

Constitution

CSU Northridge Chapter of the California Faculty Association (CFA)

Article I. Name

The name of this organization shall be the California State University, Northridge Chapter of the California Faculty Association (AAUP, CTA/NEA, CSEA/SEIU/AFL-CIO).

Article II. Purpose

The purposes of this Chapter shall be to defend and promote academic freedom, tenure, due process, and shared governance; to protect and advance the professional and economic interests of the faculty in The California State University; to promote the standards, ideals, usefulness, and welfare of the profession; and to facilitate the purposes, objectives, and programs of the state-wide California Faculty Association at CSU Northridge.

Article III. Membership

The membership of this Chapter shall be all persons affiliated with the CSUN campus who are members of the California Faculty Association.

Article IV. Relationship with the State-wide 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 state-wide CFA.

Article V. Officers

The Officers of this Chapter shall be a president, vice-president-tenure track, vice-president-lecturer, secretary, and treasurer.

Section 1. Terms of Office. Each full term of office shall be for two years, beginning on June 1 of odd-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 Chapter and Executive Committee, serve as spokesperson for the Chapter, and certify elected Chapter representatives to the CFA Delegate Assembly.
- B. **Vice-President-Tenure Track.** The duties of the vice-president-tenure track shall include assuming the duties of president at the request of or in the absence of the president and additional duties as assigned by the president.
- C. **Vice-President-Lecturer.** The duties of the vice-president-lecturer shall include serving as a liaison to the statewide Lecturers Council and to Chapter lecturer members and additional duties as assigned by the president.
- D. **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.
- E. **Treasurer.** The treasurer shall keep an accurate record of all monies received and of all disbursements, prepare an annual report of finance, prepare and submit for approval an annual budget, arrange for audits as needed, and present a statement of Chapter finances at each Chapter meeting and whenever requested to do so at Executive Committee meetings.

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, 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 membership.

Article VII. Voting and Quorum

All members of the Chapter shall have the right to vote on Chapter business. A quorum at Chapter meetings shall consist of at least 5% of the total membership of the Chapter, but not less than 10 members.

Article VIII. Committees

Section 1. Executive Committee

- A. **Membership.** The Executive Committee shall consist of the president, vice-president-tenure track, vice-president-lecturer, secretary, treasurer, immediate past president, Membership Chair, Faculty Rights Chair, Political Action Chair, Communications Chair, Council on Affirmative Action delegate, Elections Chair (in election years), and one representative elected from and by each school and the Library.
- B. **Quorum.** A majority 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. In addition, the Executive Committee shall
1. be responsible for the Chapter's continuing and effective presence on campus and for implementing efforts to promote CFA goals;
 2. serve for two year terms;
 3. schedule and prepare agenda for Chapter meetings; and
 4. 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, and appoint alternate delegates to the CFA Assembly when officers are unable to attend an Assembly.

Section 2. Elections Committee

- A. **Membership of the Committee.** During the fall semester of an academic year in which elections are to be held, the president shall appoint an Elections Committee, comprised of three members, subject to the approval of the Executive Committee. 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 by the president with the approval of the Executive Committee. Members of the Elections Committee shall serve until a new Committee is selected for the next election cycle.
- B. **Duties.** The Elections Committee shall supervise the election of Chapter officers and school representatives and supervise voting on constitutional amendments and other Chapter referenda.

Section 3. Membership Committee. The duties of the Committee shall include recruitment of new members, service as a liaison between the Chapter and the membership, and service as an avenue of input to the Chapter leadership of concerns, problems, or needs of individuals or specific groups within the membership. The Membership Committee shall also be responsible for coordinating the CFA membership benefits program on the campus.

Section 4. Faculty Rights Committee. This Committee shall counsel faculty on grievance matters and assist the grievants through the grievance process. In addition, the Committee shall monitor and maintain records on campus policies concerning the employment, retention, tenure, and promotion of faculty because these matters are frequently the subject of grievance.

Section 5. Communications Committee. The Committee shall assist the Chapter in its responsibility to maintain regular communications with its members by overseeing the Chapter Newsletter and other Chapter publications. The chair shall serve as a liaison to the state Publications committee.

Section 6. Political Action Committee. The committee shall implement the political activities of the Chapter, including but not limited to serving as liaison to the state Political Action Committee, overseeing the Chapter political action and legislative program, and making recommendations to the Executive Committee for Chapter political endorsements.

Section 7. Affirmative Action Committee. The Affirmative Action Committee shall be chaired by the Affirmative Action Representative or her/his designee who shall be a voting member of the chapter executive board and the CFA Delegate Assembly. Only a member of the Affirmative Action Committee may serve as an alternate delegate to the Assembly. The committee's charge shall be to monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters. Further, the 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

Section 8. Lecturers' Committee. The Vice-President of Lecturers shall serve as the chair of the Lecturers' Committee s/he will also be a voting member of the chapter board and the CFA Delegate Assembly. The committee shall meet at least once per quarter to represent lecturer interests on campus, identify problems with campus policies and procedures, and discuss ways to improve Lecturer working conditions and increase Lecturer involvement in the campus community.

Section 9. Other Standing and ad hoc Committees. The Chapter may create additional standing and ad hoc committees as are necessary to promote the welfare of the Chapter's programs.

Section 8. Selection of Committee Members. The chair and other members of these committees shall be selected by the Executive Committee. Committees established shall consist of at least 3 members of the Chapter, serving for two-year terms. Replacements for vacated committee positions shall be chosen by the same process as for initial selection.

Article IX. Elections

Section 1. Timing. Elections shall be conducted during March and April of odd-numbered years. Special elections shall be held as soon as practicable 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 Committee, containing preferably at least 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 15 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, in writing, 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. 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 CFA members who are in the bargaining unit or are retired from the bargaining unit. A majority of the votes cast will be required to win.

Section 6. Vacancy for President. During term in office, should the position of president be vacated, the Chapter Executive Committee shall appoint a person from the Executive Committee to fill out the term of office. Subsequent to this appointment, nominations and an election shall be held to secure a person from the Chapter membership to fill the unexpired term of office for the position vacated by the person appointed president.

Section 7. Recall. All members of the Executive Committee are subject to recall.

- A. A petition signed by 20% of the members of the Chapter shall cause a recall election to be conducted within one month of petition's receipt by the Executive Committee.
- 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.

Section 8. Election of Representatives to the CFA Assembly. The Chapter president, ~~and~~ the vice-president-lecturers and the Council on Affirmative Action delegate serve as representatives to the CFA Assembly. The number of other delegates is established by the state organization depending on number of members in the Chapter as a proportion of the statewide membership. The officers shall serve as delegates in the following priority order: vice-president-tenure track, secretary, treasurer. If additional alternates are needed, they shall be selected by the Executive Committee from among the school representatives.

Article X. Meetings

Regular Chapter meetings shall be called not less than once each year, on a date determined by the Executive Committee. Special meetings may be called by the President. The President shall call a special meeting when so directed by petition of at least 10% of the members in the Chapter. Such a meeting shall be held within three weeks of receiving such a petition.

Section 1. Notice. Written notice of each Chapter meeting shall be sent to each member or the Chapter no less than one week in advance of the date selected for the meeting. Notice shall include time, place, and purposes of the meeting.

Article XI. Amendment of this Constitution

Section 1. Initiation. Constitutional amendments can be initiated either by petition from any 20 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 of 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 CFA Board of Directors. Approval by the Board is required before a constitutional amendment becomes operative.

Article XII. Parliamentary Authority

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 not inconsistent with this Constitution or with any special rules or order adopted by the Chapter.

Article XIII. Ratification

This Constitution shall be ratified by a majority vote of the campus CFA members responding to a secret ballot. All members shall be sent a ballot with proposed amendments. At least 7 days shall be allowed for the return of ballots. The election shall be supervised by the CFA Executive Committee.

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