

# Academic Professionals of California

## Chapter Bylaws

### **Introduction**

In accordance with the "Chapter Guidelines" document of the Academic Professionals of California (APC), the APC members of the **HUMBOLDT** campus of the California State University (CSU) hereby establish and will maintain a campus chapter of APC as set forth in these Chapter Bylaws.

### **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 chapter meetings
- representation to the APC Council
- education and training of members
- representing APC at the campus, including campus committees
- gathering and maintenance of relevant data
- organizing within the bargaining unit
- participation in the campus Labor Council (when convened)
- political action, as part of statewide APC efforts and at the local level
- participation in the local Central Labor Council when appropriate
- management of Chapter finances in accordance with APC policies and procedures
- maintaining chapter records

### **Chapter Meetings**

A quorum is a minimum of six (6) APC dues-paying members plus at least one leader (as delineated in "Chapter Leadership Structure," below).

### **Chapter Funding**

The Chapter will develop a 12-month plan of activities for the subsequent calendar year, including scheduled 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 appropriate APC Vice President at the beginning of the fall semester 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 four (4) positions:

### **Chief Steward:**

- Set agenda for and lead APC campus meetings
- Serve as liaison to APC headquarters, HSU Human Resources, HSU Labor Council and the HSU President's Office
- Statewide Council delegate
- Serve as the primary campus contact for Unit 4
- Coordinate campus labor activities with other unions
- Serve as lead for Unit 4 contract enforcement
- Coordinate grievance procedures
- Maintain Chapter records

### **Stewards (3):**

#### **Duties delegated to the strengths of each steward which may include:**

- Assist the Chief Steward with duties identified above
- Serve as the secondary campus contact for Unit 4
- Attend Statewide Council as a campus representative
- Serve as additional contacts for Unit 4 contract enforcement
- Assume duties of Chief Steward who is away from campus
- Assist with grievance procedures
- Take meeting notes and email them to members
- Keep an updated member email list, phone and locations on campus
- Reserve meeting space(s)
- Coordinate details for off-campus guests (parking, etc.)
- Order and arrange delivery of food for meeting (or pick up)
- Keep track of campus budget
- Facilitate elections of campus stewards
- Oversee new member recruitment
- Distribute contracts and greet new Unit 4 employees
- Maintain website or recruit volunteer to do so
- Additional duties based on the needs of the chapter

## **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 2010, as follows:

1. The Steward Events/Finance, no earlier than February 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.
  - a. In the absence of the Steward Events/Finance, the Steward shall be responsible for coordinating the Selection of Leaders for the subsequent term.
  - b. In the event the Steward intends to run for another leadership term, the Steward shall delegate the Selection of Leaders procedure to another Chapter member who is not running for a leadership position.
2. Nominations will be by self-nomination only, and each candidate may submit a brief statement regarding his/her 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, electronic ballot. The steward responsible or appointed member of elections will email a ballot to each current chapter member no later than April 10. The voting period will be seven calendar days, and the voting deadline will be no later than April 17. Ballots will be counted using an appropriate web survey site. A simple 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. If electronic election is not possible; traditional paper ballot will be substituted.
5. In event of a vacancy, the remaining stewards will select a replacement from interested members by consensus. A Steward will ask for confirmation of members by electronic ballot. If the stewards are unable to appoint a Chief Steward, the vacancy will be filled by appointment of the APC Vice President, or the APC President in the absence of the Vice President.

## **Removal of Chapter Leaders**

In accordance with the "APC Chapter Guidelines" documents the Chapter may initiate removal of a leader:

1. Any individual Chapter member may request an informal investigation by contacting, in writing, the APC Vice President or the APC President, or
2. Upon a written request (or petition) of 1/3 of the current Chapter members, the APC Executive Board will conduct a formal investigation and take action regarding removal. In addition, the APC Executive Board may itself initiate removal of Chapter leader(s) as specified in the "APC Chapter Guidelines" document.