

**Academic Professionals of California  
Cal State San Bernardino Chapter**

**Introduction**

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the San Bernardino 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:

1. Implementation and enforcement of the APC-CSU Collective Bargaining Agreement at the campus level
2. Representation and support of bargaining unit members
3. Communication with members, including regular chapter meetings
4. Representation at the APC Council
5. Education and training of members
6. Representing APC at the campus, including on campus committees
7. Gathering and maintenance of relevant data
8. Regular organizing within the bargaining unit
9. Participation in the campus Labor Council
10. Political action, both as part of statewide APC efforts and at the local level
11. Management of chapter finances in accordance with APC Policies and Procedures
12. 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 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.

### **Steward A**

Steward A 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 B**

Steward B functions in capacities similar to those of Steward A. Specific duties of each steward shall be assigned according to their interests and expertise.

### **Steward C**

Steward C functions in capacities similar to those of Steward A. Specific duties of each steward shall be assigned according to their interests and expertise.

The list of potential steward duties, includes, but not limited to, representation and support of members, communication, maintenance of all chapter records, including minutes of chapter meetings, financial records, correspondence, and Statewide Council delegate.

## **Selection of Leaders**

The term of office for each leadership position is two (2) years, beginning in May with possibility of being re-elected to multiple terms. The selection of leaders will be conducted every second spring as follows:

1. The designated steward, no earlier than February 1 and no later than March 15, will send a call for nominations to all 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. Should the positions be uncontested, the new officers will be announced at the chapter meeting following the nomination deadline and electronically to the chapter membership.
4. Should there be multiple candidates for any position, voting will be by secret, electronic or written ballot. An APC dues-paying member volunteer will email or send a ballot to each current chapter member via email or campus mail no later than April 10. The voting period will be five days, and the voting deadline will be no later than April 15. The current chapter leaders will count the ballots in an open chapter meeting called for that purpose or ballots will be counted using an appropriate website. A simple majority of votes cast is necessary for election.
5. In the event of a tie, a runoff election will be conducted, utilizing the same balloting procedure, 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, Steward A shall assume the position of Chief Steward. Should Steward A 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.

### **Ratifications 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.

*Amended and approved by APC Council – October 2019  
Amended and approved by APC Council – March 2022*