

CONSTITUTION

SAN JOSE STATE UNIVERSITY CHAPTER CALIFORNIA FACULTY ASSOCIATION

Article I. Name

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

Article II. Purposes

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 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 Unit 3 employees of San Jose State University who are full dues-paying members of the California Faculty Association.

Article IV. Relationship with the Statewide California Faculty Association

The Constitution and other policy documents of the Chapter and any action taken by the Chapter or its officers shall be in conformity with the Bylaws, Articles of Incorporation and other policy documents of the state California Faculty Association.

Article V. Officers

The Officers of the Chapter shall be President, Vice-President, Lecturer Representative, Secretary, Treasurer, two at-large Assembly Delegates, an Affirmative Action Assembly Delegate, the Chairs of the Faculty Rights and Political Action Committees, and a representative of the Council of Department Chairs. With the exception of the Committee Chairs, who shall be named by the Executive Committee (specified below) and the representative of the SJSU Council of Chairs and Directors who shall be a CFA member designated by that body, the Officers will be elected directly by the membership.

Section 1. Terms of Office. Each full term of office shall be for two years beginning on June 1 of 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 Chapter and Executive Committee, and serve as spokes-person of the Chapter. The President shall

serve as an ex officio member of all Chapter councils and committees. The President shall serve as a representative to the Delegate Assembly and shall certify the other elected Chapter representatives to the Delegate Assembly.

B. Vice-President. The duties of the Vice-President shall include serving as chair of the Membership Committee, assuming the duties of President at the request of or in the absence of the president, and additional duties as assigned by the president. The Vice-President shall automatically succeed to the office of President for the balance of the unexpired term when the position of President is vacated.

C. Lecturer Representative. The duties of the Lecturer Representative are: to assist the lecturers on the SJSU campus in accessing the full range of union support to which they are entitled; to provide ongoing information to lecturers on academic matters that concern them both specifically and as part of the larger academic community; and to represent lecturers and their specific concerns before the general union membership, the administration, and the community that SJSU serves.

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 expend organizational funds only upon the approval of the Executive Committee and as determined by Chapter policy. The Treasurer is also responsible for the receipt and disbursement of funds. The Treasurer shall also 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, and present a statement of Chapter finances at each Chapter meeting, at least once a semester, and whenever requested to do so at Executive Committee meetings. The Chapter checking account shall be in the names of the President and the Treasurer and shall be turned over to the new occupants of those offices at the time that they assume their positions.

Article VI. Executive Committee

A. Membership. The Executive Committee shall consist of the Officers, as named in Article V. plus two (2) tenure-track and one (1) lecturer faculty from each of the Colleges of Applied Sciences and Arts, Business, Education, Engineering, Humanities and the Arts, Science, and Social Sciences; one (1) Librarian; and one (1) Counselor. Each full term of office shall be for two years, beginning on June 1 of odd-numbered years.

B. Meetings. The Executive Committee shall normally meet every other week during the academic year. Executive Committee meetings are open to the entire faculty.

C. Quorum. A quorum of the Executive Committee shall be 10 of its members.

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:

1. be responsible for Chapter activities on campus and implementing CFA goals;
2. schedule and prepare agenda for Chapter meetings;
3. make temporary appointments to fill vacant Executive Committee positions (except President and Vice President) until the next election, and appoint alternate representatives to the CFA Assembly when elected representatives are unable to attend a meeting;
4. make appointments to all committees.

Subject to Article V.2.B, a vacancy in the office of President or Vice President shall be filled by a special election to be held at the earliest possible time.

Article VII. Governance

General meetings of the membership, which shall take place at least once each semester, shall govern this Chapter. The Executive Committee shall conduct Chapter business between membership meetings and the President and other Officers shall conduct Chapter business between Executive Committee meetings. Action of the membership in regular or special meetings shall take precedence over actions of the Executive Committee and/or the Officers. All members of the Chapter have the right to vote. A quorum at membership meetings shall consist of at least 50 members. The Executive Committee is empowered to conduct a mail ballot when it is deemed necessary. Membership meetings are open to all faculty, whether CFA members or not. The President may call special meetings. The President shall call a special meeting when petitioned by at least 10% of the members in the Chapter. Such a meeting shall be held within two weeks of receiving such a petition. Written and/or email and/or telephone notice of each Chapter meeting shall be sent to each member of the Chapter not less than one week in advance of the date selected for the meeting. Notice shall include time, place, agenda and purpose of the meeting.

Article VIII. Department Representatives

The CFA members in each Department shall select a Department Representative who is the primary CFA contact person within that Department. These representatives will be asked to help in the solicitation of viewpoints on critical issues from the faculty, to help in the distribution of information to the faculty, and to serve as the primary contact for faculty regarding contract negotiations and other union issues.

Article IX. Committees

A. Faculty Rights (Grievance) Committee

1. Membership. The Executive Committee shall appoint the Chair of the Faculty Rights Committee for a 2-year term. The Chair will recommend at least four additional members to the Executive Board for their approval.
2. Duties. This committee shall counsel faculty on grievance matters, receive notices of intent to grieve, develop and apply screening procedures for assessing the merits of

proposed grievances, and participate with the grievants throughout the grievance process. In addition, the Committee shall monitor and maintain records on the campus policies concerning the employment, retention, tenure, compensation, workload and professional advancement of faculty, since these matters are frequently the subjects of grievance.

B. Political Action Committee

1. Membership. The Executive Committee shall appoint the Chair of the Political Action Committee for a 2-year term. The Chair will recommend at least four additional members to the Executive Board for their approval

2. Duties. This Committee is responsible for overseeing and organizing all aspects of the Chapter's political activities on behalf of the CFA including but not limited to the following: lobbying state legislators on behalf of bills of particular interest to the CFA; briefing legislators as necessary on issues regarding the CSU and the CFA; determining which local candidates for the state legislature to endorse and apprising the state CFA of these endorsements; organizing activity of CFA members in support of the candidates and issues we support; maintaining contacts and good working relations with all state legislators in the SJSU vicinity; attending statewide meetings of the Chapter political action chairs as necessary; and maintaining representation and relations with the South Bay Labor Council.

C. Elections Committee

1. Membership. At the last fall meeting of the Executive Committee, an Elections Committee of three members shall be appointed.

2. Duties. The Elections Committee shall supervise the election of Chapter Officers and Executive Committee members and supervise voting on constitutional amendments and other Chapter referenda.

3. Independence of the Elections Committee. Although it is an appointed body, the Elections Committee represents the interests of the local membership of the union, and not the officers, executive board, or even the statewide union. The job of the Elections Committee is to make sure that the will of the voting membership is represented by our local union officers as accurately and fairly as possible. It follows that interested parties in the election, such as candidates for office, and people who are not members of the local, such as staff members, should neither be part of the Elections Committee nor have control over its decisions.

4. Membership List. Because the Elections Committee serves the local membership, and only the local membership, the Committee needs to be able to find members and communicate with the membership directly. This involves at least three tasks:

a. Recruiting candidates to run for office.

b. Verifying signatures on nominating petitions and verifying membership in the union for votes.

c. Communicating candidates' positions and opinions in contested elections.

In communication with the full membership, the actions of the Elections Committee and everyone else connected with the union, must be governed by several principles: Communication should be fair and even-handed. No candidate should be given an opportunity to communicate with the full membership that is not extended to every other competing candidate. A similar principle applies to communications by others in favor

of/against candidates, and so on. Communication should be limited to a reasonable level; we should not inundate members with spam or junk mail. The privacy of members should be respected. Specifically, outside of purpose 1., there is no reason to contact individual members.

5. Candidate Communications.

a. Each candidate should provide a statement of at most 200 words. When longer statements are submitted, candidates will be reminded about the strict 200 word limit. All candidates should truncate their statements appropriately; if they do not do so, their statements will be truncated 200.

b. For maximum portability, candidates must submit statements in plain text format (no pictures, no fancy formatting, etc.). Candidates having longer statements, graphics, music, etc., to share may give a website URL to check for further information.

c. For contested offices, candidates will be asked to send out a longer statement of at most 600 words, which will be sent to the membership by e-mail.

d. Candidates who wish to send more extensive communications to the membership are only allowed to do so at their own expense, and within reason. Again, to preserve the privacy of the membership list, communications must be submitted to local CFA staff and distributed by CFA staff.

D. Membership Committee

1. Membership. The Vice-President shall be Chair of the Membership Committee. The Chair will recommend at least four additional members to the Executive Board for their approval

2. The Membership Committee shall work with the Department Representatives to increase the membership in CFA, develop communications between the Departments and the Executive Board, and direct inquiries from the faculty on matters concerning CFA to the proper officer, staff member, or committee.

E. Ad hoc Committees. The Executive Board is authorized to establish ad hoc committees for specific purposes and for a specific duration.

Article X. Elections

A. Timing. The election for officers will take place before the election for other members of the Executive Committee so that unsuccessful candidates may then run for other Executive Board positions.

Election for Officers shall be conducted in the Spring of even numbered years, beginning Spring, 2008. Election for Executive Committee members other than Officers shall take place in odd numbered years beginning Spring 2009, and these members shall serve a two (2) year term.

B. Call for Nominations. Nominations shall be solicited from all members of the Chapter. The Elections Committee shall endeavor to solicit at least two nominees for each position. A petition signed by at least 10 members of the appropriate voting constituency must accompany all nominations. No person may be a candidate

simultaneously for more than one elective office, other than Delegate to the CFA Assembly.

C. Balloting. The Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce the results. Ballots shall contain entries for all nominees and spaces for a write-in candidate for each office. 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. Ballots shall be distributed at least 14 days before the ballot return deadline. A plurality of the votes cast for each office will be required to win.

D. 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 general membership meeting, or a petition signed by 20% of the members of the Chapter, shall cause a recall election to be conducted within a month. Upon a majority vote of the Chapter members casting ballots, the person shall be recalled and shall vacate the position.

Article XI. Amendment of this Constitution

Section 1. Initiation. Constitutional amendments can be initiated either by petition from ten percent of membership of the Chapter or by recommendation of the Executive Committee.

Section 2. Approval. Ballots setting forth each proposed amendment, with reasons thereof shall be sent to each member at least 14 days prior to the deadline for return of the ballots. Approval of two-thirds of the membership responding to the secret ballot shall constitute approval by the Chapter.

Article XII. Parliamentary Authority

The rules contained in the current edition of Roberts 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 of order adopted by the Chapter.