

## **Academic Professionals of California (APC)**

### **California State University, East Bay**

## **CHAPTER BYLAWS**

### **INTRODUCTION**

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

### **FUNCTIONS OF CHAPTER**

The overall responsibility of the East Bay chapter of APC is to carry out the mission and goals of the union on its respective campus. Additional goals specific to the campus certainly may be established and pursued in the future, but minimally the East Bay chapter is responsible for the following:

- implementation and enforcement of the APC 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;
- political action, both as part of statewide APC efforts and at the local level;
- participation in the campus Labor Council;
- participation in the local AFL-CIO Central Labor Council;
- regular organizing within the bargaining unit;
- representing APC at the campus, including on campus committees;
- gathering and maintenance of relevant data;
- education and training of members;
- management of chapter finances in accordance with APC policies and procedures;
- maintaining appropriate chapter records.

### **CHAPTER FUNDING**

The intent of APC is to provide sufficient funding for chapters to carry out their responsibilities, while also ensuring that statewide goals are appropriately funded and the fiscal integrity of the union is protected. The East Bay Chapter will utilize the funding for monthly (or more frequent) bargaining unit meetings, workshops, luncheons, organizing events, supplies, etc.

East Bay Chapter can receive funds from APC in three ways:

1. An annual allocation to each chapter for operating expenses, basics, etc. is made as part of APC's annual budgeting process.
2. Also as part of the annual budgeting process, the APC Vice President may provide a pool of funds to support chapter activities.
3. Additionally, chapters may develop and submit special program requests for major programs of statewide importance to APC. These requests are subject to review and approval by the APC Executive Board. Such major programs also may be developed and proposed by the Executive Board itself.

## **CHAPTER STRUCTURE & SELECTION OF CHAPTER LEADERS**

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

1. one Chief Steward for each chapter, who bears overall responsibility for all aspects of the chapter's operations;
2. at least one Steward (in addition to the Chief Steward) for the East Bay chapter. The 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.
3. at least one Secretary (in addition to the Steward and Chief Steward) for the East Bay chapter. The Secretary is responsible for the maintenance of all chapter records, including minutes of chapter meetings, correspondence, election information, etc.
4. at least one Treasurer (in addition to the Secretary, Steward, and Chief Steward) for the East Bay chapter. The Treasurer is responsible for the maintenance of all financial records and serves as back up for the Secretary and Steward.

## **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, beginning in 2000, as follows.

1. The Secretary, 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 only, 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 confidential email, APC election Meeting, or written ballot. The current chapter leaders will work with Secretary to determine what will be the best process for each

election. However, 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 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 Steward shall assume the position of Chief Steward. Should the 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 Vice President).

### **REMOVAL OF CHAPTER LEADERS**

The removal of chapter leaders from 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 current chapter members and upon approval of the APC Council.

Certification:

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Chief Steward

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APC President

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Date

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Date