

CALIFORNIA FACULTY ASSOCIATION

HUMBOLDT STATE UNIVERSITY

CONSTITUTION & BYLAWS

Revised October 1991
Revised May 1995
Revised May 1997
Revised February 2006

ARTICLE I - NAME

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

ARTICLE II - PURPOSES

This chapter of 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 professionals within the CSU; to provide legislative advocacy responsive to the special needs of academic professionals, and maintain a representative collective bargaining structure to negotiate and maintain written contracts of employment (memoranda of understanding) covering salaries, working conditions, and other terms and conditions of employment. These memoranda of understanding will seek:

1. To obtain explicit guarantees of academic freedom and tenure as exemplified by the AAUP 1940 Statement of Principles of Academic Freedom and Tenure, the 1958 Statement of Procedural Standards on Faculty Dismissal Standards, the 1971 Procedural Standards on the Renewal of Faculty Appointments, and the 1980 Report on the Status of Part-time Faculty.
2. To create orderly and clear procedures for prompt consideration of problems and grievances of bargaining unit members at HSU.
3. To promote and protect the economic and professional interests of faculty in accordance with the recognized principles of responsible academic practice and to seek the development or improvement of self-governing mechanisms internal to the faculty of HSU as exemplified by the AAUP 1966 Statement of Government of Colleges and Universities.
4. To promote unity among academic professionals and thereby enhance the effectiveness of the CFA in bargaining.

ARTICLE III - MEMBER RIGHTS

Under state law all employees in the faculty bargaining unit are entitled to fair representation in the administration of the CFA-CSU Memorandum of Understanding. While CFA and this Chapter endeavor to provide strong, effective, and professional representation to all bargaining unit members, CFA members enjoy special rights and privileges within the organization. These rights include, but are not limited to, the following:

1. the right to elect local officers and representatives to the CFA Assembly;
2. the right to participate in regular Chapter business meeting;
3. the right to petition the Chapter and the state organization regarding policy and governance;

4. the right to recall local officers and to petition for recall of state officers;
5. the right to serve on local committees and appointed bodies, to run for election to local and state offices, and the right to run for election to bodies of organizations with whom CFA is affiliated;
6. the right to regular and timely information about the activities of CFA, and;
7. the right to be consulted in the development of CFA bargaining proposals and strategies.

ARTICLE IV - MEMBERSHIP STATUS

The membership in this Chapter shall be all persons at Humboldt State University who are members of CFA. Consistent with the article on membership status in the statewide CFA bylaws, the classes of membership shall include Active Membership, Associate Membership, and Retired Membership. Only members of CFA may exercise the customary rights of CFA membership, including the right to vote in CFA elections and referendums and the right to hold office within CFA.

ARTICLE V - RELATIONSHIP WITH THE STATEWIDE CFA

These Bylaws 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 California Faculty Association.

ARTICLE VI - OFFICERS

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

Duties of Officers. Duties of each Chapter Officer are as follows:

1. **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, annually appoint chairs of standing and ad hoc committees, fill vacancies to the Executive Committee as needed, prepare an annual report of Chapter operations for presentation to the Executive Committee, serve as an ex-officio member of all committees, and perform such other duties as may be specified by the Executive Committee or the statewide CFA. The Chapter President shall be one of the Chapter representatives to the CFA Assembly and serve on the CFA Council of Presidents.

2. **Vice-President.** The duties of the Vice-President shall include assuming the duties of the President at the request of or in the absence of the President, gathering information relating to contract bargaining issues to be forwarded to the statewide Contract Development/Bargaining Strategy Committee, acting as Chair of the Social Events Committee, and additional duties as assigned by the Chapter President.

3. **Secretary.** The duties of the Secretary shall include keeping a roll of all Chapter members, keeping a record of the proceedings and correspondence of the Chapter and Executive Committee, acting as Chair of the Nominations and Election Committee, and sending such notices as may be required to Chapter members.

4. **Treasurer.** The duties of the Treasurer shall include keeping accurate records of all monies received and of all disbursements, preparing an annual report of finances, presenting a statement of Chapter finances at each Chapter meeting if requested, acting as Chair of the Scholarships and Awards Committee, and presenting a current statement of finances once monthly at Executive Board meetings. The Treasurer may be requested to present a finance report at any time by the Executive Committee. An independent audit of chapter expenses shall be conducted annually.

ARTICLE VII - 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 Board and the membership.

ARTICLE VIII - VOTING AND QUORUM

All active members as defined by the state CFA bylaws shall have the right to vote. A majority of the legal votes cast shall be required to elect a candidate in Chapter elections or to approve an action in a referendum. A quorum at Chapter meetings shall consist of at least 10% of the total Chapter membership or not less than 20 members, whichever number is smaller.

ARTICLE IX - COMMITTEES

1. Executive Committee:

a) **Membership:** The Chapter Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, the immediate Past-President, Lecturer Representative to the CFA Assembly (who shall also be a member of the CFA Council of Lecturers), Membership Committee Chair, Faculty Rights Committee Chair, Affirmative Action Committee Chair (**who shall also be a member of the CFA Affirmative Action Council and Affirmative Action Representative to the CFA Assembly**), Political Action Committee Chair, Central Labor

Council Representative, Retired Members Representative, Academic Counselors Representative, Coaches Representative, Librarians Representative, Academic Senate Designee (*ex officio* and non-voting), a representative from each College of the University, other elected representatives to the CFA Assembly, other chapter members elected or appointed to statewide boards or committees, and the CFA Regional Service Representative. Nothing in these By-Laws shall be construed as prohibiting one individual from holding one elected office and one appointed position simultaneously.

b) **Terms of Office:** Each full term for elected office shall be two years. The officers shall be elected prior to the CFA Spring Assembly and officially take office beginning June 1st of the year elected. The President, Vice-President, Lecturer Representative to the CFA Assembly, **and Affirmative Action Representative to the CFA Assembly** shall be elected during odd numbered years. The Secretary, Treasurer and **At-Large Representative** to the CFA Assembly shall be elected during even numbered years.

c) **Quorum:** A majority of the Executive Committee shall constitute a quorum.

d) **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:

- I. Be responsible for the Chapter's continuing and effective presence on campus and for implementing efforts to promote the goals of CFA;
- II. Schedule and prepare agenda for Chapter meetings;
- III. Approve recommendations made by the Chapter President to fill vacant Executive Committee positions until new elections have been held to fill the positions for the unexpired terms of office, and appoint alternate representatives to the CFA Assembly when elected representatives or the Chapter President are unable to attend Assembly meetings;
- IV. Formulate and forward to the state CFA Contract Development/Bargaining Strategy Committee proposals to be included in upcoming contract negotiations. The Executive Committee shall exercise oversight of implementation of contract provisions at the Chapter level.

2. Other Committees:

The Executive Committee shall be responsible for establishing such other committees as shall be necessary to conduct the operations of the campus CFA Chapter. The standing committees include **Affirmative Action**, Faculty Rights, Membership, Political Action, Social Events, Scholarships & Awards, Contract Bargaining, Nominations and Elections and Publications. Other committees may be established as needed.

3. Appointments:

The Chapter President may appoint members to serve on the Executive Committee, subject to the approval of the sitting members of the Committee. The Chapter President will endeavor to

ensure that women, under represented minorities, and disabled faculty are adequately represented on the Executive Committee.

ARTICLE X. ELECTIONS

1. **Timing.** Chapter elections shall be conducted prior to the first CFA Assembly in the calendar year, except that any special election shall be held as soon as practical.

2. **Call for Nominations.** The Nominations and Elections Committee shall solicit nomination suggestions from all members of the Chapter. From the list of persons suggested, a slate of nominees shall be developed, containing preferably two persons for each position. No person shall be a candidate simultaneously for more than one elective office in the Chapter. An open meeting shall be held to allow for additional nominations from the floor for Chapter elections.

3. **Balloting.** The Nominations and 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. Each election shall be conducted by a secret ballot distributed to all members eligible to vote. A majority of the legal votes cast will be required to win an election.

4. **Vacancy for President.** The Vice-President shall automatically succeed to the President and complete the term as President when the position of President is vacated before the term of office has expired.

5. **Recall.** All officers and other members of the Executive Committee are subject to recall. A two-thirds vote by the members at a regularly scheduled Chapter meeting, or a petition signed by 20% of the members of the Chapter, shall cause a recall election to be conducted within one month. Upon a majority vote of the Chapter members casting ballots, the person shall be recalled and shall vacate his or her position on the Executive Committee along with vacating any other elective office in the Chapter.

6. **Election of Representatives to the CFA Assembly.** The Chapter President is a representative to the CFA Assembly. The At-Large Representative to the CFA Assembly shall be elected for a two year term of office during chapter elections. A Lecturer Representative to the CFA Assembly shall be elected for a two year term of office during chapter elections. An Affirmative Action representative to the CFA Assembly shall be elected for a two-year term of office during chapter elections.

ARTICLE XI. MEETINGS

Regular Chapter meetings shall be scheduled as needed or upon receipt of a petition requesting a meeting that has been signed by 10% or more of the active Chapter members. A meeting

shall be held within three weeks of receiving such a petition. Special meetings may be called by the Chapter President at any time. In the event of a failure of the President to call a special meeting when so directed by petition, any member of the Executive Committee shall call a special meeting. 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 purposes of the meeting.

ARTICLE XII. CHAPTER RECORDS

1. Records. The Chapter shall maintain adequate and correct minutes, accounts, books, and records of its business and holdings. All such minutes, accounts, books, and records shall be kept by appropriate Chapter officers or as otherwise fixed by the Executive Committee.

2. Inspection of Books and Records. All of the books and records shall be open to inspection of members of the Executive Committee at any time and to any Chapter member at a mutually agreed upon time and place.

3. Inspection of Bylaws. The original or copy of these bylaws, as amended or otherwise altered by the Chapter Secretary, shall be open to inspection at any time by Chapter members.

4. Checks and Other Financial Instruments. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness, issued in the name of the Chapter, shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the Executive Committee.

ARTICLE XIII. AMENDMENT TO BYLAWS

1. Initiation. Amendments to these Bylaws can be initiated either by petition from any twenty members of the Chapter or by recommendation of the Executive Committee.

2. Approval. Notice setting forth each proposed amendment, with reasons thereof, shall be sent to each member along with the distribution of the ballots. Approval of a two-thirds majority of the membership responding to the secret ballot shall constitute approval by the Chapter. At least five days shall be allowed for the return of ballots. Proposed amendments shall be examined by the Executive Committee and submitted to the CFA Board of Directors. Approval by the CFA Board is required before a bylaws amendment becomes operative. A complete revision of the Bylaws shall be considered an amendment as indicated in this article.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of **The Standard Code of Parliamentary Procedure** shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or with any special rules of order adopted by the Chapter or CFA.

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