

**BYLAWS  
OF THE CALIFORNIA FACULTY ASSOCIATION,  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY CHAPTER**

**ARTICLE I: NAME**

The name of this organization shall be: California Faculty Association, California Polytechnic State University, San Luis Obispo Chapter.

**ARTICLE II: PURPOSES**

The CFA is established to strengthen the cause of higher education for the public good; to promote and maintain the standards and ideals of the profession; to provide a democratic voice for academic employees; to provide legislative advocacy; and to maintain collective bargaining agreements covering salaries, working conditions, and other items and conditions of employment. These agreements shall seek:

1. To obtain explicit guarantees of academic freedom, tenure, and academic due process;
2. To create orderly and clear procedures for prompt consideration of problems and grievances;
3. To promote and protect the professional and economic interests of CFA and all bargaining unit members and;
4. To promote unity among academic employees and thereby enhance the effectiveness of the CFA in representing these employees.

**ARTICLE III: MEMBERSHIP**

The membership in this Chapter shall be composed of Unit 3 employees, retirees and associate members at this University who pay dues in accordance with the schedule as set forth by the California Faculty Association and have completed an appropriate membership form. Chapter members will have policy authority, member rights and membership status as provided in the state CFA Bylaws.

**ARTICLE IV: CHAPTER RELATIONSHIP WITH CFA**

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

**ARTICLE V: 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, 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 Committee and the membership. In

addition, those who chair a committee may take action on behalf of their committee, but committee functions remain subject to the instruction of the Executive Committee.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

### **Section 1: Executive Committee Members**

The Officers of this chapter shall be President, Vice President, Secretary and Treasurer. Other members of the Executive Committee of this chapter shall be three Members at-large, Affirmative Action Representative, Coach Representative, Counselor Representative, Department Chair Representative, Junior Faculty Representative, Lecturer Representative, Librarian Representative, Retired Faculty Representative, Chair of the Faculty Rights Committee, Chair of the Political Action Committee, and the immediate Past President. All of these members are voting members.

Executive Committee Members will be elected directly by the general membership, with the exception of the Chair of Faculty Rights Committee, the Chair of Political Action Committee and the Retired Faculty Representative (all of whom shall be named by the President in consultation with the Executive Committee).

### **Section 2: Terms of Office**

The terms of office of all positions shall comprise two years, beginning on June 1 of even-numbered years.

### **Section 3: Eligibility**

Any Unit 3 employee who has been a chapter member at least ninety days prior to the nomination deadline shall be eligible to serve, with the following exceptions and additions:

1. Any chapter president who has served three consecutive terms in the same office shall not be eligible for reelection to a fourth consecutive term as president.
2. The Coach Representative, Counselor Representative, Department Chair Representative, Junior Faculty Representative, Lecturer Representative, Librarian Representative and Retired Faculty Representative must be members of the constituency they serve.
3. Any Executive Committee member with more than two consecutive unexcused absences from the Executive Committee meetings may be subject to removal from the Committee by a simple majority vote of the Executive Committee.

### **Section 4: Voting and Quorum**

A simple majority of voting members of the Executive Committee shall constitute a quorum. All members are limited to one vote even if they hold more than one position. Proxy votes are not permitted.

### **Section 5: General Duties of the Executive Committee**

This Committee shall be vested with the authority to conduct the business of the Chapter, subject to policies of the CFA and instructions of the membership. In addition, the Executive Committee shall:

1. Be responsible for the Chapter's continuing and effective presence on campus;
2. Schedule elections, schedule meetings, prepare and publish 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 vacant positions for the unexpired terms of office, appoint alternate Representatives to the CFA Delegate Assembly when elected Representatives are unable to attend a meeting, appoint committee members, and fill vacated positions on committees;
4. Review and approve procedures of committees;
5. Poll the membership when deemed necessary.

## **Section 6: Specific Duties of Executive Committee Members**

### **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 of the Executive Committee, speak for the Chapter, certify the separately elected Chapter Representatives to the CFA Delegate Assembly and appoint all standing and special committee chairs (subject to ratification by the Executive Board). The President shall serve as the CFA liaison to the Academic Senate and the Cal Poly Labor Council. As spokesperson for the Chapter, only the Chapter President shall request meetings with the University Campus President. The President shall serve as one of the Chapter Representatives to the CFA Delegate Assembly as a delegate and as a member of the Council of Presidents. One unexcused absence from the Delegate Assembly may result in removal from position by a simple majority vote of the Executive Committee.

### **B. Vice President**

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 serve as the liaison for the Department Representatives. The Vice President shall serve as the alternate delegate to the CFA Delegate Assembly if other Chapter delegates are unable to attend; more than one unexcused absence from the Delegate Assembly may result in removal from position by a simple majority vote of the Executive Committee.

### **C. Secretary**

The Secretary shall conduct the correspondence of the Chapter, send notices when required, keep all minutes as a record of all proceedings of the Chapter and of the Executive Committee, maintain an accurate list of the chapter committee members, and supervise the distribution of information to the members and the community at large.

### **D. Treasurer**

The Treasurer shall keep an accurate record of all moneys received and of all disbursements, prepare monthly reports as required by CFA Statewide, provide any chapter information requested by CFA Statewide, and present a statement of Chapter finances at each Chapter meeting. The Treasurer will propose a budget for the next fiscal year to the Executive Committee each spring. The Treasurer will submit a year-end financial report to the Executive Committee after the end of each fiscal year.

### **E. Three Members-At-Large**

The Members-At-Large shall perform such duties as the President assigns. One of the Members-At-Large shall be the Delegate-At-Large, shall serve as a voting delegate to the Delegate Assembly and shall be elected separately. Any Delegate-At-Large with one unexcused absence from the Delegate Assembly may be subject to removal from the Committee by a simple majority vote of the Executive Committee.

### **F. Affirmative Action Representative**

The Affirmative Action Representative shall chair the Affirmative Action Committee (described in Article VII: Committees) and conduct at least two constituency meetings annually. The Affirmative Action Representative shall serve as a voting delegate to the CFA assembly and a liaison to the state-wide Council for Affirmative Action; more than one unexcused absence from the Delegate Assembly may result in removal from position by a simple majority vote of the Executive Committee.

### **G. Coach Representative**

The Coach Representative shall serve as the liaison to Cal Poly coaches, conduct at least two constituency meetings annually, monitor campus practices regarding coach issues, and communicate with and advocate for coaches. The Coach Representative shall report his/her activity quarterly to the Executive Committee.

### **H. Counselor Representative**

The Counselor Representative shall serve as the liaison to Cal Poly counselors, conduct at least two constituency meetings annually, monitor campus practices regarding counselor issues, and communicate with and advocate for counselors. The Counselor Representative shall report his/her activity quarterly to the Executive Committee.

### **I. Department Chair Representative**

The Department Chair Representative shall serve as the liaison to the CFA Executive Committee and is required to attend the Instructional Department Heads' Council.

### **J. Junior Faculty Representative**

The Junior Faculty Representative shall serve as the liaison to Cal Poly junior faculty, conduct at least two constituency meetings annually, monitor campus practices regarding junior faculty issues, and communicate with and advocate for junior faculty. The Junior Faculty Representative shall report his/her activity quarterly to the Executive Committee.

### **K. Lecturer Representative**

The Lecturer Representative shall serve as the liaison to Cal Poly lecturers, conduct at least two constituency meetings annually, monitor campus practices regarding lecturer issues, and communicate with and advocate for lecturers. The Lecturer Representative shall report his/her activity quarterly to the Executive Committee. The Lecturer Representative shall serve as one of the chapter voting delegates to the CFA Delegate Assembly and the representative to the CFA Statewide Lecturers' Council, which

comprises elected Lecturers' Representatives from each campus; more than one consecutive unexcused absence from the Delegate Assembly may result in removal from position by a simple majority vote of the Executive Committee.

#### **L. Librarian Representative**

The Librarian Representative shall serve as the liaison to Cal Poly librarians, conduct at least two constituency meetings annually, monitor campus practices regarding librarian issues, and communicate with and advocate for librarians. The Librarian Representative shall report his/her activity quarterly to the Executive Committee.

#### **M. Retired Faculty Representative**

The Retired Faculty Representative shall serve as the liaison to Cal Poly retired faculty, conduct at least two constituency meetings annually, monitor campus practices regarding retired faculty issues, and communicate with and advocate for retired faculty. The Retired Faculty Representative shall report his/her activity quarterly to the Executive Committee.

#### **N. Chair of the Faculty Rights Committee**

The Chair of the Faculty Rights Committee shall oversee the activities of the Faculty Rights Committee (outlined in Article VII: Committees).

#### **O. Chair of the Political Action Committee**

The Chair of the Political Action Committee shall oversee the activities of the Political Action Committee (outlined in Article VII: Committees).

#### **P. Past President**

The immediate Past President shall be a voting ex-officio member of the Executive Committee.

### **ARTICLE VII: OTHER COMMITTEES**

#### **Section 1: Affirmative Action Committee**

The Affirmative Action Representative shall chair this Committee. Committee membership shall comprise CFA members approved by the Chair. The Affirmative Action Committee shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion; 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.

#### **Section 2: Department Representatives Committee**

The President shall appoint the Chair, who shall facilitate communication between the Executive Committee and the Department Representatives. Each Department Representative shall be appointed by the President in consultation with the Executive Committee for an indefinite term.

Department Representatives shall be responsible for keeping appropriate committees informed of any faculty conditions at the departmental level in need of attention, serving as the primary liaison between their department and the Executive Committee, and attending appropriate meetings.

### **Section 3: Elections Committee**

The Elections Committee members will be selected by the Executive Committee and will serve a two year term. Members of the Elections Committee will not be eligible for nomination to elective office. Vacancies on this Committee due to resignation or disqualification shall be filled by appointment of the Executive Committee. No two members of the Elections Committee shall be from the same college or from the coach, counselor and librarian constituencies.

The Elections Committee shall verify candidates' eligibility; give timely notification; make nomination petition forms available to the membership; supervise the nomination and election of Chapter Officers, supervise voting on bylaws revisions and other Chapter referenda; and supervise balloting whenever a secret ballot is distributed to members.

### **Section 4: Faculty Rights Committee**

The President shall appoint the Chair of the Faculty Rights Committee. Committee members will be appointed by the Chair and the President. The Faculty Rights Committee shall:

1. meet regularly;
2. receive and investigate complaints about possible violations, misapplications, and/or misinterpretations of specific terms of the current contract;
3. assist any faculty member who requests counsel on a grievance matter, a disciplinary action, or an infringement of his/her academic freedom;
4. develop and apply screening procedures for assessing merits of a proposed grievance;
5. receive notices of intent to grieve;
6. participate with grievant throughout any grievance actions;
7. maintain accurate records of each action;
8. monitor and record campus personnel policies concerning appointment, retention, reassignment, tenure and promotion of faculty, and other concerns that may be cause for grievance;
9. review the status of all new, pending, active, and concluded grievances associated with the campus;
10. review all arbitration decisions arising out of CFA/CSU grievances that have impact upon future grievance processing;
11. study the Chapter's grievance processing policies and program and make recommendations for maintaining and improving their effectiveness;
12. review the status of all new, pending, active, and concluded grievances associated with the campus;
13. provide assistance to CFA's statewide representation specialists when needed.

### **Section 5: Lecturers Committee**

The Chair of the Committee shall be the Chapter Lecturers' Representative. Other members of this committee shall be members of lecturer faculty. This Committee shall monitor campus practices regarding employment opportunities for and working conditions of lecturer faculty, appointment and reappointment, range elevation and other related matters.

### **Section 6: Membership Committee**

The President shall appoint the chair of this Committee. Other members of this Committee shall be appointed by the Chair.

This Committee shall recruit new members; serve as a liaison between the Chapter leadership and the membership by monitoring the concerns, problems, or needs of individuals or specific groups within the membership and coordinate the CFA membership benefits program on the campus.

### **Section 7: Political Action Committee**

The President shall appoint the Chair of the Political Action Committee. Committee membership shall comprise CFA members approved by the Chair. The committee shall coordinate the political activities of the Chapter with those of the statewide Political Action Committee, oversee the Chapter's political action and legislative program, and make recommendations to the Executive Committee for Chapter political endorsements.

### **Section 8: Other Standing and Ad Hoc Committees**

The Chapter may create additional standing and ad hoc committees as necessary to promote the welfare of the Chapter's programs.

The Chair and other members of other standing and ad hoc committees shall be appointed by the President in consultation with the Executive Committee and may be challenged or confirmed by the membership at a Chapter meeting. Replacements for vacated committee positions shall be appointed by the President in consultation with the Executive Committee.

## **ARTICLE VIII: ELECTIONS**

### **Section 1: Scheduling**

Elections shall be conducted in Spring Quarter of even-numbered years. Special elections shall be held as soon as needed.

### **Section 2: Nominations**

Nominations shall be solicited by the Elections Committee from all members of the Chapter. A valid nomination is one which is received by the Elections Committee in a timely manner and which contains the following:

1. The office for which the nomination is made.
2. The signature of the Chapter member making the nomination.

3. The signature of the nominee under a statement of consent to serve.

### **Section 3: Balloting**

The Elections Committee shall prepare and distribute ballots, receive and count ballots, announce, and certify the results. Ballots for election to any office shall contain entries for all nominees and spaces for write-in candidates. Brief biographical sketches and statements by the candidates may be included with the ballots.

Each election shall be conducted by secret ballots distributed to all members in the bargaining unit. Only those members of the bargaining unit who belong to the Chapter at the beginning of the nomination period shall be eligible to cast ballots for election to any office. For election to office, a majority of more than fifty percent of the votes cast for that position will be required to win. In the event no candidate for a position receives a majority, there shall be a run-off election of the two candidates receiving the highest votes. Balloting for a run-off election shall be conducted in the same manner as for a regular election.

Balloting shall be accomplished by either a “double envelope system” or an electronic voting system, whichever the Executive Committee determines is more appropriate to the nature of the election. Ballots will be counted electronically if electronic voting is used; if the “double envelope system” is used, ballots will be counted only if they are properly signed and received by the announced closing date. Individual voting information will be retained for ten working days.

### **Section 4: Vacancy for President**

The Vice President shall automatically succeed to President and complete the term of office as President if the position of President is vacated. A new Vice President shall be elected at the earliest opportunity.

### **Section 5: Recall**

Any member holding an elected office on any committee is subject to recall. Recall may proceed only by the following steps:

1. If twenty percent of the membership so petition, a special Chapter meeting shall be called by the President for the sole purpose of initiating recall procedures; or if two-thirds of the members present at any Chapter meeting so vote, a special Chapter meeting shall be called by the President for the sole purpose of initiating recall procedures.
2. Subsequently, at a special Chapter meeting called for the sole purpose of initiating recall procedures, if two-thirds of those present vote for a recall election, such an election shall be held by secret ballot distributed to all members in the bargaining unit.

After a simple majority affirmative vote of the Chapter members casting ballots in a recall election, the person shall be recalled.

## **ARTICLE IX: MEETINGS**

### **Section 1: Chapter Meetings**

Two meetings shall be held annually. The exact dates shall be determined by the Executive Committee. Special meetings may be called by the President. The President shall call a special meeting for any purpose other than recall when so directed by petition of ten members in the Chapter that belong to the bargaining unit. Any meeting requested by petition shall be held within three weeks of receiving the petition.

#### **A. Voting**

All members of the Chapter in the bargaining unit shall have the right to vote at Chapter meetings. Proxy votes are not permitted. Voting by secret ballots distributed to all members shall provide for the return of ballots in double blind envelopes.

#### **B. Quorum**

A quorum at any Chapter meeting shall consist of at least ten percent of the total membership of the Chapter. In the absence of a quorum at a Chapter meeting, the Executive Committee is empowered to resolve published agenda items and may submit items to a vote by secret ballots distributed to all members.

### **Section 2: Committee Meetings**

Committee meetings shall be held in a regular and timely manner whenever there is committee business to conduct. Any member may attend and speak at any committee meeting except Closed Sessions. Voting at committee meetings shall be by committee members only. Proxy votes are not permitted.

### **Section 3: Meeting Notices**

Chapter members shall be notified of Chapter Meetings and Executive Committee meetings in a timely manner.

### **Section 4: Closed Sessions**

Closed Sessions are not open to the general membership. If the business to be conducted by the Committee is of a confidential nature, the Committee shall vote to enter into Closed Session with only committee members, and those persons specifically invited, attending.

Faculty Rights Committee meetings shall be Closed Sessions.

## **ARTICLE X: BYLAWS AMENDMENTS**

### **Section 1: Initiation**

Amendments of these Bylaws may be initiated either by petition from ten percent of the membership, or by recommendation of the Executive Committee.

### **Section 2: Approval**

Proposed changes to these Bylaws shall be submitted to the Statewide Bylaws and Policy Committee and approved by the CFA Board of Directors before conducting a Chapter vote. Notice of the proposed amendments shall be sent to each member at least ten days prior to distribution of the ballots. Voting shall be by secret ballot distributed to all members in the bargaining unit. Approval of two-thirds of the membership responding to the secret ballot shall constitute approval of the Chapter. An amendment to the Bylaws goes into effect immediately upon its adoption unless the motion to adopt specifies another time for its becoming effective or the Chapter has set such a time by a previously adopted motion.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all applicable cases, except when such Rules are contrary to these Bylaws or to any special rules of order adopted by vote of this Chapter.