

Constitution & Bylaws  
Sonoma State University Chapter  
California Faculty Association

Article I. Name

The name of this organization shall be the Sonoma State University Chapter of the California Faculty Association (CFA).

Article II. Purposes

The purposes of this Chapter shall be to promote the standards, ideals, usefulness, and welfare of the teaching profession, to defend academic freedom, the academic, professional, and economic interests of Unit Three members at Sonoma State University, and to monitor and enforce the Memorandum of Understanding (MOU) negotiated between CFA and CSU.

Article III. Membership

The Membership in the Chapter shall be all persons at this University who are members of CFA, including dues paying retired CFA members. Membership status is defined in accordance with Article V, Membership Status, of the Statewide CFA Bylaws. There shall be three classes of membership; active membership, associate membership, and retired membership. The rights of each class of membership are determined by said Article V of the CFA Bylaws.

Article IV. Relationship with the Statewide CFA

The Constitution and other policy documents of the Chapter and any actions taken by the Chapter or its officers shall be in conformity with the Bylaws, Articles of Incorporation, and other policy documents of the Statewide CFA.

Article V. Officers

The officers of this Chapter shall be a President, Vice-President, Secretary, and Treasurer.

Section 1. Terms of Office. Each full term of office shall be for two years, beginning on June 1 of even-numbered years.

Section 2. Duties of Officers

A. President. The President shall carry out the policies of the Chapter, exercise general supervision over the activities of the Chapter, preside at meetings of the Chapter and Executive Board, serve as spokesperson for the Chapter both on and off campus, and certify elected Chapter representatives to the CFA Delegate Assembly. All actions of the President are subject to review by the Executive Board and the membership.

B. Vice-President. The duties of the Vice-President shall include supervising membership recruitment, presiding at meetings at the request of, or in the absence of, the President, and fulfilling duties as assigned by the President and succeeding to the office of

President in the event that the President is unable to serve.

C. Secretary. The Secretary shall keep the roll of Chapter members, keep an accurate record of all proceedings and correspondence of the Chapter and Executive Board, send such notices as may be required, and supervise the distribution of information to members.

D. Treasurer. The Treasurer shall keep an accurate record of all monies due to the Chapter, make all payments of Chapter expenses on presentation of invoices or other record of obligation, money received and disbursed, prepare all reports required by Chapter, Statewide CFA, or other authorized bodies.

#### Article VI. Governance

This chapter shall be governed by its membership. In order to facilitate the transaction of Chapter Business, the Executive Board is empowered to take action on behalf of, but remains subject to, the instruction of the membership. Similarly, the President may take action on behalf of, but remains subject to, the instruction of the Executive Board and membership. Annually the Executive Committee of the Chapter shall distribute release time available to the Chapter among persons who contribute to the work of the Chapter. Communications to the membership may be by electronic mail except where secrecy is required.

#### Article VII. Executive Board

Section 1. Membership. The Executive Board shall consist of the President, Vice President Secretary, Treasurer, all standing-committee chairs, Immediate Past President, representatives to the CFA Delegate Assembly, and a representative from the library, the counseling staff, and each of the University's Schools.

Section 2. Quorum. A majority of the Executive Board shall constitute a quorum. A quorum may be achieved by a polling of the Executive Board.

Section 3. Duties. The Executive Board shall have the authority to conduct the business of the Chapter, subject to the policies of the CFA and the instructions of the membership. In addition, the Executive Board shall:

A. Be responsible for the Chapter's continuing and effective presence on campus and or implementing efforts to promote CFA goals.

B. Make temporary appointments to vacated Executive Board positions, until new elections have been held to fill the unexpired terms of office, and appoint alternate representatives to the CFA Delegate Assembly when elected representatives are unable to attend a meeting.

## Article VIII. Other Committees

Standing Committees of the Chapter shall be:

Political Action Committee. The PAC will be responsible for developing and conducting Chapter and statewide political action programs. Political action efforts shall be authorized by the Executive Board.

Faculty Rights/Grievance Committee. The Faculty Rights/Grievance Committee shall be responsible for implementing the representation and faculty rights sections of the MOU and monitoring campus compliance with the MOU in respect to hiring, retention, tenure, and promotion. It shall counsel and assist members in grievance and disciplinary matters and any other proceeding in which the rights or responsibilities of individual faculty members is at issue.

Membership/Organization Committee. The duties of the Committee shall include recruitment of new members and the planning and execution of Chapter events. Ordinarily the Chapter Vice-President shall serve as chair of the Membership Organization Committee.

Affirmative Action Committee. The Affirmative Action Committee shall work to recruit and involve members of the faculty from historically underrepresented group of the CFA, and it shall serve as an advocate for those faculty.

Lecturer Rights Committee. Lecturer Rights Committee shall represent the interests of lecturers within the Chapter.

Junior Faculty Representation Committee. The Junior Faculty Representation Committee shall represent the interests of junior tenure track faculty within the Chapter. Members of the committee must have taught in a tenure-track position for at least one year at SSU. Additionally, members should not be applying for tenure or become newly tenured any sooner than the fall semester following the spring semester during which the relevant election is held.

Labor and Community Outreach Committee. The Labor and Community Outreach Committee shall work to ensure SSU CFA representation at meetings and events of regional community and labor organizations such as the North Bay Labor Council and Jobs with Justice. The committee will work collaboratively with our sister unions on campus, including CSUEU and APC. The Committee shall maintain communication links with other community organizations like the North Bay Organizing Project in order to promote CFA member awareness of regional events.

## Article IX. Elections

Section 1. Timing. Elections shall take place in the month of April of even numbered years.

Section 2. Slate of Nominees. An Election Committee of three persons chosen by the Executive Board shall supervise the bi-annual chapter election. The members of this committee, except for its chair, may be candidates. The Election Committee shall elicit nominations for candidates. Persons may self nominate; other nominees may be nominated with the consent of the nominee.

The Chapter Officers and Committee Chairs shall be chosen at large. The representative of the library, counseling, and each of the Schools shall be chosen by their respective constituencies.

Section 3. Balloting. The Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce and certify the results. The ballot for all offices shall contain the names of all nominees and a space for a write-in candidate for each office. Elections shall be conducted by a secret ballot distributed to all members. A majority of votes cast will be required to elect.

Section 4. Vacancies. In the event that vacancies occur in the Executive Board the President, with the advice and consent of the Executive Board and the members of the affected constituency, shall appoint a replacement to serve until the next regularly scheduled Chapter election.

#### Article X. Meetings

The Chapter shall meet a minimum of once a year. At the call of the Executive Board special meetings of the Chapter may be called by the President or by a majority of the Executive Board, or by petition containing the signatures of 20% of the membership.

#### Article XI. Amendments

Bylaw amendments can be initiated either by petition from any ten members of the Chapter or by recommendation of the Executive Board. The Executive Board shall send notice setting forth each proposed amendment, with a statement explaining its rationale to each member at least 14 days prior to voting. To be enacted a Bylaw amendment must be approved by at least 50% of membership voting in the election.

Approved by a referendum of the membership, February-March 1998.

Approved by the Chapter Executive Board, March 4, 1998.

Revised by a referendum of the membership, April 2012