

Academic Professionals of California (APC)

CSU STANISLAUS CHAPTER BYLAWS

I. INTRODUCTION

In accordance with the Chapter Guidelines of the Academic Professionals of California (APC), the APC members of the **Stanislaus** campus of the California State University (CSU) hereby establish and will maintain a campus chapter of APC as set forth below.

II. 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;
- management of chapter finances in accordance with APC policies and procedures; and
- maintaining appropriate chapter records.

III. CHAPTER FUNDING

The chapter will develop a 12-month plan of activities for the subsequent calendar year, including regular 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. 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.

IV. CHAPTER LEADERSHIP STRUCTURE

Leadership of the chapter shall be comprised of the following four (5) positions:

Chief Steward:

- Primary representative of APC and Unit 4 at CSU Stanislaus.
- Set agenda for and lead APC campus meetings
- Must be able to travel at least three times a year to represent CSU Stanislaus as a member of the statewide APC Council.
- Serves as the APC/Unit 4 representative on campus committees including but not limited to the CSU Stanislaus Labor/Management council.
- Serves as APC representative on grievances originating at CSU Stanislaus.
- Serves as the primary point of contact and distributor of information from APC to the general membership.
- Serve as lead for Unit 4 contract enforcement

Stewards (3): Duties will be assigned by the Chief Steward

- Assist the Chief Steward with duties identified above
- Serve as the secondary campus contact for Unit 4 including assuming duties of Chief Steward when the Chief Steward is off-campus.
- Attend statewide Council as a campus representative
- Assist with grievance procedures and contract enforcement
- Attend campus meetings on behalf of APC/Unit 4 in the Chief Steward's absence
- Reviews all CSU Stanislaus job postings to ensure Unit 4 postings are classified accurately and that Unit 4 work is not being assigned to other units.
- Will take minutes at meetings and distribute them to Unit 4 membership
- Will catalog and maintain all historical APC documents and files for CSU Stanislaus chapter.
- Reserve meeting space(s)
- Coordinate details for off-campus guests (parking, etc.)
- Will develop and maintain an annual CSU Stanislaus Unit 4 budget in consultation with the Chief Steward.
- Will submit all documents for campus expenditures/reimbursements in accordance with APC policy.
- Responsible for the recruitment of new members.
- Keep an updated member email list, phone and locations on campus.
- Facilitate elections of campus stewards
- Additional duties based on the needs of the chapter

Stockton Steward (1): Duties will be assigned by the Chief Steward

- Assist the Chief Steward with duties identified above
- Provide representation on Stockton campus

- Coordinate Stockton campus APC meetings
- Additional duties based on the needs of the chapter

V. 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 semester, as follows.

1. A Steward, no earlier than February 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 self-nomination only, and each candidate may submit a brief statement regarding her/his candidacy for inclusion in the ballot or email. The nomination period will be two weeks, and the nomination deadline will be no later than March 31.
3. Voting will be by secret, electronic or written ballot. The Steward will send a ballot or email 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. (If electronic ballots are used the counting would be done using an appropriate web survey site.) A majority of votes cast will determine the successful candidate. 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 at the discretion of the Chief Steward. If the Chief Steward position is not filled or vacated, the remaining stewards will select a replacement from the current Stewards by consensus. If the stewards are unable to appoint a Chief Steward, the vacancy will be filled by appointment of the APC Vice President, or the APC President in the absence of the Vice President.

VI. 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.

VII. 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.

Revised June 2022