

1 California State University Employees Union
2 Chapter 312 Bylaws

3
4 This Chapter is an autonomous organization chartered by the California State University
5 Employees Union (CSUEU), a California non-profit mutual benefit corporation. CSUEU is
6 SEIU Local 2579 and is an affiliate of the California State Employees Association (CSEA).
7

8 **ARTICLE I**
9 **ADMINISTRATION**

10
11 **SECTION 1. AUTHORITY**

12 Subject to the right of the members to set the broad goals and general policies of the Chapter, the
13 affairs of the Chapter are administered by the Chapter Executive Committee.
14

15 Chapters are chartered entities of CSUEU and are therefore bound by the Bylaws and Policy File
16 of CSUEU.
17

18 **SECTION 2. EXECUTIVE COMMITTEE**

19 The Executive Committee consists of the chapter officers (who are the President/General
20 Council Delegate, Vice President, Secretary, and Treasurer), the Chapter Bargaining Unit
21 Representatives (Bargaining Units 2, 5, 7, and 9), the Chief Steward and immediate past
22 President. All Executive Committee members must be certified stewards within 6 months of
23 being elected to office.
24

25 **A. PRESIDENT/GENERAL COUNCIL DELEGATE**

26 The President shall preside at all meetings of the Chapter and of the Executive
27 Committee, and shall exercise general supervision over the activities of the
28 Chapter. He/she shall appoint and remove all members of committees, subject to
29 the rights of the Executive Committee to disaffirm such appointment or removal,
30 and shall be an *Ex-officio* member of each Chapter Committee. The President
31 shall be a Chapter General Council Delegate and shall serve at the meetings of the
32 CSEA General Council. The President, by reason of the office, is a member of
33 the Board of Directors of the corporation CSUEU and is required to attend
34 CSUEU Board meetings.
35

36 **B. VICE PRESIDENT**

37 The Vice-president shall act for, and in the place of, the President at the latter's
38 request or during his/her absence or disability, and shall perform other duties as
39 assigned by the President. In the absence of an elected Chief Steward, the Vice
40 President shall serve in the capacity.
41

42 **C. TREASURER**

43 The Treasurer shall be custodian of the funds of the chapter and shall deposit
44 them in a financial institution approved by the Executive Committee. He/She shall

45 pay all bills authorized by the Executive Committee, keep the financial records,
46 render a financial written report at each Chapter and Executive Board meeting,
47 render such financial reports as required by CSUEU policy, and perform such
48 other duties as assigned by the President. Upon written request of any member on
49 the Executive Committee, the Treasurer shall make any/all Chapter financial
50 records and supporting documents available for review within 10 calendar days.
51

52 **D. SECRETARY**

53 The Secretary shall record the minutes of all chapter and Executive Committee
54 meetings, conduct the correspondence of the chapter, have custody of the non-
55 financial records of the chapter, insure that a copy of the Chapter Bylaws,
56 CSUEU and CSEA Bylaws and Policy File are available at all meetings. He/She
57 shall transmit copies of all amendments to the Chapter Bylaws to the CSUEU
58 Policy File Committee Chair. He/She shall perform such other duties as assigned
59 by the President. The Secretary shall make chapter minutes available to all
60 represented employees once approved by the Chapter Executive Committee.
61

62 **E. CHAPTER BARGAINING UNIT REPRESENTATIVES**

63 The Chapter Bargaining Unit Representatives represent the employees in their
64 respective Bargaining Units, at chapter and Executive Committee meetings, and
65 present their constituents' views to respective unit councils either in writing, or
66 when authorized, in person at meetings of the unit council.
67

68 **F. CHIEF STEWARD**

69 The Chapter's certified stewards shall elect a Chief Steward. The Chief Steward
70 shall track campus grievances, and chair meetings of the Stewards Council. The
71 Chief Steward shall make monthly reports to their assigned LRR on all
72 representation activity in their chapter.
73

74 **G. IMMEDIATE PAST PRESIDENT**

75 The Immediate Past President will sit on the Executive Committee as an *ex officio*
76 member.
77

78 **SECTION 3. DELEGATES**

79 To the extent that the Chapter is allotted Delegates to the CSEA General Council by CSUEU, the
80 delegates to the General Council shall be nominated and elected pursuant to CSUEU Policy File
81 and applicable CSEA Bylaws and Policy File provisions.
82

83 The Chapter President shall be a delegate to General Council. All other delegates shall be elected
84 at large, and when vacancies occur, shall be appointed from the list of alternates in the order of
85 votes received. Members running for other offices may also run for Chapter General Council
86 Delegate.

87 **ARTICLE II**
88 **ELECTIONS**

89
90 **SECTION 1. ELECTION OF OFFICERS**

91 Election of the Chapter Executive Committee shall be in accordance with the CSUEU Policy
92 File.

93
94 **SECTION 2. TERM OF OFFICE**

95 The term of office of all Chapter Executive Committee members shall be in accordance with the
96 CSUEU Policy File and as determined at the beginning of the election cycle.

97
98 **SECTION 3. TIME OF ELECTION**

99 The time for chapter elections shall be in accordance with the CSUEU Policy File. The election
100 process shall be concluded by March 31st.

101
102 **SECTION 4. NOMINATIONS COMMITTEE**

103 By January 1st, the Chapter President shall activate a Chapter Nominations Committee. By
104 January 15th, the Chapter President shall notify the chapter members of the date, time, and place
105 of the open chapter meeting to accept Chapter Officer and Bargaining Unit Representative
106 nominations. Prior to this chapter meeting, the Nominations Committee shall meet. Individuals
107 serving on the Nominations Committee shall not run for an Officer or Chapter Bargaining Unit
108 Representative position for that election cycle. This Nomination Committee is dissolved at the
109 end of the election cycle.

110
111 **SECTION 5. ELECTORATE**

112 A. Chapter President, Vice-President, Secretary, and Treasurer are elected by the
113 majority of the voting members of Chapter 312.

114
115 B. Chapter Bargaining Unit Representatives are elected by the majority of the voting
116 members in their bargaining unit of Chapter 312.

117
118 C. Chief Steward is elected by certified stewards of Chapter 312 and is elected from
119 among the certified stewards of the Chapter.

120
121 **SECTION 6. ELIGIBILITY FOR OFFICE**

122 A. Any active member of Chapter 312 shall be eligible for the offices of President, Vice-
123 President, Secretary, and Treasurer.

124
125 B. Any active member of Chapter 312 shall be eligible for the office of Chapter
126 Bargaining Unit Representative of his/her bargaining unit.

127
128 **SECTION 7. ELECTION**

129 A. Election of chapter officers and chapter bargaining unit representatives shall be by
130 either (a) mail ballot, conducted by CSUEU headquarters; or (b) open chapter meeting.

131 In the event that chapters want the elections to be handled by Headquarters, notification
132 must be pursuant to the CSUEU Policy File.

133
134 B. If the election is to be held in an open meeting, the Nominations Committee shall
135 conduct the election and shall provide a slate of candidates to each chapter member at
136 least 30 days prior to the meeting scheduled for elections. This announcement shall
137 include the date, time, and location of chapter elections.

138
139 C. The Nominations Committee shall hold a special chapter meeting to accept
140 nominations for the Chapter Officers and Chapter Bargaining Unit Representative
141 positions. Although the Nominations Committee may choose to accept nominations prior
142 to this meeting, all nominations will be closed at the end of this special meeting. The
143 activities of the Nominations Committee, including the date of this meeting, shall be
144 pursuant to the CSUEU Policy File.

145
146 D. The Nominations Committee shall also serve as the Tellers Committee and will notify
147 all chapter members and CSUEU Headquarters of the results of the election by March
148 31st. The new officers will be installed at the next open chapter meeting.

149
150 **SECTION 8. OFFICER TRAINING**

151 Pursuant to the CSUEU Bylaws and Policy Files, all chapter officers shall attend required
152 training within six (6) months of election/appointment.

153
154 **ARTICLE III**
155 **MEETINGS**

156
157 **SECTION 1. CHAPTER MEETINGS**

158 Regular chapter meetings shall be held at least quarterly at times and places determined by the
159 President. Special meetings may be called at any time by the President, by a majority of the
160 Executive Committee, or by petition signed by any 10 members. A special meeting called by the
161 Executive Committee, or by petition, must be held within ten (10) calendar days.

162
163 **SECTION 2. EXECUTIVE COMMITTEE**

164 The Executive Committee shall meet monthly at times and places determined by the President.
165 Only members of the Executive Committee may make motions or vote, although any represented
166 employee may address the Executive Committee on the subject under consideration. Represented
167 employees who wish to address the Executive Committee on an Agenda item, or who wish to
168 request an item be added to the Agenda, shall notify the President at least twenty-four (24) hours
169 in advance of the meeting date. Requests to add new items to the Agenda may be taken under
170 consideration at the scheduled meeting or at a subsequently scheduled meeting, at the discretion
171 of the Executive Committee.

172
173 **SECTION 3. NOTICE**

174 For business to be conducted and actions taken, the notice requirements of this section must be
175 met. Notice of regular chapter and Executive Committee meetings shall be given to all
176 represented employees at least ten (10) calendar days in advance of the meeting by either

177 publication in the chapter newsletter, or mailing such notice to the address of record of all
178 members, or posting on the bulletin boards at each work location in the chapter's jurisdiction, or
179 by posting on the Chapter web site or by means of email or any other official method of
180 communication on campus. Notice of special meetings shall be given to all represented
181 employees at least five (5) calendar days in advance by the same means as listed above.
182 Emergency meetings shall require notice of at least one (1) business day. No notice is needed for
183 meetings of committees other than the Executive Committee.

184

185 **SECTION 4. QUORUM**

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

188 **A. REGULAR CHAPTER MEETINGS**

189 A quorum consists of the number of members present.

190

191 **B. SPECIAL CHAPTER MEETINGS**

192 A quorum consists of at least ten (10) members.

193

194 **C. EXECUTIVE COMMITTEE MEETINGS**

195 A quorum consists of a minimum of two (2) Chapter officers.

196

197 **SECTION 5. OPEN AND CLOSED MEETINGS**

198 All meetings of this chapter shall be open to all represented employees. Steward Council
199 meetings shall be closed. Executive Committee meetings may only be closed in accordance with
200 the CSUEU Policy File.

201

202 **SECTION 6. EMERGENCY MEETINGS**

203 Notwithstanding the provisions of Sections 4 and 5 of this article, an emergency meeting of the
204 Executive Committee or Chapter may be called by the President or the majority of the Executive
205 Committee. Actions taken at such meetings are subject to review at the next regularly scheduled
206 meeting of the respective entity.

207

208 **SECTION 7. MINUTES**

209 Minutes of all meetings shall be made available to all represented employees in accordance to
210 Article I, Section 2D.

211

212

213 **ARTICLE IV** 214 **ORDER OF BUSINESS**

215

215 **SECTION 1. ORDER OF BUSINESS**

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

- 217 · Call to order
- 218 · Approval of Minutes
- 219 · Report of President
- 220 · Report of Treasurer
- 221 · Report of Secretary
- 222 · Report of Committees as needed

- 223 · Old Business
- 224 · New Business
- 225 · Adjournment

226

227 **SECTION 2. MEETING GOVERNANCE**

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

230

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

233

234

**ARTICLE V
COMMITTEES**

235

236

237 **SECTION 1. STANDING COMMITTEES**

238 Standing Committees of the Chapter are Chapter Organizing Committee, Communications
239 Committee, and the Stewards Council.

240

241

A. CHAPTER ORGANIZING COMMITTEE

242

The Chapter Organizing Committee shall ensure that a new employee orientation
243 exists, and that new employee packets are distributed. The Chapter Organizing
244 Committee shall develop chapter programs to promote membership recruitment
245 and coordinate the implementation of CSUEU-approved statewide organizing
246 programs on the campus. This committee shall also perform other duties as
247 assigned by the President.

248

249

B. COMMUNICATIONS COMMITTEE

250

The Communications Committee shall ensure that the campus bulletin boards and
251 web site are identified and kept current. The Communications Committee shall
252 work in conjunction with the Executive Committee to publish a Chapter
253 Newsletter at a minimum of at each chapter meeting. When necessary, the
254 Communications Committee shall also provide updates to those areas that do not
255 have access to electronic communications. This committee shall also perform
256 other duties as assigned by the President.

257

258

C. STEWARDS COUNCIL

259

The Stewards Council is comprised of the certified stewards of the Chapter and is
260 chaired by the Chief Steward. This Council shall coordinate additional training to
261 supplement the Stewards Training provided by CSUEU. This committee shall
262 also perform other duties as assigned by the President.

263

264 **SECTION 2. SPECIAL COMMITTEES**

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

267 **ARTICLE VI**
268 **FINANCES**

269
270 **SECTION 1. BUDGET YEAR**

271 The Budget year for the chapter shall be January 1st through December 31st.
272

273 **SECTION 2. BUDGET**

274 The Chapter shall operate under a program budget recommended by a majority vote of the
275 Executive Committee and adopted by the members. This budget may be amended from time to
276 time by the Executive Committee. -This budget shall guide the priorities under which the chapter
277 shall spend its money.
278

279 **SECTION 3. BUDGET ADOPTION**

280 Each year, prior to December, the Treasurer, assisted by the President, shall prepare a budget
281 based on the projected income. The proposed budget shall be presented to the Executive
282 Committee in such time as to meet the requirements of the CSUEU Policy File. The Executive
283 Committee shall make whatever changes it deems necessary before approving the proposed
284 budget for presentation to the chapter membership. The proposed budget shall then be presented
285 in a timely manner to the membership for approval in order to meet the requirements of the
286 CSUEU Policy File. This presentation shall be at the next regularly scheduled chapter meeting.
287 After adoption, a copy shall be sent to the CSUEU Vice President of Finance.
288

289 **SECTION 4. DISBURSEMENTS**

290 The Treasurer shall deposit the income of the chapter in accounts in such financial institution(s)
291 as the Executive Committee shall determine. He/She shall pay the obligations of the chapter by
292 means of drafts against the chapter's account(s). Drafts shall not be valid unless signed by two
293 (2) officers. Disbursements in any program may not exceed the amount budgeted for that
294 program, except that the Executive Committee is authorized to transfer budgeted funds from one
295 program to another.
296

297 **SECTION 5. RESERVES**

298 The Executive Committee may establish an emergency reserve fund not to exceed six (6) months
299 of estimated income. Withdrawals from such reserve require a majority vote of the Executive
300 Committee.
301

302 **SECTION 6. AUDIT**

303 The Executive Committee shall cause an audit of all chapter financial records to be conducted in
304 accordance with the requirements of the CSUEU Policy File.
305

306 **ARTICLE VII**
307 **COMMUNICATIONS**

308
309 The Chapter shall communicate with the employees it represents by any means available to it. It
310 may publish a newsletter on a regular periodic basis to be determined by the Executive
311 Committee. It shall be distributed by either (1) mailing to the campus address of record of the
312 chapter constituency, or (2) hand delivery to each work site represented by the chapter or (3) by

313 electronic means so long as print copies are delivered to areas where electronic communication is
314 limited and shall contain the official meeting notice for the chapter.

315

316 **ARTICLE VIII**
317 **DISCIPLINE**

318

319 Discipline of members and recall of officers and stewards will be in accordance with the CSUEU
320 Bylaws and Policy File. Charges may be brought for, but are not limited to, those listed in the
321 CSUEU Bylaws and Policy File. In addition, Executive Committee members may be removed
322 from office by a majority vote of the Executive Committee for three or more consecutive
323 unexcused absences from Executive Committee meetings.

324

325 **ARTICLE IX**
326 **VACANCIES**

327

328 In case of vacancy in the office of the President, the Vice-President becomes President. In case
329 of a vacancy in the office of Vice-President, Secretary, Treasurer, or Chapter Bargaining Unit
330 Representative, the President shall fill the vacancy by appointment, subject to a majority vote of
331 the Executive Committee.

332

333 **ARTICLE X**
334 **AMENDMENT**

335

336 **SECTION 1. PROPOSALS**

337 Amendments to the Bylaws may be proposed by the Executive Committee, or by petition signed
338 by 10% of the membership.

339

340 **SECTION 2. PUBLICATION**

341 The proposed amendment must be made available to every member per the notice requirements
342 in Article III, Section 3.

343

344 **SECTION 3. ADOPTION**

345 The amendment is adopted by a majority vote of the members present and voting at the next
346 regular chapter meetings following publication.

347

348 **ARTICLE XI**
349 **ADOPTION OF NEW BYLAWS**

350

351 **SECTION 1. ADOPTION**

352 From time to time, it may be necessary or desirable to update several sections of the Bylaws at
353 one time. When such an action occurs, a copy of these Bylaws shall be transmitted to the
354 members of the Chapter at least thirty (30) days prior to the meeting at which time they are to be
355 acted upon. They shall be considered at an open meeting held prior to the meeting at which time
356 they are to be acted on. These Bylaws shall be approved by a majority vote of those members
357 present and voting. A copy of these Bylaws (signed by the President and other Officers Present)

358 shall be transmitted to the Vice President for Organizing and CSUEU Policy File Committee
359 Chair within two weeks of adoption.

360

361 **SECTION 2. PROPOSALS**

362 Adoption of the newly proposed Bylaws may be proposed by the Executive Committee, or by
363 petition signed by 20% of the membership. The Executive Committee (upon receipt of the
364 petition, if necessary) shall forward the proposed changes to the members within 10 business
365 days following the notice requirements in Article III, Section 3.

366

367 **SECTION 3. PUBLICATION**

368 A complete copy of the proposed Bylaws incorporating all changes must be made available to
369 every member per the notice requirements in Article III, Section 3.

370

371 **SECTION 4. ADOPTION**

372 The newly proposed Bylaws are adopted by a majority vote of the members present and voting at
373 the next chapter meeting following publication.

374

375

376

377 **Date Adopted:** _____

378

379

380 **Officers Present:**

381 _____

382 _____

383 _____

384 _____

385 _____