated at the meeting. Nominations shall be closed at the conclusion of the two-

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month period, and no additional nominations shall be accepted.

d. Candidate Statements

Candidate statements may be solicited by the Board for each open position, and shall be distributed by the Board to all members.

e. Election Ballot

The Recorder shall prepare an election ballot including the name of each eligible candidate nominated for each position. Candidates shall be listed under the title of the position for which they were nominated. A space shall be provided next to the name of each candidate where the voting member may mark the ballot for the candidate of his or her choice.

f. Election Committee

Upon the close of nominations the President shall appoint a committee comprised of members in good standing of the Union who are not candidates for election that year, to administer and supervise the election.

g. Election

The Executive Board shall determine the date for the election, the locations for ballot boxes in the District at which members may cast their respective ballots, the hours those ballot boxes will be available, the procedure for verifying membership and distribution of election ballots, supervision of the ballot boxes and other matters related to voting, subject to the following:

(1) Ballot Boxes

Ballot boxes will be located in the District such that members may vote in proximity to their respective regular District work locations. All ballot boxes will be available at the same time during the election. Election notices listing the locations of the ballot boxes shall be distributed to the general membership.

(2) Verification of Membership and Distribution of Election Ballots

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The election committee shall prepare a list of all members verified as eligible to vote.

(3) Voting

On the election ballot each member shall vote for only one candidate listed thereupon for each Officer and each Director position. When the member has voted, he or she shall legibly print their name and the last four digits of their social security number at the designated place on the envelope, shall seal the ballot within the envelope and place it in a ballot box.

(4) Tie Vote

In the event of a tie vote among candidates receiving the highest number of votes cast for an office, the election shall be repeated among those tied candidates until one of them receives a majority of votes cast. When that occurs, the candidate receiving the majority is elected. In the event that two or more candidates for Director positions receive the same number of votes, and there is not a clear outcome, the election shall be repeated until the appropriate number of candidates has received the highest number of votes.

(5) Counting Ballots

Immediately upon the closing of the election, the members of the election committee shall take the secured ballot boxes containing the ballots to a central location. When all ballot boxes are accounted for at that central location the ballots shall be counted by the committee.

When the ballots from all the ballot boxes are counted, the committee members counting them shall prepare a written tally of the votes cast, sign and date that tally, and deliver that signed and dated tally with the ballots to the Recorder. The Recorder shall publish the election results to the membership within two working days of the vote count.

Once the Recorder has published the election results a designated member of the election committee shall retain the ballots for a period of three (3) months. During this time any member may review the ballots upon request. A

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member of the election committee shall be present when the member reviews the ballots.

h. First Election

During the first election cycle after the adoption of this constitution, it is understood that the time frame as stipulated herein does not apply. The following will apply until the first regular set of elections are held:

(1) Immediately upon adoption of these Articles, those Union members serving in elected and appointed positions under the temporary By-Laws will continue in their respective offices (regardless of whether or not said office exists under this constitution) until the regularly-scheduled election of Officers, Board members and negotiating team members, as stipulated herein, is accomplished.

(2) The procedures for elections as stated in these Articles will apply to the initial elections of officers, Board members and negotiating team, only the time frames are altered as follows:

(a) The nominations for all positions will be open from the September, 2007 welcome-back meeting until the November, 2007 member meeting, at which point the nominations will be closed. Following this election the President, Second Vice-President, Treasurer and two Directors at Large will serve two-year terms. All others elected shall serve for one year. The ballot shall clearly specify which Directors are being elected to one-year and two-year terms.

(b) The elections will be held at the general membership meeting held in November, 2007.

(c) The regularly-scheduled election process shall commence with the election of the First Vice-President, Recorder, and two (2) Directors to begin their terms of office on January 1, 2009.

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i. Vacancies and Appointments

The President shall, with prior majority approval of the Executive Board, appoint an eligible member to fill vacant elected positions in the event of resignation or removal from office. The appointment shall remain valid for the remainder of an un-expired term. However, if no eligible member is willing to serve in the position it shall remain vacant until it is filled pursuant to this constitution.

Article VI

Organization: Standing Committees

6.1 College Planning Council

a. Election of the College Planning Council Representative

One (1) Union representative to the College Planning Council (CPC) shall be elected by the general membership every even-numbered year for a two (2) year term. The other Union representative to the College Planning Council shall be the Union President, or her or his designee.

b. Duties of the College Planning Council Representatives

CPC Representatives shall attend all CPC meetings and shall report back to the Board.

6.2 Other Committees

The Executive Board shall appoint representatives to College standing committees, committees created by the CCEU contract, and other committees as needed. All committee representatives shall report to the Executive Board when requested to do so.

The Executive Board shall review committee appointments on an annual basis immediately after every election.

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Article VII

Organization: Staff and Consultants

The President, with prior majority approval of the Executive Board, has authority to hire and fire staff and contract for services necessary to carry out the purpose of the Union.

Article VIII

Charges, Hearings, and Appeals

8.1 Charges

Members may be charged with violating any provision of this constitution. Members may also be charged with violating the oath of office, gross disloyalty, or conduct unbecoming a member. Charges can include wrongful taking or retaining of money, books, papers, records, or any other property belonging to the Union; the wrongful destruction, erasure, mutilation, or use of any books, papers, records, bills, receipts, vouchers or other Union property. Further charges may include bringing false charges against a member without good faith or with malicious intent. For the purpose of this article, the term "member" includes the general members and the elected Officers, Directors, and Chief Steward.

8.2 Presentation of Charges

Charges against a member shall be filed in writing with the Recorder. The Recorder shall serve a copy thereof to the accused member, either personally or by certified U.S. Mail directed to the last known mailing address of the accused, at least ten calendar days before the start of any hearing on the charges.

8.3 Hearings

At any hearing held by the Union pertaining to such charges, the Executive Board shall act as the hearing body.

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The accused may appear in person and with witnesses to answer the charge(s) and shall be afforded a fair hearing.

The accused may select another member, or an attorney, to represent him or her in the presentation of the defense.

The Union may be represented by an attorney or consultant, or any member assigned by the Board of Directors, in prosecuting the charge(s). If the accused is unable or unwilling to be present at any hearing provided for herein, her or his defense may be presented in writing prior to the hearing, but the hearing body shall proceed with the hearing regardless of the presence of the accused.

a. Charges Filed Against a Member of the Executive Board

Should the charges be filed against a member of the Executive Board, that member shall not act as part of the hearing body.

b. Impartial Hearing Officer

Nothing herein shall prohibit the Executive Board from choosing an impartial party to hear the matter. If this occurs, the Executive Board may treat the written recommendation of that impartial party as either binding or advisory. The Union shall bear the cost of the impartial party.

c. Other Costs

The total cost of any attorney or other person representing the accused or charging party shall be borne by that respective party; however, The Union shall bear all costs incurred by the Executive Board in prosecuting or defending any matter. The Union shall select and provide a hearing room for the hearing and shall pay any required rental cost.

d. Outcome of Hearing

If the charges or any portion of the charges are sustained, the Executive Board shall render a judgment and impose

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disciplinary action as provided herein. If the charges are not sustained, they shall be dismissed.

e. Disciplinary Action

Any disciplinary action imposed upon a member found guilty of any charges shall relate to the rights and duties of membership in the Union. Disciplinary action may, as the case requires, consist of a reprimand, suspension of specified membership benefits or privileges, suspension from membership, expulsion from membership, or removal from an appointed or elected position. As part of the disciplinary action, the member may be given duties to perform or may be asked to refrain from performing specific acts.

f. Appeal of Disciplinary Action

Appeal of any Executive Board decision with respect to charges may be taken to the next regular or special meeting of the general membership. Such appeal must be filed with the Recorder within five calendar days of the Executive Board's decision. Pending such an appeal, the appealed decision shall remain in full force and effect. The appeal shall be made to the members at the general membership meeting in the same manner as it was made to the Executive Board. The action of the membership on such appeals shall be final and binding.

g. Exhaustion of Internal Appeal Process

Subject to provisions of applicable statutes, every member against whom disciplinary action has been taken agrees as a condition of membership not to file or prosecute any action in court, tribunal or other agency until all procedures referred to in this constitution have been exhausted.

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**Article IX
Collective Bargaining**

9.1 EERA

The Union shall adhere to the requirements of the EERA regarding its collective bargaining relationship with the District, and when representing its members and others in its bargaining unit.

9.2 Negotiating Team

The negotiating team shall consist of the President of the Executive Board, who will chair the team, five (5) negotiating team members plus one (1) alternate nominated from and elected by the general membership, and any labor consultant(s) currently under contract to the Union whose services include assisting with negotiations.

The President shall, with prior majority approval of the Executive Board, appoint members to fill vacated positions on the negotiating team.

a. Term

Members of the negotiating team shall serve for the period during which the contract is negotiated, due to the expiration of the previous agreement. When the timing is appropriate, they will be elected at the same time and with the same procedures as the Officers and Directors, as described in Section 5.6; however, if the need for a negotiating team arises at any other time, they can be elected at a duly noticed general membership meeting.*

*Amended 3/19/2010

A negotiating team member may be removed at any time by a majority vote of the Executive Board.

9.3 Negotiating Proposal

a. Tentative Agreement

(1) Notice

When the Union negotiating team has reached a tentative agreement with the District on all matters being negotiated it shall, through the Executive Board, provide each member

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with a clear and concise summary of that tentative agreement.

(2) Ratification

The Union shall conduct a special general membership meeting to discuss and vote on the tentative agreement reached by the negotiating team with the District. This meeting shall be held not less than five calendar days and not more than ten calendar days from the date the summary of the tentative agreement was delivered to the membership pursuant to 9.3a(1) immediately above in this constitution.

(a) Discussion of Tentative Agreement

The President shall, at the meeting held to discuss and vote on the tentative agreement, prior to a vote on the tentative agreement being taken, allow a reasonable amount of time for members to address their questions regarding that tentative agreement.

(b) Voting

Votes to ratify a tentative agreement must be by a majority of members voting for that purpose. Votes will be made on a written ballot. Membership shall be advised of such a meeting at least five (5) working days prior to the meeting. The balloting process shall be determined by recommendation of the Executive Board.

(c) Tally of Votes

Prior to the vote on the tentative agreement, the President shall appoint a committee of members who are not on the Union negotiating team, to count and tally the ballots. When that tally is prepared, the results shall be announced to the membership present no later than the next meeting held following the tallying, and the District shall be notified promptly thereafter.

b. Concerted Action

If the Union negotiating team determines a need for concerted action against the District, and, in the case of a strike, the Union has exhausted the impasse procedure of the EERA; it shall promptly notify the Executive Board of

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the dispute. Notification shall include recommendation on the type(s) of concerted action the Union proposes.

(1) Special Meeting of the Executive Board

Within forty-eight hours of receiving notice from the Union negotiating team, the Executive Board shall hold a special meeting to discuss the matter and take official action on its recommendation. At this meeting the Executive Board shall schedule a special meeting of the general membership to discuss and vote on the proposal to take concerted action. This meeting shall be scheduled to occur within ten calendar days of the Executive Board meeting.

(2) Special Meeting of the General Membership

The Executive Board shall provide each member with a description of the proposal regarding concerted action and the express reason(s) for the proposal. The concerted action proposal shall be delivered to membership no less than forty-eight hours before the meeting is called to order.

Members attending this meeting shall be provided a reasonable opportunity to discuss the proposed concerted action.

(3) Voting on Concerted Action

Within two working days of the general membership meeting regarding the proposed concerted action, the membership shall vote on the proposed concerted action. The vote may take place either at a membership meeting, or by separate ballot, as determined by the Board. Each member in good standing shall have one vote, with two-thirds of voting members determining the outcome of that vote. The vote shall be conducted by secret ballot, with the ballots counted and tallied by an independent party on the same day the vote is completed. Results will be announced upon completion of the vote tally.

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**Article X
Amendments and Policies**

10.1 Amendments.

Proposals to amend this constitution shall be made at a regular or special meeting of the Executive Board. Membership shall thereupon be promptly notified, and the proposed amendment shall be read and voted upon by the general membership at the next regular or special meeting. The vote shall be taken by secret ballot, each member in good standing having one vote. A majority of the members voting shall determine the outcome of the vote.

10.2 Policies and Procedures

The Executive Board may enact policies and procedures consistent with this constitution, allowing for the efficient operation of the Union. Such policies and procedures shall be provided to members of the Union upon adoption by the Executive Board.

**Article XI
Discrimination and Sexual Harassment Prohibited**

The Union shall comply with applicable federal and state law regarding discrimination and sexual harassment.

**Article XII
Miscellaneous**

12.1 Restriction on Actions

Except to the extent specified by this constitution or the Executive Board, no member or group of members, including but not limited to members of the Executive Board, the Chief Steward, members appointed as Stewards, and members at large, shall have the power to act as agent for or otherwise bind the Union in any way whatsoever, except to the extent specifically authorized in writing by the Executive Board.

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This constitution is hereby adopted by the general membership at its meeting of June 21, 2007.

**Stephanie Stainback Union
President**