

Academic Professionals of California (APC)

California State University, Long Beach

Chapter Bylaws

Introduction

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

Functions of the 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 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 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 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 the 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.

Approved 5/2013

Chapter Leadership Structure

Leadership of the chapters shall be comprised of the following six (6) positions:

Chief Steward

- * The Chief Steward bears the overall responsibility for all aspects of chapter operations.
- * Serve as liaison to APC headquarters
- * Statewide Council delegate
- * Serve as primary campus contact for Unit 4
- * Coordinate campus activities with other unions
- * Serves as lead for Unit 4 contract enforcement
- * Coordinate grievance procedures
- * The Chief Steward will be empowered to appoint liaisons to represent the Chief Steward in areas to include, but not to be limited to, the following:
 - Membership
 - Political Liaison
 - Campus Unions and Long Beach County Labor Council
 - Campus Health and Safety Committee

Contract Enforcement Steward

- * The Steward functions in support of the Chief Steward
- * Responsible for consultation to Unit 4 employees in issues related to the contract and grievance procedures.
- * 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 – Finance

- * Track expenses on Chapter activities
- * Requests advance from APC for Chapters meetings and activities
- * Facilitate elections of campus stewards
- * Assist with grievance procedures
- * Specific assignments shall be determined in compliance with appropriate APC policies and guidelines.

Steward – Communications

- * Responsible for maintenance of all chapter records including minutes of chapter meetings, financial records, correspondence and election information
- * Maintain member list in Unit 4; update email, phone and locations on campus
- * Distribute correspondence/e-mails to members and Chapter officers
- * Specific assignments shall be determined in compliance with appropriate APC policies and guidelines.

Steward – Membership (Up to (2) two representatives)

- * Oversee new member recruitment
- * Maintain records of individual APC CSU, Long Beach chapter members, including name, address, phone number(s), and e-mail address.
- * Distribute contracts and greet new Unit 4 employees
- * Check new position postings
- * Assist with grievance procedures
- * Specific assignments shall be determined in compliance with appropriate APC policies and guidelines.

Selection of Chapter 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 Finance Steward, 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 secret, electronic ballot. The steward responsible or appointed member of elections will e-mail 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 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 by consensus. The appointed 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, for 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 and 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:

Chief Steward

APC President

Date

Date