

BYLAWS

California State University, Chico, Chapter of the CALIFORNIA FACULTY ASSOCIATION

Article I: Nominations

The Nominating/Elections Committee, of three members, shall be appointed by the President with the approval of the Executive Board. It shall be the duty of the Nominating Committee to present a list of candidates for the Chapter's officers and provide a space for write-ins. The list shall include at least one candidate for each office to be filled. Nominations may also be made on the floor and must have the consent of the nominee. Additional names may also be submitted by petition. To be valid, a petition must be received by the Elections Committee within the deadline established and be signed by at least 10 members of the Chapter.

Article II: Elections, Voting, and Quorum

Section 1: An Elections Committee shall be appointed by the President with the approval of the Executive Board. The Elections shall notify all members of the Chapter of the Committee's nominees at least two weeks prior to balloting. Elections shall be conducted by distribution of secret ballot during the month of April.

President and Secretary will be elected for two year terms on odd numbered years (1987, 1989, 1991...). Vice President, Treasurer, and Affirmative Action Representative will be elected for two year terms on even numbered years (1988, 1990, 1992...). The Tenure Track Representatives (currently two – one tenured and one probationary) will be elected on alternate years – one on odd numbered and one on even numbered years. The Lecturer Representative (currently one) will be elected on odd numbered years. Officers may succeed themselves. Their term of office shall begin January 1 and end December 31.

Section 2: All members shall have the right to vote for the election of officers and other matters brought before the Chapter.

Section 3: Unless otherwise specified, at the option of the Executive Board, elections and other matters may be decided by the Chapter membership at general or special meetings or by secret ballots distributed to the membership by mail or otherwise. In the latter case, a quorum shall be considered 30% of the total membership; All members shall be sent ballots;

and at least 7 days shall be allowed for the return of the ballots. A quorum for all Chapter meetings shall consist of at least 5% of the total membership of the Chapter, but not less than 10 members. A majority vote is required with respect to ratification of tentative agreements reached by the Bargaining Team and with respect to all other matters otherwise specified herein.

Section 4: The Nominating/Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce and certify results. A ballot for each office shall contain entries for all nominees and space for a write-in candidate. Provisions may be made for including brief biographical sketches and statements by the candidates with the ballots. Each election shall be conducted by a secret ballot distributed to all members. A majority of the votes cast will be required to win.

Article III: Terms and Duties of Officers

Section 1: Officers shall be elected for a term of two years, or until their successors are duly qualified for office. They shall assume the duties of their respective offices on January 1 of the year following their election. Their term will end on December 31 of the next year. Elections will be held during the fall semester each year.

Section 2: Vacancies. A vacancy shall be deemed to exist in the case of death, resignation, recall, or evident disability to service in any of the offices in the Chapter. In the event of a vacancy occurring in the office of the President, the Vice President shall assume the office. In the event a vacancy occurs in any other office, the Executive Board, at its next regular meeting, shall elect a member of the Chapter to fill the office vacated until a special election is held. The special election will be held during the semester the vacancy occurred, or within two weeks of the next semester.

Section 3: The President shall preside at all meetings and in every other way endeavor to promote the interests and purposes of the Chapter. S/He shall appoint all standing and special committee chairs and Bargaining Team members, all subject to ratification by the Executive Board. S/He shall be ex-officio member of all committees. S/He, or any other officer, shall cosign all checks, with the Treasurer, drawn upon the treasury. S/He shall serve as spokesperson for the Chapter and verify elected Chapter Representatives to the CFA Delegate Assembly. S/He shall call meetings of the Executive Board, suggest policies and plans for all special and standing committees, and shall be held responsible for the progress and work of the Chapter. S/He shall maintain communication with the Department Representatives on

all matters critical to the membership. The Chapter President shall receive one of the two .2 assigned-times allotted to the chapter each semester.

Section 4: The Vice President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall also serve as ex-officio member of all committees. S/He shall act as the coordinator of the Chapter's committee activities and calendar. S/He shall meet with the committees and shall endeavor to keep each committee informed about the activities of the others so that the program planning is coordinated.

Section 5: The Secretary shall keep careful record of the proceedings of each Chapter meeting and of each special meeting of the Chapter. S/He shall maintain an accurate list of the chapter committee members. In cooperation with the President, s/he shall provide an agenda for each business meeting. S/He shall carry on the correspondence pertaining to the affairs of the Chapter as directed by the President.

Section 6: The Treasurer shall receive all funds belonging to the Chapter, pay out such funds according to orders signed by the President, keep an itemized account of receipts and expenditures, and provide a written report of the Chapter's financial status to the membership at each meeting. The Treasurer shall cosign checks with another officer. S/He shall provide the Secretary with an accurate roster of the Chapter's membership. The financial records of the Chapter shall be audited annually by a public accountant, or a committee of the Chapter. Membership reports to CFA and the Chapter shall be his/her responsibility.

Section 7: The Affirmative Action Representative. S/He shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters; shall work to improve communication and services to affirmative action faculty regarding state and local affirmative action needs and programs; and shall advocate for members of historically underrepresented groups including racial, ethnic and religious minorities, women, gay and lesbian, bisexual and transgender, and the disabled on campus. They will maintain direct contact with the Chico campus Affirmative Action Director and all campus affirmative action bodies. S/He shall be a member of the Chapter Executive Board. S/He shall be a voting delegate to the CFA Assembly.

Section 8: The Lecturer's Representative. Lecturers — faculty with full- or part-time temporary appointments — are more than half of the faculty in the California State University system. S/He shall monitor campus practices regarding Lecturer issues, communicate with and advocate

for Lecturers. The Lecturer Representative shall have the responsibility to be one of the chapter's voting delegates to the CFA assembly and the representative to the CFA statewide Lecturers' Council, which is comprised of elected Lecturers' Representatives from each campus.

Section 9: Tenured and Probationary Representatives. S/He shall monitor campus practices regarding Tenured and Probationary faculty issues and practices and shall promote communication among the faculty. The Tenured and Probationary Representatives shall have the responsibility to be one of the chapter's voting delegates to one of the two annual CFA assemblies: Probationary in the Fall and Tenured in the Spring.

Article IV: The Executive Board

Section 1: The Executive Board shall be composed of the elected officers of the Chapter, the chairs of all standing committees and caucuses, the Campus Representatives to the CFA Assembly, and the past President for no more than two years. Any board members, at the option of the President, may be appointed chairs of standing committees.

Section 2: The Executive Board shall meet prior to each regular and/or special meeting of the Association.

Section 3: A majority of the members shall be a quorum for Executive Board meetings and decisions shall be by a majority vote.

Section 4: The duties of the Executive Board shall be to act upon matters of business which arise between the regular meeting of the Chapter, to make recommendations to be acted upon by the membership, to fill vacancies which may arise between annual meetings, and to ratify appointments to committees and negotiators. The Executive Board shall have authority for all-over direction of the Bargaining and of Standing Committees, subject to the approval of the Chapter.

Section 5: All members of the Executive Board are subject to Recall.

- A. A two-thirds vote by the members at a regularly scheduled meeting or a petition signed by 20% of the members of the Chapter, shall cause a recall election to be conducted within one month.
- B. Upon a 60% vote of a quorum, the person shall be recalled and shall vacate his or her position on the Executive Committee.

Article V: Chapter Representatives

Pursuant to the provisions of Article V of the CFA bylaws, Campus Representatives shall be elected by the membership at large. They shall attend meetings of the CFA Assembly and shall represent the interests of the Chapter thereat. The Executive Committee is empowered to direct and instruct the Campus Representatives in their actions and voting at Assembly meetings, and in cases of disagreements between the Representatives on matters before them, they shall seek instruction from the Executive Committee in order that they may present a united front.

Article VI: Duties of Standing Committees

Standing Committee members shall be appointed on an academic year basis by the Chapter President in consultation with the Executive Board. Members can have multiple one year appointments.

Section 1: Faculty Rights/Grievances. The Faculty Rights/Grievances Committee shall be responsible for implementing the Chapter's complaint and grievance program. The Committee Chair shall receive one of the two .2 assigned-times given to the chapter each semester for their work. The Committee shall:

- A. provide representative to Counsel and assist members in grievance matters;
- B. represent the Chapter at grievance proceedings whenever a member is processing a grievance;
- C. make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and shall keep the Executive Board informed regarding the operation of the grievance program;
- D. consider carefully the merits of each grievance and make recommendations to the Executive Board regarding them;
- E. monitor and maintain records on campus policies concerning the employment retention, tenure and promotion of faculty, since these matters are frequently the subject of grievance;
- F. keep a record of all grievance processes;
- G. study the Chapter's grievance processing policies and program and make recommendations to the Executive Board for maintaining and improving their effectiveness.

Section 2: Membership and Organizing Committee. The duties of the Membership and Organizing Committee shall include recruitment of new members, serve as a liaison between the Chapter and membership, and serve as an avenue of input to the Chapter leadership of concerns,

problems, or needs of individuals or specific groups within the membership. The Committee Chair shall maintain an accurate membership list.

Section 3: Political Action and Legislative Committee. The Political Action and Legislative (PAC-LEG) Committee oversees CFA's political and legislative programs. This includes endorsing ballot measures and constitutional office candidates and sponsoring and taking positions on legislation before the California state Legislature. The PAC-LEG Committee will be responsible for developing and conducting Chapter and state-wide political action programs. Political action efforts will be authorized by the Executive Board in Consultation with the Chapter membership.

Section 4: Campus Policies Committee. The duties of the Campus Policies Committee will be to inform the membership, Faculty Senate, and the Administration of contract interpretations, applications, and to insure campus policies conform to the MOU.

Section 5: Affirmative Action Committee. The Affirmative Action Committee shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters; shall work to improve communication and services to affirmative action faculty regarding state and local affirmative action needs and programs; and shall advocate for members of historically underrepresented groups including racial, ethnic and religious minorities, women, gay and lesbian, bisexual and transgender, and the disabled on campus. They will maintain direct contact with the Chico campus Affirmative Action Director and all campus affirmative action bodies. The Affirmative Action Representative shall be responsible for convening meetings with representatives from the campus CFA caucuses (Peace and Justice, Women's, Latina/o, African American, Asian-Pacific Islander, LGBTQ, Teacher-Education, and any future caucuses supported by the statewide CFA) and ensuring representation to each of the Caucuses from the campus. The Affirmative Action Committee shall be chaired by the Affirmative Action Representative or his or her designee.

Section 6: Counselors Committee. The Counselors' Committee assists CFA in understanding issues related to counselors and counselor affairs and promotes communications among counselors on the campus and throughout the CSU system. The Chair of the committee shall represent the campus.

Section 7: Librarians Committee. The Librarians Committee assists CFA in understanding issues related to librarians and library affairs and promotes communications among librarians on the campus and throughout the CSU system. The Chair of the committee shall represent the campus.

Section 8: Retired Faculty Committee. The Retired Faculty Committee assists CFA in understanding issues related to retired faculty and promotes communication among faculty retired from the campus and throughout the CSU system. The Chair of the committee shall represent the campus.

Article VII: Meetings

Section 1: The Chapter members shall meet a minimum of at least twice per year, the number and place of such meetings to be directed by the Executive Board.

Section 2: 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.

Section 3: Special meetings of the Chapter shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

Section 4: Written notice of each Chapter meeting shall be sent to each member of the Chapter no less than one week in advance of the date selected for the meeting. Notice shall include time, place, and purpose of the meeting.

Article VIII: Amendments

Section 1: Initiation. Bylaw amendments can be initiated either by petition from any ten members of the Chapter or by the recommendation of the Executive Board, but must be approved by the Chapter.

Section 2: Approval. The Executive Board shall send notice setting forth each proposed amendment, with reasons therefore, to each member at least 14 days prior to voting thereon.

Article IX: Parliamentary Authority

The Rules contained in the current edition of *Robert's Rules of Order* shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with this Constitution or with any special rules of order adopted by the Chapter.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that:

(1) I am the presently elected and acting Secretary of the California State University, Chico, Chapter of the California Faculty Association; and

(2) The above Bylaws consisting of 8 pages (including this one) are the Bylaws of this Chapter as adopted by a vote of the membership of the Chapter on the _____ day of _____, 2006.

IN WITNESS WHEREOF, I have subscribed my name on the _____ day of _____, 2006.

_____, Secretary, Chico Chapter, CFA