

**CSEA Chapter 310
California State University, Bakersfield**

BYLAWS

**ARTICLE I
ADMINISTRATION**

SECTION 1. Authority

- A. Subject to the rights of the members to set the broad goals and general policies of Chapter 310 (the “Chapter”), the affairs of the Chapter are administered by the Executive Committee (also known as the “Executive Board”).
- B. Any actions that are in conflict with the Association and CSU Division Bylaws or Policy Files are null and void.
- C. To the extent that any Chapter Bylaw or provision is in conflict with the Association or CSU Division Policy File or Bylaws, the Policy File Committee shall propose the necessary amendments to bring them into conformance, and shall file them with the Division Director, and the Chapter President for action.

SECTION 2. Chapter Duties

The duties of the Chapter shall be as follows:

- A. Attain a membership goal of 67%.
- B. Coordinate steward representation. Educate the membership on the history and accomplishments of CSEA.
- C. Faithfully hold in stewardship the dues and other interests of the membership.
- D. Participate in Division Council meetings and all appropriate training meetings.
- E. Support the bargaining programs of the Bargaining Unit Councils.
- F. Communicate regularly with its membership.
- G. Adopt and maintain Chapter Bylaws.

SECTION 3. Executive Committee

The Executive Committee consists of the Chapter Officers and General Council Delegates of the Chapter, and the immediate past President as an *ex officio* member.

SECTION 4. Officers and Duties

The officers of the Chapter are the President/General Council Delegate, Vice-President, Secretary, Treasurer, Chapter (or “Campus”) Bargaining Unit Representative (“CBUR”) for each of the bargaining units represented by CSU Division, the Chapter Organizing Chair, the Chief Steward, and the immediate past President as the only *ex officio* member.

A. President/General Council Delegate

The President shall preside at all meetings of the Chapter and of the Executive Committee, and shall exercise general supervision over activities of the Chapter. He/She shall appoint and remove all members of committees, subject to the rights of the Executive Committee to disaffirm such appointments or removals, and shall be an *ex officio* member of each Chapter Committee. The President shall also serve as first Chapter General Council Delegate, and shall represent the Chapter at all regular meetings of the CSEA General Council.

B. Vice-President

The Vice-President shall act for, and in the place of, the President at the latter’s request, or during his/her absence or disability, and shall perform such other duties as assigned by the President. In the absence of an elected Chief Steward, the Vice President shall serve in that capacity.

C. Treasurer

The Treasurer shall be the custodian of the funds of the Chapter and shall deposit them in a financial institution approved by the Executive Committee. He/She shall pay all bills, keep the Chapter financial records, render a financial written report at each Chapter and Executive Board meeting, and render such financial reports to the Association Treasurer as required by Association policy, and to the CSU Division Finance Officer as required by the Division Policy File. The Treasurer shall submit a Chapter budget on an annual basis, due thirty (30) days from the beginning of the calendar year, according to the Division Policy File. He/She shall perform such other duties as assigned by the President.

D. Secretary

The Secretary shall keep a record of the proceedings of all Chapter and Executive Committee meetings, conduct the correspondence of the Chapter, have custody of the records of the Chapter, ensure that a copy of the Chapter Bylaws, Division

Policy File, and Association Bylaw and Policy File are available at all meetings. He/She shall transmit copies of all amendments to the Chapter Bylaws to the CSU Division Policy File Committee Chair. The Secretary is responsible for the availability of minutes of Chapter meetings to all represented employees. He/She shall perform such other duties as assigned by the President.

E. Chapter Bargaining Unit Representatives

The Chapter Bargaining Unit Representatives represent the employees in their respective jurisdictions at Chapter and Executive Committee meetings, and transmit the views of their constituents to their respective Unit Councils, either in writing, or, when authorized, in person at meetings of the Unit Council.

F. Chapter Organizing Committee Chair

The Chapter Organizing Committee Chair shall chair the Chapter's Organizing Committee. The Campus Organizing Committee Chair shall ensure that a new employee orientation exists, enforce contractual obligation that new employees packets are distributed, and ensure the distribution of fair share notices to new employees. The Chapter Organizing Committee Chair shall develop campus programs to promote membership recruitment and fair share fee payer conversion, and actively promote and coordinate the implementation of Association-approved statewide organizing programs on the campus.

G. Chief Steward

The Chapter's certified stewards shall elect a Chief Steward. The Chief Steward shall track campus grievances, and chair meetings of the Campus Stewards Council.

H. Immediate Past President

The Immediate Past President of the Chapter will sit on the Executive Committee as an *ex officio* member.

SECTION 5. Delegates to the General Council

- A. To the extent that the Chapter is allotted Delegate/s to the General Council (or "Chapter Delegates" or "Delegates") by the Association, they shall be nominated and elected in a process in keeping with the CSU Division Policy File and Association Bylaws and Policy File. In any case, the number of Delegates cannot be less than one (1).
- B. The Chapter President/General Council Delegate shall be a Delegate to the General Council, and election ballots shall indicate that the person elected will

serve in both capacities, and such election shall be held in accordance with standards applicable to the election of Chapter Delegates.

- C. Any other Delegates allotted shall be elected at large. Delegates shall be nominated and elected in a process in keeping with the CSU Division Policy File and Association Bylaws and Policy File. All candidates for Delegate shall be named on a list of alternates in the order of most votes received. When vacancies occur, Delegates shall be appointed from the list of alternates.
- D. The Executive Board shall verify, with the Association and the Division Council, the number of Delegate positions allotted to Chapter 310, and ensure that all such Delegate positions are filled.

ARTICLE II ELECTIONS

SECTION 1. Election of Officers

Election of Chapter officers shall be in accordance with the CSU Division Policy File.

SECTION 2. Electorate

- A. Chapter Officers, General Council Delegates and Alternates are elected by the active members of Chapter 310.
- B. Campus Bargaining Unit Representatives and CBUR Alternates are elected by the active members in their respective units within Chapter 310. All candidates for CBUR shall be named on a list of alternates in the order of most votes received. When vacancies occur, Delegates shall be appointed from the list of alternates.
- C. The Chapter Chief Steward is elected by the certified Stewards of Chapter 310.

SECTION 3. Eligibility for Office

- A. Any active member of Chapter 310, in good standing, shall be eligible for election to the office of Chapter President/General Council Delegate, Vice-President, Treasurer and Secretary, General Council Delegates/Alternates, and Chapter Organizing Committee Chair.
- B. Any active member of Chapter 310, in good standing, shall be eligible for election to the office of Campus Bargaining Unit Representative of his/her bargaining unit.
- C. Any active member in good standing, who is a certified Steward of Chapter 310, shall be eligible for election to the office of Chapter Chief Steward.

SECTION 4. Terms of Office

The term of office of all Chapter Officers, General Council Delegates/Alternates, and Chapter Bargaining Unit Representatives, and the Chief Steward, shall be two (2) years, in accordance with the CSU Division Policy File. Such terms shall commence upon their installation and end upon installation of their successors.

SECTION 5. Time of Election

Chapter elections shall be in accordance with the CSU Division Policy File. Elections shall be held in odd-numbered years.

SECTION 6. Nominations

- A. During January in odd-numbered years, the Chapter President/General Council Delegate shall activate a Chapter Nominations Committee to serve for nominations to the offices of Chapter President, Chapter Vice-President, Chapter Treasurer, Chapter Secretary, Chapter Bargaining Unit Representatives, Chapter General Council Delegates/Alternates, and Chapter Organizing Committee Chair.
- B. During January in odd-numbered years, the Chapter President/General Council Delegate shall notify the Chapter memberships of the date, time, and place of the open Chapter meeting to accept nominations. This meeting must be held by February 15 of the election year.

SECTION 7. Election

- A. Election for Chapter Officers and Campus Bargaining Unit Representatives shall be by either i) mail ballot, conducted by CSU Division Headquarters; or ii) open Chapter meeting. All contested elections shall be conducted by secret ballot.
- B. If the CSU Division is to conduct the election, the Chapter must inform CSU Division Headquarters and provide a list of nominees to CSU Division Headquarters no later than February 15 of the year of election.
- C. If the election is to be conducted by the Chapter, the Chapter President/General Council Delegate shall inform the Chapter electorate and Division Director, no later than February 15 of the year of the election, of the time, date, and place of elections. In this case, the Nominating Committee shall conduct the election and shall provide a slate of candidates to each Chapter member at least 30 (thirty) days prior to the meeting scheduled for elections. This announcement of candidates shall also include the date, time and location of Chapter elections. Nominations from the floor at the meeting scheduled for elections will also be accepted.

- D. If the meeting is conducted by the Chapter, the Nominating Committee shall also serve as the Tellers Committee and will notify all Chapter members of the results of the election. The newly elected officers will be installed at the open Chapter meeting that follows the election meeting.
- E. Chapter elections shall be concluded and results reported to CSU Division Headquarters no later than March 30th of the election year.
- F. A simple majority of all votes cast, fifty percent plus one (50% plus 1), shall determine the winner for each office. In case of a tie, the winner shall be determined by lot. Blank votes shall not be counted.
- G. All Chapter officers shall attend required training pursuant to the Association and CSU Division Bylaws and Policy File.

SECTION 8. Protest Procedures

Any protests of the election shall be conducted in accordance with Division Policy File procedures, Section 601.07.

SECTION 9. Concurrent Office

- A. Elected Chapter officers shall not hold any other elective office concurrent with their term of office.
- B. Exceptions to Section 9 A above:
 - a. Any elected officer of the campus Chapter may be General Council Delegate/Alternate, but may hold only one vote on a Chapter board regardless of concurrent office;
 - b. Campus Bargaining Unit Representatives (CBUR) may also be Bargaining Unit Council (BUC) Chairs and Vice-Chairs; and
 - c. Chief Stewards may hold only one vote on a Chapter board regardless of concurrent offices.

SECTION 10. Vacancies

- A. In the case of a temporary or permanent vacancy in the office of Chapter President/General Council Delegate, the Chapter Vice-President shall become President/General Council Delegate.
- B. In the case of a vacancy in the office of Vice-President, Secretary, Treasurer, Chapter Bargaining Unit Representative or Chapter Organizing Committee

Chair, the President/General Council Delegate shall fill the vacancy by appointment, subject to the approval of the Executive Committee.

SECTION 11. Recall

- A. A recall meeting for any chapter officer shall be held upon petition of fifty percent (50%) of the electorate, to be held no later than thirty (30) days after receipt of such petition in the Association Headquarters.
- B. The recall meeting shall include the electorate for chapter office.
- C. Recall shall be effected upon a vote of fifty percent plus one (50% plus 1) of all votes cast.
- D. In the event of recall of a chapter officer, the electorate shall elect a new chapter officer immediately following the recall vote.

ARTICLE III MEETINGS

SECTION 1. Chapter Meetings

- A. Regular Chapter meetings shall be held at least once every quarter at times and places determined by the President/General Council Delegate.
- B. Special meetings may be called at any time by the President/General Council Delegate, by a majority of the Executive Board, or by petition signed by any ten (10) members.
- C. A special meeting called by the Executive Board, or by petition, must be held within ten (10) days of the call or petition for meeting.

SECTION 2. Executive Board Meetings

- A. The Executive Board shall meet monthly at times and places determined by the President/General Council Delegate.
- B. Only members of the Executive Board may make motions or vote at meetings.
- C. Any represented employee may address the Executive Board on the subject under consideration at the Executive Board meeting. Members who wish to address the Executive Board on an Agenda item, or who wish to request an item be added to the Agenda, should do so at least twenty-four (24) hours in advance of the meeting date.

- D. Requests to add new items to the Agenda may be taken under consideration at the scheduled meeting or at a subsequently scheduled meeting, at the discretion of the Executive Board.
- E. All regular meetings of the Executive Board shall have an agenda available to all members at the meeting.

SECTION 3. Notice

For business to be conducted and actions taken at meetings of the Executive Board, the notice requirements of this section must be met:

- A. Notice of regular Chapter and Executive Board meetings shall be given to all represented employees at least ten (10) days in advance of the meeting by publication in the Chapter newsletter, mailing such notice to the address of record of all represented employees, or posting on the bulletin boards at each work location in the Chapter's jurisdiction.
- B. Notice of special meetings shall be given to all represented employees at least five (5) days in advance by the same means as above.
- C. No notice is needed for meetings of the committees other than the Executive Board.

SECTION 4. Quorum

For business to be conducted and actions taken, the quorum requirements of this section must be met:

- A. Regular Meetings: A quorum consists of the number of members present.
- B. Special Meetings: A quorum consists of at least ten (10) members.
- C. Executive Board meetings: A quorum consists of the number of officers present.

SECTION 5. Open and Closed Meetings

- A. All meetings of this Chapter shall be open to all represented employees, except that certain Executive Board Meetings, or portions thereof, and Stewards Council Meetings, or portions thereof, may be closed in accordance with the CSU Division Policy File (regarding personnel matters, representation appeals, or other matters).
- B. Any official action taken at a closed meeting is null and void.

SECTION 6. Emergency Meetings

Notwithstanding the provisions of Sections 4 and 5 of this Article, and emergency meeting of the Executive Board may be called by the President. Actions taken at such meetings are subject to review at the next regularly scheduled meeting.

SECTION 7. Minutes

Minutes of all meetings shall be made available to all represented employees prior to the next scheduled meeting.

ARTICLE IV ORDER OF BUSINESS

SECTION 1. Order of Business

The recommended order of business at all meetings of the Chapter is as follows:

- A. Call to order
- B. Approval of Minutes
- C. Report of the President
- D. Report of the Treasurer
- E. Report of the Secretary
- F. Report of Committees as needed
- G. Old Business
- H. New Business
- I. Adjournment

SECTION 2. Governing Rules

Roberts Rules of Order, latest revision, shall govern meetings of this Chapter, insofar as it does not conflict with the Association's Bylaws and Policy File, the CSU Division Policy File, or the Bylaws of this Chapter.

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ARTICLE V COMMITTEES

SECTION 1. Standing Committees

Standing Committees of Chapter 310 are the Chapter Finance Committee, the Chapter Organizing Committee and the Stewards Council.

SECTION 2. Special Committees

Special committees may be authorized as needed by the Chapter President or Executive Board. The President shall appoint members to those committees so authorized.

ARTICLE VI FINANCES

SECTION 1. Budget Year

The budget year for the Chapter shall be January 1 through December 31.

SECTION 2. Income

- A. The primary source of income for the Chapter shall be that portion of dues and fees allotted to the Chapter as determined by the Association's Constitution and Bylaws.
- B. Additional income may be obtained in the form of grants from the Association, and/or special fund-raising events.
- C. The Chapter Treasury shall not exceed five thousand dollars (\$5,000.00) in cash assets in accordance with CSU Division Policy File.

SECTION 3. Budget

- A. The Chapter shall operate under a program budget, which shall guide the priorities under which the Chapter shall spend its moneys.
- B. The Chapter Treasurer shall be responsible for submitting the Chapter budget thirty (30) days from the beginning of the calendar year, in accordance with the Division Policy File.

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SECTION 4. Budget Adoption

- A. Each year, prior to December, the Finance Committee, assisted by the President, Secretary, and Treasurer will prepare a budget based on the projected income.
- B. The proposed budget shall be presented to the February meeting of the Executive Board, which shall make whatever changes it deems necessary before approving the proposed budget for presentation to the membership of the Chapter.
- C. The proposed budget shall then be presented to the membership at the next scheduled Chapter meeting in the budget year for final approval.

SECTION 5. Disbursements

- A. The Treasurer shall deposit the income of the Chapter in accounts in such financial institution(s) as the Executive Board shall determine.
- B. The Treasurer shall pay the obligations of the Chapter by means of drafts against the Chapter's account(s).
- C. Disbursements in any program may not exceed the amount budgeted for that program, except that the Executive Board is authorized to transfer budgeted funds from one program to another.

SECTION 6. Reserves

- A. The Executive Board may establish an emergency reserve fund, not to exceed six (6) months' estimated income.
- B. A withdrawal from such reserve fund requires an affirmative vote of one-half of the Executive Board.

SECTION 7. Audit

- A. The Executive Board shall cause an audit/review of all Chapter financial records to be conducted annually during the month of January for the prior fiscal year. The audit/review will be conducted pursuant to the CSU Division Policy File.
- B. The annual audit/review will be filed with CSU Division by March 15 following the close of the Chapter's year.

SECTION 8. Training

CSU Division will provide joint training in Chapter Financial Records to the Chapter President, Vice-President, Secretary and Treasurer within six (6) months of election, in accordance with CSU Division Policy File.

ARTICLE VII COMMUNICATIONS

SECTION 1. Means of Communication

- A. The Chapter shall communicate with those employees it represents by means of a newsletter. It shall be published on a regular, periodic basis to be determined by the Executive Board yearly.
- B. The newsletter shall be distributed by i) mailing to the address of record of the Chapter constituency, or ii) delivery to each worksite represented by the Chapter.
- C. The newsletter shall contain the official meeting notice for the Chapter.
- D. Additionally, information will be shared at Chapter meetings, by email, voicemail and on bulletin boards.

ARTICLE VIII DISCIPLINE

SECTION 1. General

Members of the Executive Board can be removed in accordance with the provisions of the Association's Bylaws and Policy File and this Article.

SECTION 2. Suspension

- A. The President, or the Vice-President if the charges are against the President, may, with concurrence of a majority of the members of the Executive Board, suspend a member of the Executive Board if, in his/her opinion, the acts of the member constitute a threat to the Association or the Chapter.
- B. If formal charges are not filed within ten (10) days, the suspension shall be lifted.

SECTION 3. Charges

- A. Charges may be filed against a member of the Executive Board by any Chapter member.

- B. Charges include, but are not limited to, those listed in the Association Policy File, the CSU Division Policy File, and non-excused absence from two (2) or more Chapter and/or Executive Board meetings.

SECTION 4. Hearing and Removal

- A. A hearing on the charges shall be held in accordance with Association policy.
- B. A member of the Executive Board may be removed from office, and the office declared vacant, only by affirmative vote of two-thirds of the members of the Executive Board.

SECTION 5. Appeal

Any member removed in accordance with this Article has the right of appeal as specified in Association policy.

ARTICLE IX AMENDMENTS TO BYLAWS

SECTION 1. Proposals

Amendments to the Bylaws may be proposed by the Executive Board or by petition signed by i) any ten (10) members or ii) by ten percent (10%) of the membership, whichever number is lower.

SECTION 2. Publication

The proposed amendment must be i) publicized in the Chapter Newsletter, ii) mailed to the Chapter membership, iii) posted on bulletin boards in every work location represented by the Chapter, or iv) made available to every member electronically, except that a paper copy shall be provided to members who do not have electronic access, at least ten (10) days prior to the Chapter meeting at which time the amendment is to be acted upon.

SECTION 3. Adoption

The amendment is adopted by a majority vote of the members present and voting at the next regular Chapter meeting following publication of the proposed amendment.

ARTICLE X ADOPTION OF NEW BYLAWS

- A. From time to time, it may be necessary or desirable to update several sections of the Bylaws at one time.

- B. When such a situation occurs, a copy of these Bylaws shall be transmitted to the members of Chapter 310 at least thirty (30) days prior to the meeting at which time they are to be acted upon.
- C. The Bylaws shall be considered at an open meeting held prior to the meeting at which time they are to be acted on and shall be approved by majority vote of those voting.
- D. A copy of the revised or new Bylaws, together with a certificate of authenticity signed by the Secretary shall be transmitted to the CSU Division and to the Association's headquarters office in Sacramento within two (2) weeks of adoption.

CERTIFICATE OF AUTHENTICITY

I certify the attached is a true copy of the Bylaws of CSEA – Chapter 310, California State University, Bakersfield.

Signed: _____ Date: _____

By: _____

Title: Secretary, CSEA Chapter 310

Definitions

Association: California State Employees Association.

CSEA: California State Employees Association.

CSU Division: The division of the CSEA that represents the rank and file employees in bargaining units represented by the Association within the California State University system, the California Maritime Academy, and members of the Association in the University of California system.

Ex Officio: Non-voting.