

Chapter 303 Bylaws

December 8

2010

California State University Employees Union
California State University, Sacramento

**CSUEU CHAPTER 303
BYLAWS
ARTICLE I**

Administration

Section 1. Authority

Subject to the right of the members to set the board goals and general Policy of the Chapter, the Executive Committee administers the affairs of the Chapter.

Chapters are chartered entities of CSUEU and therefore are bound by the Bylaws and Policy File of the CSUEU.

Section 2. Executive Committee

The Executive Committee consists of the officers of the Chapter.

Section 3. Officers and Duties

The officers of the Chapter are President, Vice-President, Chief Steward, Bargaining Unit Representatives, Secretary, Treasurer, Chapter Organizing Committee Chair, and Immediate Past President. All officers must complete steward training within six (6) months of being elected to office.

A. President/General Council Delegate

The President/ General Council Delegate shall call and preside at all meetings of the Chapter and the Executive Committee and shall exercise general supervision over the activities of the Chapter. The President is a member of the board of directors of the corporation CSUEU, and is required to attend CSUEU Board meetings. He/she shall appoint and remove all members of committees, subject to the rights of the Executive Committee to disaffirm such appointment or removal, and shall be an ex-officio member of each Chapter committee.

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.

C. Chief Steward

The Chief Steward shall serve as the Chief Grievance Officer and shall coordinate the activities of all stewards in grievance and representational issues. The Chief Steward shall call and chair monthly Chapter steward meetings. Chief Steward shall ensure all grievances are tracked and records maintained utilizing the CSUEU Tracking system. Chief Stewards shall be responsible for maintaining a list of certified stewards for their campus, and providing a monthly report of all active cases on their respective campus to the assigned Labor Relations Representative. The Chief Steward will regularly advise the President on all grievance activities and decisions.

D. Secretary

The Secretary shall keep a record of all proceedings of all Chapter and Executive Committee meetings, conduct the correspondence of the Chapter, have custody of the records of the Chapter, and ensure that a copy of the Chapter bylaws, Bylaws, Association Bylaws and Policy File are available at all meetings. He/She shall transmit copies of all amendments to the Chapter Bylaws to the CSUEU Policy File Committee Chair and Vice President for Organizing. The Secretary is responsible for the availability of Chapter minutes to all represented employees.

E. Treasurer

The Treasurer shall be the custodian of the funds of the Chapter. She/he will monitor all financial reports generated from CSEA Central Support. He/she shall pay all bills authorized by the Executive Committee and signed by the President and Treasurer; keep the financial records; render a written financial report at each Chapter and Executive Committee meeting; render such financial reports to the CSUEU Vice President for Finance as required by the Policy File; and performs such other duties as assigned by the President.

F. Bargaining Unit Representatives

The Bargaining Unit Representatives represents the employees in their respective unit jurisdictions at Chapter and Executive Committee meetings, and transmits the views of their constituents to their respective units/councils either in writing or, when authorized, in person at meetings of the unit.

G. Chapter Organizing Committee Chair

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

H. Immediate Past President

The Immediate Past President may sit on the Executive Committee as an ex-officio member at the discretion of the Chapter President.

Section 4. General Council Delegates

To the extent that the Chapter is allotted Delegates to the General Council by the Association, the delegates to the General Council, with the exception of the Chapter President, shall be nominated and elected in a process established in CSUEU Policy File and applicable Association Bylaws and Policy File.

The Chapter President shall be a delegate to General Council. All other delegates shall be elected at large and when vacancies occur, shall be appointed from the list of alternates in the order of votes

received. Members running for other Chapter offices may also run for Chapter General Council Delegate.

ARTICLE II

Meetings

Section 1. Chapter Meetings

Regular Chapter meetings shall be held quarterly at times and places determined by the President. The President may call special meetings at any time as requested by the President, by a majority of the Executive Committee, or by a petition signed by ten (10) members. A special meeting called by the Executive Committee or by petition must be held within ten (10) days.

Section 2. Executive Committee

The Executive Committee shall meet monthly at times and places determined by the President. Only members of the Executive Committee may make motions or vote, although any Chapter member may address the Executive Committee on the subject under consideration. Represented employees, who wish to address the Executive Committee 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. 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 Committee.

Section 3. Notice

For business to be conducted and actions taken, the notice requirements of this section must be met. Notice of regular Chapter and Executive Committee meetings shall be given to all Chapter represented employees at least five (5) days in advance of the meeting by either (1) publication in the Chapter Newsletter or flyers, (2) mailing such notice to the address of record of all members, or (3) posting on the bulletin board of each work location in the Chapter's jurisdiction or posting on the chapter's website or (4) via email. Notice of special meetings shall be given to all Chapter members at least five (5) days in advance by the same means. No notice is needed for meetings of Chapter committees other than the Executive Committee.

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 the number of members present.
- (c) Executive Committee meetings. A quorum consists of a majority of the Committee provided at least three (3) officers are present.

Section 5. Open Meetings

All meetings of this Chapter shall be open to all represented employees. Executive Board Meetings and Steward Council Meetings may be closed in accordance with the CSUEU Policy File.

Section 6. Emergency Meetings

Notwithstanding the provisions of Sections 4 and 5 of this article, the President may call an emergency meeting of the Executive Committee or Chapter. Actions taken at such meetings are subject to review at the next regularly scheduled meeting.

Section 7. Minutes

Minutes of all meetings are to be available to any represented employees upon request.

ARTICLE III

Committees

Section 1. Standing Committees

The President shall appoint the following standing committees to serve during his/her term in office: Membership/Organizing; Bylaws; Communications; Bulletin Boards. Other Standing Committees of the Chapter are the Executive Committee, and Stewards Council.

Section 2. Special Committees

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

ARTICLE IV

Finances

Section 1. Budget Year

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

Section 2. Income

The primary source of income for the Chapter shall be that portion of dues and fees due allotted to the Chapter as determined by the CSUEU Policy File. Additional income may be in the form of grants from the Association or CSUEU, and/or special fund-raising events.

Section 3. Budget

The Chapter shall operate under a program budget, which shall guide the priorities under which the Chapter shall spend its monies.

Section 4. Budget Adoption

Each year, prior to January, the Treasurer, assisted by the President, prepares a budget based on the projected income. The proposed budget shall be presented to the Executive Committee in such time as to meet the requirements of the CSUEU Policy File; the Executive Committee shall make whatever changes it deems necessary before approving the proposed budget. The proposed budget shall then be presented to the membership for approval. After adoption a copy of the approved budget shall be sent to the CSUEU Vice President for Finance. The proposed budget will be available upon request by any represented employee.

Section 5. Disbursements

The Treasurer shall pay the obligations of the Chapter by means of the procedures of the CSUEU Financial Accounting for chapters and unit against the Chapter's account(s). Disbursements in any program may not exceed the amount budgeted for that program, except that the Executive Committee is authorized to transfer budgeted funds from one program to another.

Section 6. Reserves

Reserve funds shall be established in accordance with the CSUEU Policy File.

Section 7. Audit

The CSUEU Financial Accounting for chapters shall cause an audit of all chapter financial records to be conducted in accordance with the requirements of the CSUEU Policy File.

ARTICLE V

Communications

The Chapter shall communicate with those state employees it represents by any means available to it. It may publish a newsletter or union flier on a regular or periodic basis to be determined by the Executive Committee. It shall be distributed by (1) mailing to the address of record of the Chapter constituency, (2) hand delivery to each worksite represented by the Chapter, and/or (3) via email and shall contain the official meeting notice to the Chapter.

ARTICLE VI

Discipline

Section 1. General

Discipline of members and recall of Officers and Stewards will be in accordance with CSUEU Bylaws and Policy File.

ARTICLE VII

Vacancies

In case of a vacancy in the office of the President, the Vice-President becomes President. In the case of a vacancy in the office of Vice-President, Secretary, Treasurer, Chapter Organizing Chair or Chapter Bargaining Unit Representative, the President shall appoint a replacement subject to approval by the Executive Committee.

ARTICLE VIII

Order of Business

The order of business at all meetings of the Chapter shall, insofar as possible, be as follows:

Call to order

Approval Minutes

Treasurer's Report

President's Report

Report of Secretary

Report of Committees

Report of Units

Report of Labor Representative

Old Business

New Business

Adjournment

Robert's Rules of Order, latest revision, shall govern meetings of this Chapter, insofar as it does not conflict with the CSUEU's Bylaws and Policy File, and Bylaws of this Chapter.

Any actions that are in conflict with the Association and CSUEU Bylaws or Policy Files are null and void.

ARTICLE IX

Elections

Section 1. Election of Officers

Election of Chapter officers shall be in accordance with CSUEU Policy File.

Section 2. Terms of Office

The term of office of all Chapter officers and bargaining unit representatives shall be three (3) years. Such terms of the newly elected officers shall commence upon the first of the month following the election.

Section 3. Time of Elections

Chapter elections will be held in accordance with the CSUEU Policy File.

Section 4. Nominations Committee

By January 15th in odd numbered years, the Chapter President shall activate a Chapter Nominating Committee. The Chapter President shall notify the Chapter membership and the CSUEU President of the date, time and place of the open Chapter meeting to accept nominations. When Chapter elections have been concluded; results will be reported to CSUEU Headquarters by the Nominations Committee no later than March 30th of odd-numbered years. The Nomination Committee shall determine balloting procedure.

A. If the election is to be held in an open meeting; the Nomination Committee shall conduct the election by secret ballot and shall provide a slate of candidates to each Chapter member. This announcement shall include the date, time and location of Chapter elections. Nominations from the floor are acceptable.

B. The Nomination Committee shall serve as the Tellers Committee and will notify all Chapter members and CSUEU Headquarters of the results of the election by March 30. The new officers will be installed at the next open chapter meeting.

C. If the Nomination Committee decides to have the election of officers conducted by the State Association Headquarters, notification must be sent to the State Association by the second week of January. The Chapter must provide a list of nominees to CSUEU Headquarters no later than February 15 in the year of election.

Section 5. Electorate

A. Active members within their own Chapter elect President, Vice-President, Secretary, Treasurer and Chapter Organizing Chair.

B. Active members within their own respective Chapter bargaining units elect Bargaining Unit Representatives.

C. Chief Steward is elected by certified stewards of the Chapter.

Section 6. Eligibility for Office

A. Any active member, in good standing, in the Chapter is eligible to run for President, Vice-President, Secretary, Treasurer, and Chapter Organizing Chair and Bargaining Unit Representative position within their unit.

B. Any active member, in good standing, in the Chapter is eligible to be nominated for General Council delegate.

C. Any active, certified Steward, who is a member in good standing, may run for the Office of Chief Steward.

Section 7. Election Procedures

Election for Chapter officers or campus bargaining unit representatives may be by open Chapter meeting conducted by the Nominations Committee. Election shall be by a simple majority of members voting, ignoring blanks and write-in votes. If a run-off is necessary, it shall be held immediately. If office positions are unopposed, the President may call for election by acclamation. The Nominations Committee will be responsible for the security of the ballots and the ballot tabulation.

Section 8. General Council Delegates

The membership role of delegates to General Council, limited to active members of the Association, is determined at each session, and consists of delegates and alternates elected by Chapters. Each Chapter shall be entitled to elect one delegate for each 100 members then belonging to such Chapter or major fraction thereof, except that no Chapter shall have less than one delegate. A Chapter may provide in its bylaws that the person elected Chapter president will be one of that Chapter's delegates to General Council. In such case, election ballots shall indicate that the person elected will serve in both capacities and such elections shall be held in accordance with standards applicable to the election of Chapter delegates. The delegates referred to above shall be known as Chapter delegates.

Section 9. Protest Procedure

Any active Chapter member may protest the election of any Chapter officer in his/her Chapter in accordance with the CSUEU Bylaws and Policy File.

ARTICLE X

Amendments

Section 1. Proposal of Amendment

Amendments to the bylaws may be proposed by the Executive Committee or by petition signed by any ten (10) members of the Chapter.

Section 2. Publication

The proposed amendments must be made available to every member. If the amendment is distributed electronically, a paper copy shall be made available to members who do not have electronic access, at least (10) days prior to the Chapter meeting at which time the amendment is to be acted upon.

Section 3. Approval of Amendment

Amendments to the Bylaws shall be approved by a majority of the votes cast by the members, at an open meeting, as hereinafter provided in the Chapter Bylaws. A copy of these Bylaws shall be transmitted to the Vice President for Organizing and CSUEU Policy File Committee Chair within two (2) weeks of adoption.

ARTICLE XI

Adoption of New Bylaws

From time to time, it may be necessary or desirable to update several sections of the Bylaws at one time. When such an action occurs, a copy of these Bylaws shall be transmitted to the members of the Chapter at least thirty (30) days prior to the meeting at which time they are to be acted upon. They 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 a majority vote of those voting. A copy of these Bylaws shall be transmitted to the Vice President for Organizing and CSUEU Policy File Committee Chair within two weeks of adoption.

Respectfully Submitted By,

Kim Harrington

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Chapter 303-the Capitol Chapter
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