

Academic Professionals of California San Jose State University Chapter

Introduction

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of San Jose State University 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 to 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; and
12. Maintaining appropriate chapter records.

Chapter Funding

Each Fall, the chapter will develop a 12-month plan of activities for the following calendar year, including 2 or 3 times a semester 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

Board approved 2/2009

policies and procedures of APC. Special request 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

Chief Steward

- Set agenda for and lead APC meetings
- Serve as liaison to APC headquarters, SJSU Labor Council and the SJSU Labor/Management Team.
- Serve as primary campus contact for Unit 4
- Coordinate campus labor actives with other unions
- Serve as lead for Unit 4 contract enforcement
- Handle grievances

Steward-Communication

- Maintain member list, including e-mail, phone and location on campus
- Take meeting notes and e-mail them to members
- Oversee new member recruitment
- Distribute contracts and greet new Unit 4 employees
- Handle grievances
- May lead or attend meeting in chief Steward's absence

Steward-Events

- Reserve meeting space
- Coordinate details for off-campus guests (parking, etc.)
- Order and pick up food for meetings (or arrange for delivery)
- Handle grievances
- Support new member recruitment
- May lead or attend meeting in chief Steward's absence

Steward-Finance

- Track Expenses (money spent on Chapter activities)
- Submit periodic expense reports to Chapter leadership and members
- Request advances from APC for Chapter meetings and activities
- Support new member recruitment
- Handle grievances
- May lead or attend meeting in chief Steward's absence

Selection of Leaders

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

1. A Steward will be appointed (no later than February 1st) to send out 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 or by a unit member only. 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, written ballot. A ballot will be sent to each current chapter member via campus mail or electronically 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. A 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.

In the event of a vacancy, the remaining Stewards will appoint a replacement. 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 bylaws will be ratified, and may be amended, by a majority vote of current chapter members and upon approval of the APC Council.