

1 **~~CSU CHAPTER 312 BYLAWS~~**  
2 **California State University Employees Union**  
3 **Chapter 312 Bylaws**

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

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

11  
12 **SECTION 1. AUTHORITY**

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

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

18  
19 **SECTION 2. EXECUTIVE COMMITTEE**

20 ~~The Executive Committee consists of the officers and delegates of the chapter and immediate~~  
21 ~~past president as ex-officio. (CSU Division policy file Section 307.02 (b): the Chapter Executive~~  
22 ~~Committee shall minimally consist of the president, vice president, secretary/treasurer, and the~~  
23 ~~respective campus bargaining unit representatives.)~~

24  
25 **SECTION 3. OFFICERS AND DUTIES**

26 ~~The Officers of the Chapter are President, Vice President, Secretary, Treasurer, and Unit~~  
27 ~~Representative for each of the bargaining units represented by CSEA, as the exclusive~~  
28 ~~representatives. May also include immediate past President, Chief Steward and Organizing~~  
29 ~~Committee Chairperson.~~

30  
31 **The Executive Committee consists of the chapter officers (who are the President/General**  
32 **Council Delegate, Vice President, Secretary, and Treasurer), the Chapter Bargaining Unit**  
33 **Representatives (Bargaining Units 2, 5, 7, and 9), the Chief Steward and immediate past**  
34 **President. All Executive Committee members must be certified stewards within 6 months**  
35 **of being elected to office.**

36  
37 **A. PRESIDENT/GENERAL COUNCIL DELEGATE**

38 The President shall preside at all meetings of the Chapter and of the Executive  
39 Committee, and shall exercise general supervision over the activities of the  
40 Chapter. He/she shall appoint and remove all members of committees, subject to  
41 the rights of the Executive Committee to disaffirm such appointment or removal,  
42 and shall be an *Ex-officio* member of each Chapter Committee. ~~He/She shall act~~  
43 ~~as a Chapter General Council Delegate at the meetings of the CSEA General~~  
44 ~~Council.~~ **The President shall be a Chapter General Council Delegate and**

45 shall serve at the meetings of the CSEA General Council. The President, by  
46 reason of the office, is a member of the Board of Directors of the corporation  
47 CSUEU and is required to attend CSUEU Board meetings.

48  
49 **B. VICE PRESIDENT**

50 The Vice-president shall act for, and in the place of, the President at the latter's  
51 request or during his/her absence or disability, and shall perform such other duties  
52 as assigned by the President. In the absence of an elected eChief sSteward, the  
53 Vice President shall serve in the capacity.

54  
55 **C. TREASURER**

56 The Treasurer shall be custodian of the funds of the chapter and shall deposit  
57 them in a financial institution approved by the Executive Committee. He/She shall  
58 pay all bills authorized by the Executive Committee, keep the financial records,  
59 render a financial written report at each Chapter and Executive Board meeting,  
60 render such financial reports Association's Secretary/Treasurer as required by  
61 Association CSUEU policy, and perform such other duties as assigned by the  
62 President. Upon written request of any member on the Executive Committee,  
63 the Treasurer shall make available any/all Chapter financial records and  
64 supporting documents available for review within 10 calendar days.

65  
66 **D. SECRETARY**

67 The Secretary shall keep a record of the proceedings record the minutes of all  
68 chapter and eExecutive eCommittee meetings, conduct the correspondence of the  
69 chapter, have custody of the non-financial records of the chapter, insure that a  
70 copy of the Chapter Bylaws, ~~Division By laws and Association Constitution and~~  
71 ~~By laws~~ CSUEU and CSEA Bylaws and Policy File are available at all  
72 meetings. ~~He/She shall transmit copies of all amendments thereto to the~~  
73 ~~Association's Secretary/Treasurer.~~ He/She shall transmit copies of all  
74 amendments to the Chapter Bylaws to the CSUEU Policy File Committee  
75 Chair. He/She shall perform such other duties as assigned by the President. ~~The~~  
76 ~~Secretary is responsible for making minutes available for review by all members.~~  
77 The Secretary shall make chapter minutes available to all represented  
78 employees once approved by the Chapter Executive Committee.

79  
80 **E. CHAPTER BARGAINING UNIT REPRESENTATIVES**

81 The Bargaining Unit Representatives represent the employees in their respective  
82 jurisdictions at chapter and executive committee meetings, and transmits the view  
83 of their constituents to their respective unit councils either in writing, or when  
84 authorized, in person at meetings of the unit council. The bargaining unit  
85 representatives and all other certified chapter stewards shall elect a Chief Steward.  
86 The Chapter Bargaining Unit Representatives represent the employees in  
87 their respective Bargaining Units, at chapter and Executive Committee  
88 meetings, and present their constituents' views to respective unit councils  
89 either in writing, or when authorized, in person at meetings of the unit  
90 council.

91 **F. CHIEF STEWARD**

92 **The Chapter’s certified stewards shall elect a Chief Steward. The Chief**  
93 **Steward shall track campus grievances, and chair meetings of the Stewards**  
94 **Council. The Chief Steward shall make monthly reports to their assigned**  
95 **LRR on all representation activity in their chapter.**

96  
97 **FG. IMMEDIATE PAST PRESIDENT**

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

100  
101 **SECTION 4 3. DELEGATES**

102 To the extent that the Chapter is allotted Delegates to the ~~general council~~ **CSEA General**  
103 **Council** by the Association **CSUEU**, the delegates to the General Council shall be nominated  
104 and elected ~~in a process in keeping with the CSEA/CSU Bylaws, Policy File and Association~~  
105 ~~procedures.~~ **pursuant to CSUEU Policy File and applicable CSEA Bylaws and Policy File**  
106 **provisions.**

107  
108 The Chapter President shall be the **a** delegate to General Council. All other delegates shall be  
109 elected at large, and when vacancies occur, shall be appointed from the list of alternates in the  
110 order of votes received. Members running for other offices may also run for ~~chapter delegate~~  
111 **Chapter General Council Delegate.**

112  
113 **ARTICLE II**  
114 **ELECTIONS**

115  
116 **SECTION 1. ELECTION OF OFFICERS**

117 Election of ~~chapter officers~~ **the Chapter Executive Committee** shall be in accordance with  
118 ~~CSU Division policy~~ **the CSUEU Policy File.**

119  
120 **SECTION 2. TERM OF OFFICE**

121 The term of office of all ~~chapter officers and bargaining unit representatives~~ **Chapter Executive**  
122 **Committee members** shall be **in accordance with the CSUEU Policy File and** as determined  
123 at the beginning of the election cycle.

124  
125 **SECTION 3. TIME OF ELECTION**

126 ~~Beginning in 2003, chapter elections shall be in odd-numbered years.~~ **The time for chapter**  
127 **elections shall be in accordance with the CSUEU Policy File.** The election process shall be  
128 concluded by March 4<sup>th</sup> **31<sup>st</sup>.**

129  
130 **SECTION 4. NOMINATING NOMINATIONS COMMITTEE**

131 By January 1<sup>st</sup>, the Chapter President shall activate a Chapter Nominating **Nominations**  
132 Committee. ~~By~~ **By** January 15<sup>th</sup>, the Chapter President shall notify the chapter members of the  
133 date, time, and place of the open chapter meeting to accept **Chapter Officer and Bargaining**  
134 **Unit Representative** nominations. Prior to this chapter meeting, the Nominations Committee  
135 shall meet. **Individuals serving on the Nominations Committee shall not run for an Officer**

136 **or Chapter Bargaining Unit Representative position for that election cycle. This**  
137 **Nomination Committee is dissolved at the end of the election cycle.**

138  
139 **SECTION 5. ELECTORATE**

140 A. Chapter President, Vice-President, Secretary, and Treasurer are elected by **the**  
141 **majority of the** active **voting** members of Chapter 312.

142  
143 B. Chapter Bargaining Unit Representatives are elected by **the majority of the** active  
144 **voting** members in their bargaining unit of Chapter 312.

145  
146 **C. Chief Steward is elected by certified stewards of Chapter 312 and is elected from**  
147 **among the certified stewards of the Chapter.**

148  
149 **SECTION 6. ELIGIBILITY FOR OFFICE**

150 A. Any active member of Chapter 312 shall be eligible for the offices of President, Vice-  
151 President, Secretary, **and** Treasurer, ~~and Chief Steward and Organizing Committee Chair.~~

152  
153 B. Any active member of Chapter 312 shall be eligible for the office of **Chapter** Bargaining Unit  
154 Representative of his/her bargaining unit.

155  
156 **SECTION 7. ELECTION**

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

159  
160 In the event that chapters want the elections to be handled by Headquarters, notification must be  
161 sent to CSEA by the second week of January **pursuant to the CSUEU Policy File.**

162  
163 B. **If the election is to be held in an open meeting,** ~~The Nominating~~ **Nominations** Committee  
164 shall conduct the election and shall provide a slate of candidates to each chapter member at least  
165 30 days prior to the meeting scheduled for elections. This announcement shall include the date,  
166 time, and location of chapter elections.

167  
168 **C. The Nominations Committee shall hold a special chapter meeting to accept nominations**  
169 **for the Chapter Officers and Chapter Bargaining Unit Representative positions. Although**  
170 **the Nominations Committee may choose to accept nominations prior to this meeting, all**  
171 **nominations will be closed at the end of this special meeting. The activities of the**  
172 **Nominations Committee, including the date of this meeting, shall be pursuant to the**  
173 **CSUEU Policy File.**

174  
175 ~~C~~ **D.** The ~~Nominating~~ **Nominations** Committee shall also serve as the Tellers Committee and  
176 will notify all chapter members **and CSUEU Headquarters** of the results of the election **by**  
177 **March 31<sup>st</sup>.** The new officers will be installed at the next open chapter meeting.

178  
179 **SECTION 8. OFFICER TRAINING**

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

182 **ARTICLE III**  
183 **MEETINGS**

184  
185 **SECTION 1. CHAPTER MEETINGS**

186 Regular chapter meetings shall be held at least quarterly at times and places determined by the  
187 ~~p~~**P**resident. Special meetings may be called at any time by the President, by a majority of the  
188 Executive Committee, or by petition signed by any ~~15~~ **10** members. A special meeting called by  
189 the Executive ~~e~~**C**ommittee, or by petition, must be held within ten (10) **calendar** days.

190  
191 **SECTION 2. EXECUTIVE COMMITTEE**

192 The Executive Committee shall meet monthly at times and places determined by the President.  
193 Only members of the Executive Committee may make motions or vote, although any ~~chapter~~  
194 ~~member~~ **represented employee** may address the Executive Committee on the subject under  
195 consideration. ~~Members~~ **Represented employees** who wish to address the Executive Committee  
196 on an Agenda item, or who wish to request an item be added to the Agenda, ~~should do so~~ **shall**  
197 **notify the President** at least twenty-four (24) hours in advance of the meeting date. Requests to  
198 ~~all~~ **add** new items to the Agenda may be taken under consideration at the scheduled meeting or  
199 at a subsequently scheduled meeting, at the discretion of the Executive Committee.

200  
201 **SECTION 3. NOTICE**

202 For business to be conducted and actions taken, the notice requirements of this section must be  
203 met. Notice of regular chapter and Executive Committee meetings shall be given to all ~~chapter~~  
204 ~~members~~ **represented employees** at least ten (10) **calendar** days in advance of the meeting by  
205 **either** publication in the chapter newsletter, **or** mailing such notice to the address of record of all  
206 members, or posting on the bulletin boards at each work location in the chapter's jurisdiction, **or**  
207 **by posting on the Chapter web site or by means of email or any other official method of**  
208 **communication on campus**. Notice of special meetings shall be given to all ~~chapter members~~  
209 **represented employees** at least five (5) **calendar** days in advance by the same means **as listed**  
210 **above. Emergency meetings shall require notice of at least one (1) business day.** No notice  
211 is needed for meetings of committees other than the Executive ~~e~~**C**ommittee.

212  
213 **SECTION 5 4. QUORUM**

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

216 (A.) **Regular Chapter meetings.** A quorum consists of the number of members present.

217  
218 (B.) **Special Chapter meetings.** A quorum consists of at least ~~five (5)~~ **ten (10)** members.

219  
220 (C.) **Executive Committee meetings.** A quorum consists of a majority of the committee,  
221 ~~provided at least two (2) officers are present.~~ **A quorum consists of a minimum of two**  
222 **(2) Chapter officers.**

223  
224  
225 **SECTION 6 5. OPEN AND CLOSED MEETINGS**

226 All meetings of this chapter shall be open to all members, and any action taken at a closed  
227 meeting is null and void **represented employees. Steward Council meetings shall be closed.**

228 **Executive Committee meetings may only be closed in accordance with the CSUEU Policy**  
229 **File.**

230  
231 **SECTION 7 6. EMERGENCY MEETINGS**

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

236  
237 **SECTION 8 7. MINUTES**

238 ~~Minutes of all meetings are to be available to any member upon request at the next scheduled~~  
239 ~~Chapter meeting.~~ **Minutes of all meetings shall be made available to all represented**  
240 **employees in accordance to Article I, Section 2D.**

241  
242 **ARTICLE VIII IV**  
243 **ORDER OF BUSINESS**

244  
245 **SECTION 1. ORDER OF BUSINESS**

246 (A) The order of business at all meetings of the chapter shall, insofar as possible, be as follows:

- 247 (1) · Call to order
- 248 (2) · Approval of Minutes
- 249 (3) · Report of President
- 250 (4) · Report of Treasurer
- 251 (5) · Report of Secretary
- 252 (6) · Report of Committees as needed
- 253 (7) · Old Business
- 254 (8) · New Business
- 255 (9) · Adjournment

256  
257 **SECTION 2. MEETING GOVERNANCE**

258 (B) Robert's Rules of Order, latest revision, shall govern meetings of this chapter, insofar as it  
259 does not conflict with the ~~Association's Constitution and Bylaws, Policy file, and the~~  
260 ~~Constitution and~~ **CSUEU Bylaws and Policy file, and the** Bylaws of this chapter.

261  
262 **Any actions that are in conflict with the CSEA and CSUEU Bylaws or Policy Files are null**  
263 **and void.**

264  
265 **ARTICLE IV V**  
266 **COMMITTEES**

267  
268 **SECTION 1. STANDING COMMITTEES**

269 **Standing Committees of the Chapter are Chapter Organizing Committee, Communications**  
270 **Committee, and the Stewards Council.**

271 **A. Chapter Organizing Committee**  
272 **The Chapter Organizing Committee shall ensure that a new employee**  
273 **orientation exists, and that new employee packets are distributed. The**  
274 **Chapter Organizing Committee shall develop chapter programs to promote**  
275 **membership recruitment and coordinate the implementation of CSUEU-**  
276 **approved statewide organizing programs on the campus. This committee**  
277 **shall also perform other duties as assigned by the President.**

278  
279 **B. Communications Committee**  
280 **The Communications Committee shall ensure that the campus bulletin**  
281 **boards and web site are identified and kept current. The Communications**  
282 **Committee shall work in conjunction with the Executive Committee to**  
283 **publish a Chapter Newsletter at a minimum of at each chapter meeting.**  
284 **When necessary, the Communications Committee shall also provide updates**  
285 **to those areas that do not have access to electronic communications. This**  
286 **committee shall also perform other duties as assigned by the President.**

287  
288 **C. Stewards Council**  
289 **The Stewards Council is comprised of the certified stewards of the Chapter**  
290 **and is chaired by the Chief Steward. This Council shall coordinate**  
291 **additional training to supplement the Stewards Training provided by**  
292 **CSUEU. This committee shall also perform other duties as assigned by the**  
293 **President.**

294  
295 **SECTION 2. SPECIAL COMMITTEES**  
296 Special committees may be authorized as needed by the **Chapter President or majority vote of**  
297 **the Executive Committee. The President shall appoint members to those committees so**  
298 **authorized.**

300 **ARTICLE V VI**  
301 **FINANCES**

302  
303 **SECTION 1. BUDGET YEAR**

304 The Budget year for the chapter shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

305  
306 **SECTION 2. INCOME EVENTS**

307 ~~The primary source of income for the chapter shall be that portion of dues and fees due allotted~~  
308 ~~to the chapter as determined by the Association's Constitution and By-Laws. Additional income~~  
309 ~~may be in the form of grants from the Association, and/or special fund-raising.~~

310  
311 **SECTION 3 2. BUDGET**

312 The Chapter shall operate under a program budget **recommended by a majority vote of the**  
313 **Executive Committee and adopted by the members. This budget may be amended from**  
314 **time to time by the Executive Committee.** ~~which~~ **This budget** shall guide the priorities under  
315 which the chapter shall spend its ~~monies~~ **money.**



316 **SECTION 4**~~3~~. **BUDGET ADOPTION**

317 Each year, prior to December, the Executive committee prepares a budget based on the projected  
318 income. The proposed budget shall be presented by the President, to the January meeting of the  
319 Executive Committee; which shall make whatever changes it deems necessary before approving  
320 the proposed budget for presentation to the membership of the chapter. The proposed budget  
321 shall then be presented to the membership at the next regularly scheduled chapter meeting in the  
322 budget year for final approval.

323 **Each year, prior to December, the Treasurer, assisted by the President, shall prepare a**  
324 **budget based on the projected income. The proposed budget shall be presented to the**  
325 **Executive Committee in such time as to meet the requirements of the CSUEU Policy File.**  
326 **The Executive Committee shall make whatever changes it deems necessary before**  
327 **approving the proposed budget for presentation to the chapter membership. The proposed**  
328 **budget shall then be presented in a timely manner to the membership for approval in order**  
329 **to meet the requirements of the CSUEU Policy File. This presentation shall be at the next**  
330 **regularly scheduled chapter meeting. After adoption, a copy shall be sent to the CSUEU**  
331 **Vice President of Finance.**

332  
333 **SECTION 5**~~4~~. **DISBURSEMENTS**

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

340  
341 **SECTION 6**~~5~~. **RESERVES**

342 The Executive eCommittee may establish an emergency reserve fund not ~~to~~ exceed six (6)  
343 months of estimated income. Withdrawals from such reserve requires an affirmative vote of one-  
344 half plus one of the Executive Committee **a majority vote of the Executive Committee.**

345  
346 **SECTION 7**~~6~~. **AUDIT**

347 The Executive Committee shall cause an audit of all chapter financial records to be conducted  
348 annually during the month of January **in accordance with the requirements of the CSUEU**  
349 **Policy File.**

350  
351 **ARTICLE VI**~~VII~~  
352 **COMMUNICATIONS**

353  
354 The Chapter shall communicate with those state employees it represents by means of a  
355 newsletter . It shall be published on a regular periodical basis to be determined by the Executive  
356 Committee yearly. It shall be distributed by (1) mailing to the campus address of record of the  
357 chapter constituency or (2) hand delivery to each work site represented by the chapter, and shall  
358 contain the official meeting notice for the chapter.

359 **The Chapter shall communicate with the employees it represents by any means available to**  
360 **it. It may publish a newsletter on a regular periodic basis to be determined by the**  
361 **Executive Committee. It shall be distributed by either (1) mailing to the campus address of**



362 **record of the chapter constituency, or (2) hand delivery to each work site represented by**  
363 **the chapter or (3) by electronic means so long as print copies are delivered to areas where**  
364 **electronic communication is limited and shall contain the official meeting notice for the**  
365 **chapter.**

366  
367 **ARTICLE VII VIII**  
368 **DISCIPLINE**

369  
370 **SECTION 1. GENERAL**

371 ~~Members of the Executive Committee can be removed in accordance with the provisions of the~~  
372 ~~Association's Constitution and By Laws, Policy File and this article.~~

373  
374 **SECTION 2. SUSPENSION**

375 ~~The President, or the Vice President if the charges are against the President, may, with the~~  
376 ~~provisions of the Associations' Constitution and By Laws, Policy File and this article will~~  
377 ~~appoint a hearing committee to investigate any charges raised against any chapter officer.~~

378  
379 **SECTION 3. CHARGES**

380 ~~Charges may be filed against a member of the Executive Committee by any Chapter member.~~  
381 ~~Charges include, but are not limited to, those listed in the Association Policy file, and unexcused~~  
382 ~~absence from two or more chapter and/or executive committee meetings in succession.~~

383  
384 **SECTION 4. HEARING AND REMOVAL**

385 ~~A hearing on the charges shall be held in accordance with Association policy. A member of the~~  
386 ~~Executive Committee may be removed from office declared vacant, only by affirmative vote of~~  
387 ~~two thirds (2/3) of the members of the Executive committee.~~

388  
389 **SECTION 5. APPEAL**

390 ~~Any members so removed has the right of appeal as specified in Association policy.~~

391  
392 **Discipline of members and recall of officers and stewards will be in accordance with the**  
393 **CSUEU Bylaws and Policy File. Charges may be brought for, but are not limited to, those**  
394 **listed in the CSUEU Bylaws and Policy File. In addition, Executive Committee members**  
395 **may be removed from office by a majority vote of the Executive Committee for three or**  
396 **more consecutive unexcused absences from Executive Committee meetings.**

397  
398  
399 **ARTICLE IX**  
400 **VACANCIES**

401  
402 In case of vacancy in the office of the President, the Vice-President becomes President. In case  
403 of a vacancy in the office of Vice-President, Secretary, Treasurer, ~~or delegate,~~ **or Chapter**  
404 **Bargaining Unit Representative,** the President shall fill the vacancy by appointment, subject to  
405 the approval **a majority vote** of the Executive Committee. ~~In case of vacancy in the office of~~  
406 ~~Campus Bargaining Unit Representative, the President shall fill the vacancy by appointment.~~

407  
408  
409  
**ARTICLE X  
AMENDMENT**

410  
**SECTION 1. PROPOSALS**

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

413  
414  
**SECTION 2. PUBLICATION**

415 ~~The proposed amendment must be (1) publicized in the chapter newsletter, (2) mailed to the~~  
416 ~~chapter membership, or (3) posted on bulletin boards in every work location represented by the~~  
417 ~~chapter, at least ten (10) days prior to the chapter meeting at which the amendment is to be acted~~  
418 ~~upon.~~

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

421  
422  
**SECTION 3. ADOPTION**

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

425  
426  
427  
428  
**ARTICLE XI  
ADOPTION OF NEW BYLAWS**

429  
**SECTION 1. ADOPTION**

430 From time to time, it may be necessary or desirable to update several sections of the ~~b~~Bylaws at  
431 one time. When such an action occurs, a copy of these Bylaws shall be transmitted to the  
432 members of the Chapter at least thirty (30) days ~~prop~~ **prior** to the meeting at which time they  
433 are to be acted upon. They shall be considered at an open meeting held prior to the meeting at  
434 which time they are to be acted on. ~~and~~ **These Bylaws** shall be approved by a majority vote of  
435 those **members present and** voting. ~~A copy of these Bylaws, signed by the Chapter President~~  
436 ~~shall be transmitted to the Association's headquarters office in Sacramento within two weeks of~~  
437 ~~adoption.~~ **A copy of these Bylaws (signed by the President and other Officers Present) shall**  
438 **be transmitted to the Vice President for Organizing and CSUEU Policy File Committee**  
439 **Chair within two weeks of adoption.**

440  
441  
**SECTION 2. PROPOSALS**

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

446  
447  
**SECTION 3. PUBLICATION**

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

450 **SECTION 4. ADOPTION**

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

453

454

455

456 **Date Adopted:** \_\_\_\_\_

457

458

459 **Officers Present:**

460 \_\_\_\_\_

461 \_\_\_\_\_

462 \_\_\_\_\_

463 \_\_\_\_\_

464 \_\_\_\_\_

465

466 Proposed 12/22