Chula Vista Classified Employees Organization
Bylaws

Article I. Name, Objectives, and Preliminaries

Section 1.01 Name

The name of this organization shall be the Chula Vista Classified Employees Organization, herein referred to as "the Organization" or "CVCEO."

Section 1.02 Objectives

The objectives of this organization shall be:

1. To afford opportunity for the investigation of and interchange of ideas on subjects pertaining to continued employment and progression in job classification.
2. To promote the welfare and interest of the members of this organization and to provide the means through which the desires and needs of the membership may be carried out. 3. To increase communications between all classified employees and foster a friendly, understanding relationship among all members of the classified groups.
4. To establish a spirit of cooperation and mutual respect with the local school board members and the management personnel of the Chula Vista Elementary School District ("the District" or "CVESD").

Section 1.03 Membership

Any employee who is exclusively represented by CVCEO shall be eligible for active membership with voting privileges ("member in good standing") upon receipt by CVCEO of a completed membership form. A member in good standing is responsible for supporting the objectives of the CVCEO as stated in Article I, Section 1.02.

Article II. Governing Provisions

Section 2.01 Rules of Order

The most current edition of Robert's Rules of Order shall be used during General Membership Meetings and Executive Board Meetings to decide all questions of parliamentary procedure where not otherwise inconsistent with these Bylaws or any special rules that the Organization may adopt or where deemed not conducive to the nature of the meeting by consent of the CVCEO Executive Board (hereafter referred to as "the Board" or "Executive Board").

Section 2.02 Meetings

(a) General Membership Meetings

General Membership Meeting times and dates will be presented at the last General Membership Meeting of each school year. General Membership Meetings will be held at least six times per fiscal year. A quorum at a General Membership Meeting will consist of a minimum of 10 members in good standing, except as otherwise provided by law, by Articles of Incorporation, or by these Bylaws, or in cases whereby the officers of the Executive Board determine that the gravity of the item(s) being voted upon require more membership involvement than there are members present at the meeting. In such circumstances, the officers of the Executive Board may postpone the vote to the next General Meeting or call a Special Meeting.

(b) Special Meetings

Special Meetings shall be called by the Executive Board of the CVCEO when deemed necessary for the good and welfare of the Organization. Voting at Special Meetings will be limited to the business for which the special meeting was called. A quorum for a Special Meeting will consist of 10 members in good standing, except as otherwise provided by law, by Articles of Incorporation, or by these Bylaws, or in cases whereby the Executive Board determines that the gravity of the item(s) being voted upon require more membership involvement than there are members present at the meeting. In such circumstances, the officers may opt to vote by mail.

(c) Executive Board Meetings

Executive Board Meetings shall be held at least once per month except for June and July, unless deemed necessary, and shall be held more than once per month if the President or the Executive Board determines that such need exists. A quorum shall be a simple majority of the Executive Board members.

Article III. Officers of the Executive Board and Terms of Office

Section 3.01 Executive Board

Subject to the limitation of the Articles of Incorporation, the Bylaws, and the laws of the State of California as to the action to be authorized or approved by the members, all corporate powers and the business and affairs of this Organization shall be exercised by and controlled by, or under authority of, the Executive Board.

The Executive Board shall be referred to as such and shall be comprised of the officers of the Organization. It is the responsibility of each officer to attend all meetings of the Organization or notify the President or his designee if unable to attend. Each officer is also responsible for keeping an accurate account of any and all Organization monies spent by him or her, with a monthly itemized account submitted to the Treasurer.

Section 3.02 Description of Officers

The officers of the Organization shall consist of a President, Vice-President of Employee/Employer Relations, Vice-President of Communications, Vice-President of Health and Welfare, Secretary, Treasurer, and Site Representatives Chairperson. Officers must be members of the Organization and must be in good standing.

Section 3.03 Authority of Individual Officers

No individual officer, nor other agent of the Organization, shall sign any agreement binding the Organization without first obtaining the approval of the CVCEO Executive Board or, if required by these bylaws, the CVCEO membership.

Section 3.04 Duties of Officers

(a) President

The duties of the President:

1. Preside at all meetings of the Organization and of the Executive Board, decide all questions of order (subject to appeal to the Board or the Organization, as appropriate), put questions to vote, and protect the assembly from frivolous or dilatory motions by refusing to recognize them. The President shall only cast a vote in the event the President's vote would affect the outcome of the vote.
2. Initiate meetings with the CVESD Superintendent and with members of the CVESD School Board members at least once per month.
3. Initiate Labor/Management meetings with Human Resources at least twice per month while schools are in session or delegate this duty to the Vice-President of Employee/Employer Relations.
4. Preserve order and enforce these Bylaws.
5. Appoint all committee chairpersons and committee members as are necessary to carry out the affairs of the Organization, with the approval of the Executive Board.
6. Receive the reports of all committees and shall have the authority to remove the Chairpersons or members thereof for non-performance of duties.
7. Subject to approval by the officers of the Executive Board, retain and terminate independent contractors, such as accountants, attorneys, general counsel, and other professionals.
8. Countersign all Organization checks drawn upon the Organization's funds.
9. Execute other duties as may be prescribed and authorized from time to time by the Executive Board, by law, or as set forth in these Bylaws.
10. Delegate some or all of the duties of this office, or other Executive Board offices, to other Executive Board members when necessary.

(b) Vice-President of Employee/Employer Relations

The duties of the Vice-President of Employee/Employer Relations:

1. Maintain a working knowledge and written copy of the Agreement between the

CVCEO and CVESD and CVCEO Bylaws in order to ensure proper support of CVCEO members.
2. Work with the Site Representatives Chairperson to ensure that Site Representatives follow proper procedures when alerted to on-site employee issues.
3. Address all CVCEO member concerns dealing with work related matters and work with the President to support members throughout any resulting processes.
4. Perform all duties and functions of the President in his or her temporary absence.
5. In the event that the President is a payee of an Organization check, the Vice President of Employee/Employer Relations will serve as the second signer on the check.
6. Screen all classified postings for consistency and contract compliance, and maintain archival records of classified postings.
7. Perform all necessary duties as delegated by the President and/or the Executive Board.

(c) Vice-President of Communications

The duties of the Vice-President of Communications:

1. Work with the Site Representatives Chairperson to increase membership participation and to dispense information to the members regarding CVCEO business.
2. Maintain CVCEO Web site and/or work with any Web Master, if such has been appointed or hired by the officers of the Executive Board.
3. Create a computer database for the membership information needed in the dispersal of communications from CVCEO, to include name, site, job title, address, email and/or phone.
4. Keep members informed of CVCEO business via email and the Web by working with the Web Master and assuring proper protection of private email accounts.
5. Print all CVCEO materials as directed by the President or officers of the Executive Board.
6. Distribute all properly approved printed materials through appropriate means.
7. Organize and work with the Elections Committee to ensure proper voting protocol is followed during all voting and election processes, except in years where this office is up for election.
8. Work with the Secretary to properly maintain all records and archives of the Agreement and Bylaws of the CVCEO.
9. Perform all necessary duties as delegated by the President and/or the Executive Board.

(d) Vice-President of Health and Welfare

The duties of the Vice-President of Health and Welfare:

1. Serve as lead representative for classified employees on the Insurance Advisory Committee.
2. Address all concerns related to the administration of health and welfare.
3. Act as liaison between classified employees and the CVESD Risk Management department.

4. Make recommendations to the President regarding classified representatives to be selected to the CVESD Insurance Committee.
5. Make presentations and/or coordinate presenters regarding insurance and/or benefits at General Membership and special meetings, with prior approval of the President or the officers of the Executive Board.
6. Perform all necessary duties as delegated by the President and/or the Executive Board.

(e) Secretary

The duties of the Secretary:

1. Keep an accurate written record of all organizational meetings as identified in Robert's Rules of Order.
2. Present the written minutes of General Membership and Executive Board meetings to the Executive Board for review. General Membership Meeting minutes must be presented to the Executive Board for review at the Executive Board meeting prior to the subsequent General Membership Meeting.
3. Obtain approval of General Membership Meeting minutes from members at the subsequent General Membership Meeting.
4. Make any necessary corrections that were approved at the General Membership meeting prior to official posting.
5. Assist the President and/or officers of the Executive Board with the creation of documents, forms, etc. as needed.
6. Proof read and/or type letters, documents, forms, as determined by the President and/or Officers of the Executive Board.
7. Work with the Vice-President of Communications to ensure proper keeping of the records of the Organization.
8. Work with the Vice-President of Communications to ensure proper voting protocol is followed during all voting and election processes.
9. Assist Treasurer with the performance of duties.
10. In the event that the Treasurer is a payee of an Organization check, the Secretary will serve as the second signer on the check.
11. In years where the Vice-President of Communications is up for election, organize and work with the Elections Committee to ensure proper voting protocol is followed during all voting and election processes.
12. Perform all necessary duties as delegated by the President and/or the Executive Board.

(f) Treasurer

The duties of the Treasurer:

1. Receive and safely keep all funds of the Organization and deposit these funds in the bank(s) or other depositories designated by the Officers of the Executive Board.
2. Co-sign checks to pay out funds of the Organization to cover the monetary obligations of the Organization.

3. Maintain appropriate financial ledgers and/or check registers, with itemized transactions for each fund established by the Organization.
4. Prepare monthly Financial Status and Transaction Report for the Executive Board and General Membership meetings, including account balances and itemized transactions.
5. In conjunction with the President, work with any Board approved accountants or bookkeepers.
6. Perform all necessary duties as delegated by the President and/or the Executive Board.

(g) Site Representative Chairperson

The responsibilities of the Site Representative Chairperson:

1. Serve as a liaison between the Executive Board of the Organization and site representatives at all sites and locations.
2. Visit sites to distribute information to and answer questions by site representatives.
3. Work with the site representatives, the Vice-President of Employee/Employer Relations, and the President to ensure appropriate employee representation.
4. Work with Human Resources to obtain an accurate list of all classified employees at each site by October 1st of each year.
5. Develop and implement a mailing list that may be used to communicate with site representatives.
6. Keep copies of contracts, Bylaws, manuals, CVESD Board policies, and any forms that the site representatives may request while performing their duties for CVCEO.
7. Maintain Site Representative Manuals and conduct site representative trainings.
8. Offer assistance to the Vice-President of Communications in implementing, expanding, and maintaining a process for the most efficient dispersal of information by each site representative including a uniform posting process for printed information.
9. Perform all necessary duties as delegated by the President and/or the Executive Board.

Section 3.05 Other Organization Representatives

(a) Site Representatives

The responsibilities of each Site Representative:

1. Keep current copies of the Agreement between the CVCEO and CVESD, the CVESD Transfer and Promotion Handbook, and the Professional Growth Handbook available to the members at his or her site.
2. At the request of the Site Representative Chairperson, distribute and/or post all CVCEO information at his or her site and gather membership mailing information.
3. Upon request, act as an observer or recorder for any member(s) called to a meeting with his or her supervisor(s) on topics that may eventually lead to disciplinary action. 4. Attend training on the proper procedures to follow in situations where employees may be in distress.

(b) Committees

All committees will be formed based upon needs identified by the Executive Board. The President will announce formation of any committees, approximate length of term required, amount of involvement (number of times committee will meet per week or month, if General Membership Meeting attendance is required during the term, etc.) during General Membership Meetings and identify sign-up methods for potential volunteers. From the list of potential volunteers, and, whenever possible, upon advice of the Officers of the Executive Board, the President will select the committee members.

The chairperson will present a written report on all activities of the committee to the President. The Executive Board will determine if any committee activities need to be brought to a vote by the membership at the next General Membership Meeting or at a Special Meeting. The committee chairperson may be called upon to present information to the membership at General Membership or Special Meetings.

The Executive Board will approve any expenditures of the committee, except for those expenses that require a vote by the membership. If immediate expenditures of any nature should arise, the President and one Vice-President may approve these expenditures and will provide documentation of such approval to the Board.

Committee membership will expire as soon as the activity for which it was formed has been accomplished. If the same type of committee needs to be formed at another time, any past committee members are not assured of a position on the committee and must again volunteer.

Article IV. Nominations and Elections

Section 4.01 Qualifications for Candidacy

Any regular member in good standing is qualified to be a candidate for election to the offices of the Executive Board, provided that the candidate has been a member in good standing with the Organization for a minimum of two years immediately prior to being nominated. A potential candidate must be in good standing at the time of the filing of his or her petition and must remain so up to and including the time that the candidate, if elected, fulfills his or her term of office.

Section 4.02 Nominations

Candidates seeking a position as an officer of the Organization shall file with the Secretary, no later than the conclusion of the Organization's October membership meeting, a declaration of candidacy statement on a form prescribed and approved by the Executive Board, and a petition with the required number of signatures from members in good standing in support of their candidacy. Candidates for the position of President shall submit no less than 25 signatures in support of their candidacy. Candidates for all other officer positions shall submit no fewer than 10 signatures in support of their candidacy.

Section 4.03 Elections

(a) Election Process

Notice of elections and a list of nominees and their candidate statements shall be posted at each site at least five working days prior to the ballots being distributed.

Voting may be by mail ballot or at designated locations, and shall take place prior to the November membership meeting in a time and manner determined by the Executive Board. All members in good standing shall be eligible to vote.

The Executive Board shall appoint an Elections Committee to oversee the logistics of the elections process. All elections-related disputes shall be decided by the Executive Board.

(b) Run-Off Election Process

In the event that no candidate receives a simple majority of votes cast, a run-off election, to be held at the next General Membership Meeting, will be announced, with flyers posted at least five days in advance. The tie-breaker will be the first order of business at the identified General Membership Meeting. The names of the two candidates receiving equal numbers of winning votes will be placed on a ballot. Ballots will be issued to and collected from attending regular members in good standing by the Vice-President of Communications and the Nominating Committee. The President will refrain from voting at the run-off, and will only cast a vote in the event of another tie.

(c) Terms of Office

With the exception of the Site Representative Chairperson, the terms of office for officers shall be two years, and they shall be elected in alternate years as follows: (in odd-number years) President, Vice-President of Health and Welfare, and Secretary; (in even numbered years) Vice President of Employee/Employer Relations, Vice-President of Communications, and Treasurer. The Site Representative Chairperson shall be appointed by, and serve at the discretion of, the elected officers of the Executive Board. A person may be elected to the same office for no more than two (2) terms.

(d) Installation of New Officers

New officers will assume office as of December 1 and will be officially installed at the December General Membership Meeting. Former officers will assist in the training of their successors to the degree that they feel confident their successors will be capable of performing the jobs.

Section 4.04 Vacancies

Should there be no qualified candidates for any position(s), the Executive Board shall appoint

member(s) in good standing to fill the unfilled seat(s) until the next election.

If a vacancy occurs in the position of President, the Executive Board shall appoint from among its members a new President. If a vacancy occurs in any other Executive Board position, the Executive Board shall appoint a member in good standing to fill the vacancy until the next election.

Section 4.05 Implementation

If, at the time these bylaws are adopted by the membership, the membership has elected Co Presidents (whether or not they have begun their term of office), those Co-Presidents shall be eligible to serve their full term as Co-Presidents, but at the next election of President only one person shall be elected CVCEO President. If any such Co-President resigns or is removed from office, the remaining Co-President shall continue as sole President of the Organization, and the vacant Co-President position shall cease to exist and shall not be filled by appointment.

Article V. Reprimanding of Members or Officers

Section 5.01 Offenses

CVCEO members and officers are at all times expected to be of honorable character and reputation. A member or officer may be disciplined, up to and including suspension or expulsion from membership or removal from office, for cause based on sustained allegations of misconduct, including, but not limited to, any of the following acts:

1. Violating any of the Bylaws, any lawful Board policy or directive, or any established rules of the Organization.
2. Failing to pay fees, fines, assessments, or other financial obligations in a timely manner.
3. Obtaining membership by fraudulent means or by misrepresentation.
4. Unreasonably, unlawfully, or improperly disturbing the peace or harmony of any meeting of the Organization or of any of its offices.
5. Embezzling, misappropriating, fraudulently receiving, wrongfully handling, or failing to account for the funds of the Organization or any employee benefit fund.
6. Using the name of the Organization for soliciting funds or advertising or similar activities, except as expressly authorized by the Executive Board.
7. Furnishing a complete or partial list of the membership of the Organization to any person outside of the Officers of the Executive Board — or those whose governmental position or organizational office or employee benefit position entitles them to have a list — without specific authorization in writing from the President of the Organization.
8. Deliberately and improperly interfering with any officer or representative of the Organization in the discharge of his or her official duties.
9. Deliberately engaging in conduct in violation of the responsibilities of members towards the Organization.
10. Deliberately interfering with the performance of the legal or contractual rights or obligations of the Organization.

11. Engaging in dishonest or illegal acts that affect or involve the Organization.
12. Engaging in conduct unbecoming to a member of the Organization.
13. Engaging in conduct that tends to injure the good name of the Organization, disturb its well-being, or hamper it in its work.

Section 5.02 Disciplinary Action

(a) Towards Members

Disciplinary actions, when necessary, shall be imposed by the Executive Board, and may include, without progression: admonition, censure, suspension of membership, and termination of membership.

1. Admonition: For minor infractions, one or more officers of the Executive Board will meet with the member and discuss the infraction.
2. Censure: The officers of the Executive Board will write a letter to the member indicating the infraction and asking the member to refrain from repeating the behavior. A copy of this letter will be sent to the member and a second copy will remain on file with the CVCEO.
3. Suspension: The officers of the Executive Board will write a letter to the member indicating that the member will be suspended from membership and will indicate the length of time the member is to be suspended. Suspended members are considered to be not in good standing and will not be able to attend meetings, run for office or vote for the duration of the suspension.
4.. Termination: Membership in the CVCEO shall be terminated by loss of qualifying employment with the CVESD or by expulsion for conduct not in keeping with the goals of the CVCEO as set forth in Article I and Article V of this document. However, in the event that the loss of qualifying employment is due to an adverse action taken against the employee by the CVESD, their membership shall not be terminated until the employee has unsuccessfully exhausted all administrative remedies to challenge his or her removal from qualifying employment and gain reinstatement. "Loss of qualifying employment" does not include the first four months of layoff status.
5. The Executive Board shall adopt investigative and trial procedures to ensure that any member charged with misconduct receives due process prior to suspension or expulsion. No member shall be expelled unless the Executive Board votes by a two-thirds majority to uphold the expulsion.

(b) Towards Officers

The Entire Executive Board or any of its individual officers may be removed from office as provided by law. An officer also may be removed when the Officer is no longer a regular member in good standing, for cause, for absenteeism, or by recall.

1. Removal for Loss of Qualifying Employment: In the event that an officer is no longer employed by the CVESD, the position on the Executive Board shall be declared vacant. However, in the event that the loss of qualifying employment of an officer is due to an adverse action taken against the employee by the CVESD, the position shall not be

declared vacant until after the officer has unsuccessfully exhausted all administrative remedies to challenge his or her removal from qualifying employment and gain reinstatement. "Loss of qualifying employment" does not include the first four months of layoff status.

2. Removal for Cause: Officers shall be subject to suspension or removal for cause pursuant to the provisions and procedures set forth in Article V.

3. Removal for Absenteeism: Any officer who is not present at three scheduled meetings without cause shall lose his or her office and the Executive Board shall fill the vacancy pursuant to the provisions of these Bylaws. The President shall review all absences for cause.

4. Removal by Recall: Any officer may be recalled by the General Membership by submitting a recall petition containing signatures of members in good standing equaling 40 percent of the number of voters in the previous general election in which the officer was elected, signed and dated within 30 days of the submission of the recall petition. The petition shall be submitted to the President, who shall direct the Secretary to validate the membership of those names and signatures appearing on the petition. Upon confirmation of those signatures, the President shall notify the affected officer of the recall petition and shall schedule a special recall election no sooner than 30 days nor later than 60 days of receipt of said petition, the exception being when a general election is already slated to occur within 60 days. In that event, the recall shall be included in the general election. No recall election shall take place between the end of one school year and the start of the next school year, and any such election that would otherwise take place then shall be scheduled to take place within thirty (30) days of the start of the school year. If the recall petition affects the office of the President, the petition shall be submitted to the Vice President of Employee/Employer Relations. If the recall petition affects the Secretary, the President shall assign the verification of signatures to the Vice-President of Communications.

Article VI. Financial

Section 6.01 General Provisions

(a) Annual Budget

The fiscal year shall run from January 1 through December 31. By January of each year, the Executive Board officers shall prepare an annual budget. This budget shall consist of the anticipated monthly and total expenditures for the coming year. The budget shall be brought to the membership for approval. Copies of the budget shall be made available upon request to all regular members in good standing.

With the exception of litigation-related expenditures (e.g., grievances, PERB matters and lawsuits), non-budgeted expenses which are in excess of $500 shall be approved by the membership. In those cases where, given the nature of the expenditure, time does not permit obtaining the advance approval of the membership, the Executive Board shall be authorized to approve the expenditure and report back at the next membership meeting.

(b) Non-Liability of Members

No member of this Organization shall be personally liable for the debts, liabilities, or obligations of the Organization, except in cases of misappropriation or misuse of funds as determined by the Executive Board.

Section 6.02 Membership Dues

Membership fees shall be $10 per month per member for employees.
Membership dues shall not be changed except by a majority vote of members voting to amend these bylaws.

Article VII. Books, Records, and Property

Section 7.01 Books and Records to be Maintained

Documents to be maintained shall include all official documents recorded or produced by or for the CVCEO (such as the Agreement Between the Chula Vista Classified Employees Organization and the Chula Vista Elementary School District, the Bylaws of the Chula Vista Classified Employees Organization, CVCEO General Meeting Agendas and Minutes, etc.).

Section 7.02 Maintenance and Archiving

The Organization shall maintain and archive adequate and correct records, books, and accounts of its business and properties. Books and records will be kept by the Vice-President of Communications in conjunction with the Secretary. Books and Records shall be open to inspection by the officers and members of the CVCEO in the manner prescribed by law. The financial ledger shall be kept by the Treasurer and shall be open for inspection by appointment to members in good standing.

Section 7.03 Property

All property of the Organization that is distributed to its Executive Board officers or General Members shall be used solely to conduct the business of the Organization and shall be maintained in such a manner as to protect the property from misuse, loss, or theft. If property is lost or stolen, the member to whom the property was issued must report the incident to the Executive Board as soon as is possible and practical. The Executive Board shall determine the appropriate steps to take to resolve the issue and shall present the issue and resolution to the General Membership at the next General Membership Meeting.

Section 7.04 Return of Books, Records, Documents, and Property of the Organization All books, records, documents, and property of the Organization in the possession of any officer, must be returned to the remaining CVCEO Executive Board officers within one week of the end of his or her term of office.

Article VIII. Amendments to Bylaws

Section 8.01 Amendments to Bylaws

The Executive Board may adopt, amend, or repeal any bylaw provision subject to General Membership approval by a majority of the members voting by mail ballot or at designated locations, as determined by the Executive Board. Members may also propose bylaws by presenting a petition containing the language of the proposed amendments with the signatures of thirty percent (30%) of the number of voters in the previous general election, signed and dated within thirty (30) days of the submission of the petition to the Secretary of the Organization. The language of the proposed amendments must be on the page signed by the member. Amendments proposed by the membership shall be presented to the membership for adoption in a secret ballot election no sooner than thirty (30) days nor later than sixty (60) days from the time the proposed amendments were submitted to the Secretary along with sufficient signatures in support, the exception being when a general election is already slated to occur within 60 days. No election to adopt proposed bylaws shall take place between the end of one school year and the start of the next school year, and any such election that would otherwise take place then shall be scheduled to take place within thirty (30) days of the start of the school year. In that event, the bylaws election shall be included in the general election. Amendments to these Bylaws shall become effective immediately upon their adoption unless the Regular membership, in adopting them, provides that they are to become effective at a later date.

Article IX. Standing Rules

Procedures that are not covered in these Bylaws, but are a general policy or way of operating for the CVCEO are covered by standing rules. Standing rules provide for the day-by-day operation of the Executive Board and all CVCEO committees or groups. Standing rules are adopted and amended by the group they cover. For example, the Executive Board adopts standing rules for the working of the Executive Board and a committee adopts standing rules for the working of the committee. Standing rules may be adopted or changed without previous notice by a simple majority vote.

Article X. Contract Negotiations and Ratification

Collective bargaining agreements shall be negotiated in the following manner:

1. The President shall select members of the CVCEO Negotiations Team with the approval of the Executive Board.
2. Any person considered for a position on the CVCEO Negotiations Team must meet some or all of the following qualifications:
    a. Have in depth training in the Interest Based Bargaining approach to negotiations or a verifiable use of the collaborative model through documented EER hands-on experience.
    b. Be a member in good standing of the CVCEO and not a member of any other employee organization within CVESD.
    c. Have had exposure through committee membership on insurance advisory, classification, re-allocation, or employee/employer relations, or have previously been part of negotiations.
    d. Have the ability to provide unique, progressive, and collaborative insight to the efforts of the team.

c. Demonstrate an exemplary ability and attitude via past involvement in the representation of himself/herself or others.

3. The president of CVCEO shall act as chairperson of this team.
4. All agreements with the District shall be of a temporary nature (aka Tentative Agreements) until posted at all registered sites for a period of at least five days prior to the CVCEO General Meeting where the Tentative Agreements shall be presented. Tentative Agreements shall subsequently be submitted to the membership for ratification by mail ballot or designated locations, as determined by the Executive Board.
5. For the purposes of expediency, the Chairperson of the Negotiations Team or his/her designee, may sign, upon approval of the Negations Team, any Tentative Agreements with the District. A Tentative Agreement does not create a binding contract with the CVESD, but rather affords the team members a document for their review and possible ratification.
6. All sites shall be notified of the date, time, and location of the meeting at which the Tentative Agreements shall be presented, as well as the date, time, and location of the ratification vote, as soon as is practical after the posting of the Tentative Agreements.
7. If schools are in session, notices shall be posted on site; if schools are not in session, notices shall be sent via U.S. mail to members of the CVCEO eligible to vote.
8. In the month of March, during a Special or General Meeting, CVCEO regular members in good standing shall approve CVCEO's initial bargaining demands. This meeting shall take place prior to March 15th for successor negotiations and April 15th for reopener negotiations.

No contract shall be concluded or signed by an officer of the Executive Board, individually or collectively, nor by any member or members of the Negotiations Team, without first obtaining an affirmative vote by a majority of the members voting at a Special or General Meeting of the CVCEO. The Negotiations Team shall have the authority to submit the results of negotiations on contract language to the entire membership for a referendum vote of the membership, to be conducted under conditions and at times and places determined by the officers of the Executive Board of the CVCEO.

Article XI. Limit on Officers' Liability

The liability of the officers of the CVCEO Executive Board for monetary damages shall be eliminated to the fullest extent permissible under California law.

Article XII. Indemnification of Officers and Other Agents

The Organization shall, to the maximum extent permitted by California law, have the power to indemnify each of its agents against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that any such person is or was an agent of the Organization, and shall have power to advance to each such agent expenses incurred in defending any such proceedings to the maximum extent permitted by California law. For purposes of this Article, an agent of the Organization includes any person who is or was an officer, employee, or other agent of the Organization or any person

who is or was serving at the request of the Organization as an officer, employee, or agent of another association, organization, or other enterprise.

Certificate of Secretary

I, the undersigned, do hereby certify:

1. That I am the Secretary of the Chula Vista Classified Employees Organization, a California **Non-Profit Mutual Benefit** Corporation.
2. That the foregoing bylaws were adopted by vote of the general membership on June 8, 2026.
   Date of Adoption

IN WITNESS WHEREOF, I have hereunto subscribed by name this 31 day of July in the year 2026.

Secretary of the Chula Vista Employees Organization