

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

## **California State University, Northridge**

### **CHAPTER BYLAWS**

#### **INTRODUCTION**

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the California State University, Northridge campus of the California State University (CSU) hereby establish and will maintain a campus chapter of APC 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 union's statewide governing body, the APC Council;
- education and training of members;
- representing APC at the campus, including on campus committees;
- gathering and maintenance of relevant data;
- regular organizing within the bargaining unit;
- participation in the campus labor activities and coalitions;
- 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 year the chapter will develop a 12-month plan of activities for the subsequent *calendar year, including bi-monthly Bargaining Unit 4 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

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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.

## **CSUN CHAPTER LEADERSHIP STRUCTURE**

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

**Chief Steward:** Bears overall responsibility for all chapter operations. Is the primary contact for employee inquiries regarding the Collective Bargaining Agreement, possible violations and grievances, and works as the Union liaison with Human Resources. May also represent CSUN at the APC Council, the union's statewide governing body.

**Secretary Steward:** Responsible for maintenance of all chapter records, including minutes of chapter meetings, correspondence with members, maintaining membership roster and email listserv. May also represent CSUN at the APC Council, the union's statewide governing body.

**Treasurer Steward:** Responsible for maintenance of annual chapter budget and financial records. May also represent CSUN at the APC Council, the union's statewide governing body.

**Steward:** Various responsibilities including, but not limited to, planning and logistics for chapter events and meetings. Responsible for cultivating APC membership for fair share unit members, and newly hired workers in Unit 4, and helping APC community-building. May also represent CSUN at the APC Council, the union's statewide governing body.

**Steward:** Various responsibilities including, but not limited to, planning and logistics for chapter events and meetings. Responsible for cultivating APC membership for fair share unit members, and newly hired workers in Unit 4, and helping APC community-building. May also represent CSUN at the APC Council, the union's statewide governing body.

## **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-Treasurer, 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, written ballot. The Secretary-Treasurer 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.

Vacancies will be filled by appointment by the Chief Steward. If the Chief Steward's position is vacated, a 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:

Chief Steward	APC President
Date	Date