

## **Chapter Bylaws**

### **Introduction**

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the Dominguez Hills campus of the California State University (CSU) hereby establish and will maintain a campus chapter as set forth below.

### **Functions of Chapter**

The chapter will strive to carry out the mission and goals of APC at this campus and on behalf of campus employees represented by APC. In addition, the chapter will pursue goals that are established by its members and consistent with APC statewide goals and policies. The chapter's areas of responsibility include, but are not limited to, the following:

- implementation and enforcement of the APC-CSU collective bargaining agreement at the campus level;
- representation and support of bargaining unit members;
- communication with members, including regular chapter meetings;
- representation to the APC Council;
- education and training of members;
- representing APC at the campus, including on campus committees;
- gathering and maintaining of relevant data;
- regular organizing within the bargaining unit;
- participating in the campus labor meetings;
- political action, both as part of statewide APC efforts and at the local level;
- management of chapter finances in accordance with APC policies and procedures; and
- maintaining appropriate chapter records.

### **Chapter Funding**

Each Fall, the chapter will develop a 12-month plan of activities for the subsequent calendar year, including monthly (or more frequent) bargaining unit meetings, workshops, luncheons, organizing events, etc. The plan, together with a proposed budget covering those events as well as chapter operating expenses for the year, will be submitted to the APC Vice President for approval and funding in accordance with the policies and procedures of APC. Special requests for major programs of statewide importance to APC may be developed and submitted to the APC Executive Board for sponsorship and funding consideration.

### **Chapter Leadership Structure**

Leadership of the chapter shall be comprised of the following positions:

#### **Chief Steward:**

The Chief Steward bears overall responsibility for all aspects of chapter operations.

**External Relations Steward:**

The External Steward functions in support of the Chief Steward, and may be delegated specific duties such as representation and support of members, communication, Statewide Council delegate, etc. Specific assignments shall be determined in compliance with appropriate APC policies and guidelines.

**Steward - Meeting Coordinator:**

The Steward - Meeting Coordinator is responsible for chapter meeting arrangements, recording minutes of chapter meetings and dissemination of election information.

**Steward at Large:**

Supports the other stewards and the chapter as needed and as assigned by the Chief Steward.

**Member Relations Steward:** Responsible for the recruitment of new union members and their introduction to the union, the contract, and its stewards. In charge of downloading the monthly membership data report and reviewing for changes. Coordinates outreach efforts to retain current union members (e.g., goody bags, socials, etc.).

**Labor Relations Steward:** Will assist the Chief Steward with the filing of grievances and other labor relation issues.

**Selection of Leaders**

The term of office for each leadership position is two (2) years, beginning in May. The selection of leaders will be conducted every second Spring, as follows.

1. **The Steward - Meeting Coordinator**, no earlier than March 1 and no later than March 15, will send a call for nominations to all current chapter members. The call will include a brief description of each available leadership position.
2. **Nominations** will be by self-nomination or by another APC member, and each candidate may submit a brief statement regarding her/his candidacy for inclusion with the ballot. The nomination period will be two weeks, and the nomination deadline will be no later than March 31.
3. **Voting** will be by secret, written ballot. The Steward - Meeting Coordinator will send a ballot to each current chapter member no later than April 10. The voting period will be five days, and the voting deadline will be no later than April 15. Ballots will be counted by the current chapter leaders at an open chapter meeting called for that purpose. A majority of votes cast is necessary for election. In the event of a tie, a runoff election will be conducted, utilizing the same balloting procedures, and will be completed no later than April 30.
4. **Vacancies** will be filled by appointment by the Chief Steward. If the Chief Steward's position is vacated, the External Relations Steward shall assume the position of Chief Steward. Should the External Relations Steward be unable or unwilling to do so, the position of Chief Steward will be

filled by appointment by the APC Vice President (or the APC President in the absence of the VicePresident).

**Removal of Chapter Leaders**

The removal of chapter leaders from the office will be conducted in accordance with the applicable provisions of the APC chapter guidelines.

**Ratification & Amendments**

These Bylaws will be ratified, and may be amended, by a majority vote of the current chapter membersand upon approval of the APC Council.

*Approved by APC Council – May 2013*

*Most Recently Amended by APC Council – March 2022*