

Constitution and Bylaws Sacramento Chapter of the California Faculty Association

June 18, 2010

Approval & Amendments

Approved February, 1989
Amended May, 1993
Amended November, 1995
Amended May 2006
Amended March 2008

ARTICLE I. NAME

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

ARTICLE II. PURPOSES

The purposes of the Chapter shall be to defend and promote academic freedom, tenure, due process, and shared governance, to faculty and academic professionals; to promote the standards, ideals, usefulness and welfare of the profession; and to facilitate the purposes, objectives, and programs of the statewide California Faculty Association at the local level.

ARTICLE III. MEMBERSHIP

The membership in this chapter shall be all persons at this University who are members of the statewide California Faculty Association. Members have full rights of participation in the statewide organization.

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, Treasurer, Immediate Past President, and all Representatives to the Delegate Assembly, as authorized.

Section 1. Terms of Office.

Each full term of office shall be for two years beginning June 1. The President, Treasurer, one tenure-track Delegate Assembly Representative and one Lecturer Delegate Assembly Representative will be elected in odd numbered years. The Vice President, Secretary, one Tenure-Track Delegate Assembly Representative, one Lecturer Representative and the Affirmative Action Representative will be elected in even numbered years.

Section 2. Duties of Officers

A. President. The President shall carry out the policies of the Chapter, exercise a general supervision over the activities of the Chapter, preside at meetings of the Executive Committee, serve as spokesperson for the Chapter, serve as representative to the Delegate Assembly and Council of Presidents, and certify elected Chapter representatives to the CFA Delegate Assembly.

B. Vice-President. The Vice-President shall assume the duties of president at the request or in the absence of the President, and shall assume additional duties as assigned by the President. The Vice-President shall automatically succeed to President and complete the term of office as President, when the position of President is vacated. Upon such occurrence, a new Vice-President shall be elected at the earliest opportunity.

C. Secretary. The Secretary shall keep the roll of Chapter members, keep a record of all proceedings and correspondence of the Chapter and Executive Committee, and send such notices as may be required.

D. Treasurer. The Treasurer shall keep an accurate record of all monies received and of all disbursements, prepare an annual report of finances, prepare and submit for approval an annual budget, present a statement of the Chapter finances at each Chapter meeting and whenever requested to do so at Executive Committee meetings. There shall be an annual audit of the chapter's records performed by the audit committee.

E. Immediate Past-President. The Immediate Past-President shall assist the president in his/her duties and shall serve as voting member of the Executive Committee except in the case of a recall. If the immediate Past-President holds another position on the Executive Committee or chooses not to participate on the executive committee, then the current President may appoint the person who served as President immediately prior to the immediate past-president to serve in this position. This appointment shall be subject to approval by the Executive Committee.

F. Tenure-Track Representatives to the Delegate Assembly. The Tenure-Track Representatives shall serve as members of the chapter Executive Committee and shall attend the statewide Delegate Assembly meetings.

G. Lecturer Representatives to the Delegate Assembly. Both Lecturer Representatives shall serve as members of the chapter Executive Committee. One of the Lecturer Representatives shall attend statewide Delegate Assembly meetings, and shall serve as a member of the statewide Council of Lecturers. In the event that neither Lecturer

Representative is designated to represent the Chapter at statewide events, the Lecturer Representatives shall agree as to which of them will serve as a voting member at statewide meetings. Should they fail to agree, the voting position shall be chosen by lot. The lecturer representative not chosen shall be the alternate.

H. Affirmative Action Representative to the Delegate Assembly. The Affirmative Action Representative shall serve as a member of the chapter Executive Committee, shall be a member of the CFA Assembly, and shall serve as a member of the statewide Council for Affirmative Action. Only a member of the local chapter affirmative action committee may serve as alternate for Affirmative Action Representatives.

Section 3. Resignation

Any officer may resign at any time on written notice to the Executive Committee.

Section 4. Dismissal

The Executive Committee may declare vacant the office of an Executive Officer on the occurrence of any of the following events:

- A. The Executive Officer violates conditions set forth in the Constitution.
- B. The Executive Officer has failed to attend three (3) consecutive regular meetings of the Executive Committee in any fiscal year, without cause.

An Executive Officer so dismissed may file a petition for reinstatement stating the reasons for the absences at either of the next two (2) Executive Committee meetings, and upon two-thirds (2/3) ballot vote in favor of, they shall be reinstated.

Section 5. Recall

All members of the Executive Committee are subject to recall from membership on the Executive Committee and from the Chapter office they hold.

- 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 the chapter members casting ballots, the person shall be recalled and shall vacate his or her position on the Executive Committee.
- C. The elections committee shall conduct any recall elections.

ARTICLE VI. GOVERNANCE

This Chapter shall be governed by general meetings of the membership. In order to facilitate the transaction of Chapter business, the Executive Committee is empowered to take action on behalf of the Chapter, but remains subject to the instruction of the membership.

ARTICLE VII. COMMITTEES

Section 1. Executive Committee

A. **Membership.** The voting members of the Executive Committee shall be the President, Vice-President, Secretary, Treasurer, the Tenure-Track Representatives, the Two Lecturer Representatives, and Affirmative Action Representatives to the CFA Delegate Assembly. The chairs of the standing committees—organizing/membership, public relations, grievance/faculty rights and political action, will be appointed by the president with the approval of the Executive Committee and, along with the immediate past president, will be voting members of the Executive Committee. The President may also appoint with the approval of the Executive Committee, a junior faculty liaison, a retired/emeritus representative, three department representatives, the audit committee chair and elections committee chair who shall serve as non-voting members of the executive committee.

B. **Quorum.** A majority of the voting members of the Executive Committee shall constitute a quorum.

C. **Duties.** The Executive Committee shall be vested with the authority to conduct the business of the Chapter, subject to the policies of the CFA and the instructions of the membership. The Executive Committee shall draw up a list of policies and procedures governing its behavior, including, but not limited to the following:

1. Be responsible for the Chapter's continuing and effective presence on campus and for implementing efforts to promote CFA's goals.
2. Schedule and prepare the agenda for Chapter meetings.
3. Make temporary appointments to fill vacant Executive Committee positions (except President and Immediate Past-President) until new elections have been held to fill the positions for the unexpired terms of office.
4. Appoint alternative representatives to the CFA Delegate Assembly when elected Representatives are unable to attend a meeting.
5. Appoint ad hoc committees as needed.
6. Appoint the Delegates to the Central Labor Council.
7. Approve any financial expenditures greater than \$500.

Section 2. Elections Committee

A. Membership and Selection. At the fall meeting, the Executive Committee shall appoint an Elections Committee, comprised of three members. Members of the Elections Committee will not be eligible for nomination for elective office. Vacancies on the committee due to resignation or disqualification shall be filled by appointment of the Executive Committee. Members of the Election Committee shall serve as needed until their successors are chosen.

B. Duties. The Elections Committee shall supervise the election of Chapter officers and representatives to the CFA Delegate Assembly and supervise voting on constitutional amendments and other Chapter referenda. The Committee shall insure that all elections conform to all rules and policies established by CFA Statewide, the Chapter Executive Committee and rules created by the Elections Committee.

Section 3. Organizing/Membership Committee

The Organizing/Membership Committee shall be responsible for recruitment of new members; serve as liaison between Chapter and the membership; and coordinate CFA member benefits programs on campus. The Organizing/Membership Committee shall also implement any programs authorized by the chapter or statewide organization. The Organizing/Membership Committee shall strive to have at least one member from every department or equivalent unit on campus.

Section 4. Media/Public Relations Committee

The Media/Public Relations Committee shall be responsible for keeping the campus informed of statewide and local CFA activities and issues through the publication of a Chapter newsletter, information bulletins, and the like. The Media/Public Relations Committee shall also be responsible for keeping the community and the media informed about the issues facing faculty at CSU Sacramento.

Section 5. Grievance/Faculty Rights Committee.

The Grievance/Faculty Rights Committee shall be responsible for counseling faculty on grievance and faculty rights matters, receiving notices of intent to grieve, developing and applying screening procedures for assessing the merits of proposed grievances and shall participate with the grievant through the grievance process. In addition, the Committee shall monitor and maintain records on campus policies concerning the appointment, retention, tenure, and promotion of faculty, since these matters are frequently the subject of grievance.

Section 6. Political Action Committee

The Political action Committee shall be responsible for planning and directing chapter activities related to political action at all levels.

Section 7. Audit Committee

The Audit Committee shall be responsible for review of current financial statements and records. Said review shall be completed biennially and be followed by a written report to the Executive Committee.

Section 8. Affirmative Action Committee:

The affirmative action committee shall be chaired by the Affirmative Action Representative or his/her designee. The committee shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters. The affirmative action committee shall advocate for members of historically underrepresented groups including racial ethnic and religious minorities; women; gay, lesbian, bisexual, and transgender; and the disabled on the campus.

ARTICLE VIII. ELECTIONS

Section 1. Timing

Elections shall be conducted from mid-February through mid-April. Special elections shall be held as soon as feasible after an office has been vacated.

Section 2. Call for Nominations

Nomination suggestions shall be solicited from all members of the Chapter and from the Executive Committee.

Section 3. Slate of Nominees

A slate of nominees shall be developed by the Executive Committee, containing preferably two persons for each position. Additional nominations may be submitted by petition. A valid petition must be received by the Elections Committee within the deadline established, and be signed by at least 10 members of the Chapter. No person shall be a candidate simultaneously for more than one elective office.

Section 4. Notification

The Elections Committee shall notify all members of the Chapter of the Committee's nominees at least two weeks prior to balloting.

Section 5. Balloting

The Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce and certify the results. A ballot for each office shall contain entries for all nominees and space for a write-in candidate. Provision may be made for including brief biographical

sketches and statement by the candidates with the ballots. Each election shall be conducted by secret ballot distributed to all members. A majority of the votes cast will be required to win.

ARTICLE IX. MEETINGS

Regular Chapter meetings shall be held not less than twice each year, as determined by the Executive Committee. Special meetings may be called by the President or by any two members of the Executive Committee. The President shall call a special meeting when so directed by petition of more than 10% of the members in the Chapter. A meeting shall be held within three weeks of receiving such a petition.

ARTICLE X. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable, and in which they are no inconsistent with this Constitution or with any special rules of order adopted by the Chapter.

ARTICLE XI. RATIFICATION

This constitution shall be ratified by a majority of the campus CFA members responding to a secret ballot. The election shall be supervised by the Chapter Elections Committee.

ARTICLE XII. AMENDMENTS

Section 1. Initiation

Constitutional amendments can be initiated either by petition from any ten members of the Chapter or by recommendation of the Executive Committee.

Section 2. Approval

Notice setting forth each proposed amendment, with reasons thereof, shall be sent to each member at least 14 days prior to distribution of the ballots. At least 7 days shall be allowed for the return of the ballots. Approval by two-thirds of the membership responding to the secret ballot shall constitute approval by the chapter. After approval by the Chapter, amendments to the Constitution shall be submitted to the statewide CFA Board of Directors, approval by which is required before a constitutional amendment becomes operative.