

Officer Descriptions and Eligibility

*All Chapter Officers must complete steward training within six months of assuming the role.
Completion of steward training does not require the officer to serve as steward.*

| Chapter Office | Eligibility Requirement |
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| Chapter President | Shall preside at all meetings of the Executive Board; review work of chapter officers and committees; ensure adherence to duties and responsibilities; represent the Chapter in a professional manner and serve on the CSUEU Board of Directors; and be familiar with contract language, Chapter Bylaws, CSUEU Policy File, and Roberts' Rules of Order. |
| Chapter Vice President | Shall act for, and in the place of, the President and serve on the Executive Board. |
| Chapter Records Officer/Treasurer | Provides written record of all Chapter meetings; maintains appropriate accounting for all Chapter revenues; and serves on the Executive Board. |
| Chapter Records Officer | Provides written record of all Chapter meetings and serves on the Executive Board. |
| Chapter Treasurer | Provides accounting for all Chapter revenues and serves on the Executive Board. |
| Chapter Bargaining Unit Representative | Serves on the Executive Board and serves as primary steward and communications contact for employees in their respective bargaining unit. |
| Chapter Organizing Chair | Identifies and chairs the Chapter Organizing Committee; develops chapter programs to promote membership recruitment; and coordinate the statewide organizing activities. |

Prohibited Conduct

*The following conduct is prohibited for all candidates and members during the Chapter Elections process.
Protest procedures are available at the CSUEU Elections website at www.csueu.org*

- Candidates and members are prohibited for using obscene or false statement.
- Candidates and members shall not encourage voters to base their judgments on considerations of race, color, sex, religion, occupation, national origin, sexual orientation, ancestry, disability, age or any legally protected class.
- Members' dues shall not be used to support or oppose any candidate for any CSUEU office.
- Computers shall not be used for the purpose of supporting or opposing any candidate over another for any CSUEU office.
- CSEA and CSUEU staff are prohibited from advocating for or against candidates or rendering any services to any candidate for any CSUEU office.

Oath of Office

I do hereby solemnly affirm that I will, to the best of my ability and in accordance with the California State University Employees Union (CSUEU) Bylaws and Policy File and California State Employees Union (CSEA) Bylaws, faithfully discharge the duties of the office to which I have been elected or appointed. I will deliver to my successor in office or CSUEU, all books, papers, and other CSUEU property, including electronic equipment and the files that are in my possession or control at the end of my term.