

ACADEMIC PROFESSIONALS OF CALIFORNIA

SAN DIEGO CHAPTER BYLAWS

INTRODUCTION

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the San Diego 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 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 Council;
- Political action, both as part of statewide APC efforts and at the local level;
- Participation in the local AFL-CIO Central labor Council;
- Supporting union-friendly business establishments;
- Management of chapter finances in accordance with APC policies and procedures; and
- Maintaining appropriate chapter records.

CHAPTER FUNDING

Each summer, 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 a proposed budget covering those events as well as chapter operating expenses for the year, will be submitted to the appropriate APC Vice President for approval and funding in accordance with the policies and procedures of APC. Purchases of food and other items will be made from union-friendly vendors when possible. 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.

<p style="text-align: center;">Chief Steward</p> <ul style="list-style-type: none"> • Set agenda for and lead APC meetings • Serve as liaison to APC headquarters • Serve as primary campus contact for Unit 4 • Coordinate campus labor activities with other unions • Reserve meeting space for chapter meetings • Coordinate details for off-campus guests (parking, etc.) • Order food for chapter meetings from union friendly vendors • Pick up food for chapter meetings or arrange for delivery • Handle grievances 	<p style="text-align: center;">Communication and Finance Steward</p> <ul style="list-style-type: none"> • Take meeting notes and e-mail to members • Track expenses for Chapter activities • Submit periodic expense reports • Assist with new member recruitment • Handle grievances, as needed • May lead or attend meetings in Chief Steward's absence
<p style="text-align: center;">Membership Steward</p> <ul style="list-style-type: none"> • Maintain member e-mail list • Oversee new member recruitment • Distribute contracts and greet new Unit 4 employees • Handle grievances, as needed • May lead or attend meetings in Chief Steward's absence 	<p style="text-align: center;">Contract Enforcement Steward</p> <ul style="list-style-type: none"> • Track campus Unit 4 grievances • Serve as lead for Unit 4 contract enforcement • Handle grievances • Assist with new member recruitment • May lead or attend meetings in Chief Steward's absence
<p style="text-align: center;">Education and Outreach Steward</p> <ul style="list-style-type: none"> • Develop educational materials and presentations for Unit 4 employees • Organize outreach opportunities to promote APC on campus • Assist with new member recruitment • Handle grievances, as needed • May lead or attend meetings in Chief Steward's absence 	<p style="text-align: center;">Imperial Valley Steward</p> <ul style="list-style-type: none"> • Serve as the Imperial Valley campus liaison • Handle Imperial Valley grievances, as needed • Assist with new member recruitment • May lead or attend meetings in Chief Steward's absence

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 2020, as follows.

1. A Steward will be appointed if necessary, no later than February 1, who 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 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. 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, written or online ballot. Election officers may be appointed from current APC members outside of chapter leadership. A ballot will be sent to each current chapter member via campus mail or email no later than April 10. The voting period will be at least five days, and the voting deadline will be no later than April 15.
5. Ballots will be counted by the current chapter leaders or designated election officers electronically or at an open chapter meeting called for that purpose. A majority of votes cast is necessary for election.
6. 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.

In the event of a vacancy, a replacement will be appointed by the remaining Stewards. Should the Stewards be unable to appoint a Chief Steward, the position will be filled by appointment by the appropriate 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 by-laws will be ratified, and may be amended, by a majority vote of current chapter members and upon approval of the APC Council.