



Chapter 312 @ CSU, Northridge

California State University Employees Union – February 4, 2009

Duties and Responsibilities

The duties and responsibilities of the Officers and Bargaining Unit Representatives are stated in both the Chapter Bylaws (as approved on 02-04-09) as well as in the CSUEU Bylaws and Policy File. They are briefly outlined below.

PRESIDENT/GENERAL COUNCIL DELEGATE

Shall preside at all meetings; review work of chapter officers and committees; ensure adherence to stated duties and responsibilities; represent the chapter in a professional manner to the community and the campus; serves on the CSUEU Board of Directors and serves as one of the chapter delegates to CSEA's general Council; and be familiar with contract language, Chapter Bylaws, CSUEU Division Policy File, and Robert's Rules of Order. Must complete Basic Steward Training within 6 months.

As defined in the Chapter Bylaws: "The President shall preside at all meetings of the Chapter and of the Executive Committee, and shall exercise general supervision over the 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 appointment or removal, and shall be an Ex-officio member of each Chapter Committee. The President shall be a Chapter General Council Delegate and shall serve at the meetings of the CSEA General Council. The President, by reason of the office, is a member of the Board of Directors of the corporation CSUEU and is required to attend CSUEU Board meetings."

VICE PRESIDENT

Shall act for, and in place of, or in the absence of, the President; serve on the Executive Board; be familiar with contract language, Chapter Bylaws, CSUEU Division Policy File and Robert's Rules of Order. Must complete Basic Steward Training within 6 months of election.

As defined in the Chapter Bylaws: "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 other duties as assigned by the President. In the absence of an elected Chief Steward, the Vice President shall serve in the capacity."

TREASURER

Provides accounting for all chapter revenues according to established procedures; serves on the Executive Board; is familiar with contract language, Chapter Bylaws, CSUEU Division Policy File and Robert's Rules of Order. Must complete Basic Steward Training within 6 months of election.

As defined in the Chapter Bylaws: "The Treasurer shall be 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 authorized by the Executive Committee, keep the financial records, render a financial written report at each Chapter and Executive Board meeting, render such financial reports as required by CSUEU policy, and perform other duties as assigned by the President. Upon written request of any member on the Executive Committee, the Treasurer shall make any/all Chapter financial records and supporting documents available for review within 10 calendar days."

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SECRETARY

Provides written records of all Chapter Executive and Membership meetings; serves on the Executive Board; is familiar with contract language, Chapter Bylaws, CSUEU Division Policy File and Robert's Rule of Order. Must complete Basic Steward Training within 6 months of election.

As defined in the Chapter Bylaws: *"The Secretary shall record the minutes of all chapter and Executive Committee meetings, conduct the correspondence of the chapter, have custody of the non-financial records of the chapter, insure that a copy of the Chapter Bylaws, CSUEU and CSEA 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. He/She shall perform such other duties as assigned by the President. The Secretary shall make chapter minutes available to all represented employees once approved by the Chapter Executive Committee."*

CHAPTER BARGAINING UNIT REPRESENTATIVE

Serves as a voting member of the Executive Board; serves as primary steward and communications contact for employees in their respective bargaining unit. Must complete Basic Steward Training within 6 months of election.

As defined in the Chapter Bylaws: *"The Chapter Bargaining Unit Representatives represent the employees in their respective Bargaining Units, at chapter and Executive Committee meetings, and present their constituents' views to respective unit councils either in writing, or when authorized, in person at meetings of the unit council."*

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