

Academic Professionals of California (APC)

Sonoma State University CHAPTER BYLAWS

INTRODUCTION

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the Sonoma State University 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 on 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;
- management of chapter finances in accordance with APC policies and procedures; and
- 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 (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 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.

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
- Sonoma County Labor Council
- Campus Health and Safety Committee

Three (3) Steward positions

The Stewards function 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 by the stewards (including input/collaboration with unit 4 employees) and in compliance with appropriate APC policies and guidelines.

Administrative Steward

The Administrative Steward is responsible for the maintenance of all chapter records, including minutes of chapter meetings, financial records, correspondence, election information, etc. The Administrative Steward will also be responsible for communicating pertinent information to all Unit 4 employees.

All stewards shall be responsible for consulting with Unit 4 employees on issues related to the contract and grievance procedures.

This campus chapter will encourage the active participation of all Unit 4 members.

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 Administrative Steward, no later than March 1, 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 15.
3. Voting will be by secret written or secure electronic ballot. The Administrative Steward will send a ballot to each current chapter member no later than March 20. The voting period will

be five days and the voting deadline will be no later than March 25. Where paper ballots are used, these 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 March 31.

4. In the event all steward positions are uncontested the chapter may choose to not proceed with a formal election and instead declare by acclamation and confirmation the names of the candidates put forth.

Vacancies will be filled by appointment by the Chief Steward. If the Chief Steward's position is vacated, one of the remaining stewards may 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