

ARTICLE IV ELECTIONS/REMOVAL

SECTION 6: ELECTION OF CHAPTER OFFICERS

Each chapter shall individually elect a President, Vice President, Secretary, Treasurer, and three (3) Board Members, which will consist of at least one lieutenant, one sergeant, and one non-custody member. A fourth board member may be substituted with the Chapter Treasurer when the local chapter does not participate in revenue sharing, thus, maintaining a local chapter checking account. The chapter terms would be for four (4) years. In odd-numbered years, chapters with odd numbers shall conduct their elections, and in even-numbered years, chapters with even numbers shall conduct their elections. Nomination forms will be mailed on March 1st or the next workday with a return deadline of April 1st. A nominee, including the incumbent, must receive a minimum of three (3) nominations to be placed on the ballot. If a nominee qualifies for multiple positions, the nominee must choose only one position to run for on the election ballot. CCSO headquarters will tabulate the four (4) highest nominated members for each position meeting the minimum nominations. If there are no candidates that receive the minimum three (3) nominations, then the State President will have the authority to place any candidate on the chapter board. Each nominee will be sent a letter, emailed, and/or telephoned to verify whether she/he wish to run for the nominated position(s). The nominees who they want to run or accept their elected position will then be put onto the chapter election ballot. The nominees that are unreachable or do not return messages within seven (7) business days will be automatically dropped from the election process in order to continue the elections in a timely manner. Chapter election ballots will be mailed on May 1st or the next workday with a return deadline of June 1st. The new Chapter Boards will begin their term on July 1st. Each office shall be filled by a majority vote of the chapter members. Any chapter member who is a member in good standing as defined by the Bylaws can be nominated.

In lieu of a tie vote, the CCSO main office will initiate a tiebreaker election for the designated chapter position. The ballots for a tiebreaker will be mailed out of the CCSO office no later than ten (10) business days after determining a tie. Ballots will be returned to the CCSO office fifteen (15) business days from the date of mailing out, in order to determine the results.

ARTICLE V DUTIES OF OFFICERS

SECTION 7: DUTIES/POWERS OF CHAPTER OFFICERS

The officers of each chapter shall have the following powers/duties as defined by these Bylaws once approved by the State Board of Directors. Each chapter president shall handle the daily affairs of the chapter as well as execute the duties set forth within these Bylaws. Chapter officers will remain neutral in differences between members. A Chapter Board will not take the side of one member over another member. If an issue arises between members, the Chapter President or Chapter Board Member will be contacted to mediate the situation under the guidance of the CCSO Escalon main office. Each chapter vice president shall have the duty, subject to the direction of the President, of looking after the interests of the members of the chapter. The secretary shall ensure that all non-financial records of the chapter are properly maintained.

SECTION 8: DUTIES OF THE CHAPTER PRESIDENT

The Chapter President shall have the following duties: Retired Chapter President is excluded from the following duties: The Retired Chapter President's main duty is to provide representation at the annual conference and/or other designated CCSO events.

- a) Chapter Presidents must have at least one meeting every three months, preferably once a month with Chapter members. She/he shall preside over all Chapter meetings. She/he however, shall have one (1) vote at all meetings of the Chapter Board.

- b) She/he shall have the general supervision and control over all affairs and operations of the chapter when the Chapter Board is not in session, and shall discharge such other duties as may be required of him/her by the Bylaws of this Organization or by the resolutions of the Chapter Board.
- c) The Chapter President upon proper authorization shall execute in his/her official capacity, all conveyances, contracts, and other instruments in writing and shall cosign all checks except when other persons may be authorized by the State President.
- d) The Chapter President or designee has a choice of having a chapter account for chapter revenue sharing utilizing his/her personal social security number to open the bank account or the chapter may submit receipts for chapter expenses and the chapter will be reimbursed by CCSO. If a chapter account is selected, the chapter President needs to obtain a bankcard, and establish two (2) or more members from the chapter authorized to sign on/off.
- e) The Chapter President will complete all audit forms and interest forms and return them to the CCSO main office by the stated deadline date. (The deadline will be determined by the Chief Operations and Financial Officer). If the audit form is not received in the main office by the stated deadline date, Chapter Revenue Sharing will terminate until the form is received.
- f) The Chapter President shall oversee the monthly Chapter Revenue Sharing checks, which will cease if the Chapter has outstanding checks for two months. Once the checks have cleared the bank, revenue sharing will commence for the current month. Checks outstanding for six (6) months + will not be re-issued.
- g) The Chapter President must be willing and able to have at least one monthly meeting with the Warden and take any supervisory problems to this meeting and work toward a settlement. Be assertive and have valid issues. The Chapter Board needs to be cognizant of and involved in the issues.
- h) She/he shall, at the commencement of and during his/her term of office, appoint all such committees as required and other such committees as deemed appropriate and beneficial to this Organization except as otherwise stated in these Bylaws, subject to the approval by a majority vote of the Chapter Board of Directors. She/he shall also be responsible for removal of any member from said committee subject to approval by a majority vote of the Chapter Board. Each committee shall consist of a chapter person on the Chapter Board. Other committee members shall consist of members of this Organization who have been recommended by the Chapter Board. The Chapter President shall be able to appoint any member that is not an elected official to special assignments, as needed, to meet operational needs. Additionally, he/she shall have the authority to remove anyone from such special assignment(s) at his/her discretion, subject to review of Chapter Board. She/he shall be ex-officio member of all committees and the power to make changes therein, when, in his/her opinion, the best interests of the chapter will be served thereby.
- i) The Chapter President or designated Board Member needs to have CCSO membership applications and insurance brochures/applications on hand to distribute to CCSO members and prospective members.
- j) She/he shall appoint a CCSO chapter member of good standing to fill any vacant position on the Chapter Board, be it a temporary or permanent appointment with the approval by a majority vote of the Chapter Board of Directors. If the Chapter Board is not active, the Chapter President can solely appoint a member in good standing to fill any vacant or specified future vacant (retirement) position without the majority vote of the Chapter Board of Directors.
- k) In the event of death, resignation, retirement, or removal from office, all money or property of the Chapter under his/her control shall be immediately delivered to the successor for the Chapter President position of the Chapter.

SECTION 9: DUTIES OF CHAPTER VICE PRESIDENT

The Vice President shall have the duties and responsibilities subject to the direction of the President, of looking after the interests of the members. The Vice President may be assigned other duties and responsibilities as deemed appropriate by Chapter President.

- a) The Vice President shall have one (1) vote each at Chapter Board meetings.
- b) The Chapter Vice President will be allowed to retain his/her Chapter Board Vice President position until expiration of term, subject to Chapter Board approval in the event of promotion or demotion within their rank,

- or in the event of demotion to rank and file until State Personnel Board appeals have been exhausted.
- c) A Vice President must be willing to assume the duties of the President in the event the President is unable to fill his/her duties.
 - d) In the event of death, resignation, retirement, or removal from office, all money or property of the Chapter under his/her control shall be immediately delivered to the President of the Chapter.

SECTION 10: DUTIES OF THE CHAPTER SECRETARY

The Secretary of a Chapter shall have the responsibility of ensuring that all non-financial records are maintained, in addition to the following duties:

- a) Ensure that minutes of all Chapter Board meetings are recorded.
- b) A Chapter Secretary must be willing to assume the duties of the Chapter President in the event the Chapter President is unable to fill his/her duties, and the Chapter Vice President is also unable or unwilling to fulfill the duties of the Chapter President.
- c) In the absence of the President, to call and publish notices of any special meetings or post updates from the CCSO Escalon main office.
- d) To maintain records and mail copies as required on all recall or removal from office motions as set forth in these Bylaws.
- e) To act as otherwise specified in these Bylaws or as directed by the President.
- f) The Secretary shall have one (1) vote at all Chapter Board meetings.
- g) The Chapter Secretary will be allowed to retain his/her Chapter Board Secretary position until expiration of term, subject to Chapter Board approval, in the event of promotion or demotion within their rank, or in the event of demotion to rank and file until State Personnel Board appeals have been exhausted.
- h) In the event of death, resignation, retirement, or removal from office, all money or property of the Chapter under his/her control shall be immediately delivered to the President of the Chapter.

SECTION 11: DUTIES OF THE CHAPTER TREASURER

The Treasurer of a Chapter shall have general supervision of all funds and securities of the chapter, and the following duties:

- a) Ensure the Chapter funds and securities are accounted for and kept accurate.
- b) A Chapter Treasurer must be willing to assume the duties of the Chapter President in the event the Chapter President is unable to fill his/her duties, and the Chapter Vice President, and/or Chapter Secretary is also unable or unwilling to fulfill the duties of the Chapter President.
- c) Ensure that all financial transactions and deposits of the Chapter are appropriately documented and reported to the Chapter Board on at least a quarterly basis.
- d) Ensure that the funds of the Chapter are disbursed as ordered by the Chapter Board. Immediately report to the Chapter Board any non-compliance of such directive.
- e) Have unrestricted access to any/all written documentation as it relates to the financial status of the Chapter.
- f) The position of Treasurer is one of trust and is a confidential position. She/he is entrusted with all fiscal aspects of the Chapter and may not discuss these aspects with anyone outside of their normal duties, without the permission of the Chapter President and/or a quorum of the Chapter Board.
- g) In the event of death, resignation, retirement, or removal from office, all money or property of the Chapter under his/her control shall be immediately delivered to the President of the Chapter.
- h) The Treasurer shall have one vote at Chapter Board meetings.
- i) The Chapter Treasurer will be allowed to retain his/her Chapter Board Treasurer position until expiration of term, subject to Chapter Board approval, in the event of promotion or demotion within their rank, or in the event of demotion to rank and file until State Personnel Board appeals have been exhausted.
- j) Any fiscal training for this position may be accomplished through meetings with the CCSO Chief Operations and Financial Officer or training deemed appropriate.

SECTION 12: DUTIES OF CHAPTER BOARD MEMBERS

- a) To replace, at least temporarily, any position on the Chapter Board, which cannot be filled, for whatever reason, by succession. A Chapter Board member may have to assume the duties of the President, Vice President, or Secretary, depending on circumstances and expediency.
- b) Chapter Board members should possess a working knowledge of all positions on the Chapter Board.
- c) Chapter Board members shall attend quarterly and special meetings of the Chapter Board.
- d) Chapter Board members shall act as advisors to the President and during meetings will aid in maintaining order and decorum.
- e) Chapter Board members may be appointed to and/or be ex-officio members of various committees as deemed necessary by the President.
- f) Chapter Board members, to the best of their abilities, will carry out all lawful assignments mandated by the President.
- g) Chapter Board members shall have one (1) vote each at Chapter Board Meetings.
- h) To mediate problems and/or differences between members.
- i) To unify CCSO members and never work against Chapter members. Issues that cannot be settled on the local level will be brought to the attention of the CCSO headquarters for mediation.
- j) Office holders will be allowed to retain their Chapter Board Member position until expiration of term, subject to Chapter Board approval, in the event of promotion or demotion within their rank, or in the event of demotion to rank and file until State Personnel Board appeals have been exhausted.
- k) In the event of death, resignation, retirement, or removal from office, all money or property of the Chapter under his/her control shall be immediately delivered to the President of the Chapter.

NOMINATE YOURSELF OR SOMEONE — TODAY!
DEADLINE APRIL 1, 2025