

BYLAWS OF THE CALIFORNIA STATE UNIVERSITY, CHICO CHAPTER OF THE CALIFORNIA FACULTY ASSOCIATION

ARTICLE I: NAME

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

ARTICLE II: MISSION STATEMENT

The Purpose of the Chico Chapter of the California Faculty Association shall be: To collectively promote quality education at California State University, Chico through enhancement of our faculty rights, working conditions, and professional status.

More specifically the purposes of this Chapter shall be to:

1. facilitate the purposes, objectives, and programs of the state-wide CFA;
2. provide an opportunity for continuous study and action on problems of the profession;
3. foster good fellowship;
4. promote professional attitudes and ethical conduct among members;
5. raise the standards of the teaching profession;
6. advance the general welfare of the University;
7. encourage cooperation between the University and the community;
8. form a representative body capable of recognizing faculty concerns about professional matters on behalf of the faculty, and to speak with authority;
9. engage in political action consistent with statewide and local chapter goals.

ARTICLE III: MEMBERSHIP

The Membership of this Chapter shall be all persons at C.S.U, Chico University who are members of the California Faculty Association.

All Union service described below is suitable for inclusion in Faculty RTP, Descriptions of Professional Competence and Service, and other demonstrations of public and civic engagement widely construed.

ARTICLE IV: RELATIONSHIP WITH STATE-WIDE CFA

These Bylaws and other policy documents of the Chapter and any actions taken by the Chapter or its officers shall be in compliance with, and conform to the Bylaws, Articles of Incorporation, and other policy documents of the state-wide CFA.

ARTICLE V: CHICO CHAPTER ELECTED OFFICERS

Section 1: Positions.

Officers shall be a President, a Vice President, a Secretary, a Treasurer, a Chair of the Council for Antiracism and Social Justice Transformation, two Tenure Track Representatives (one tenured and one probationary) and two Lecturer Representatives, a Membership and Organizing chair, and a Faculty Rights chair. All of these officers must be currently paid-up

members of the CFA and remain so as a condition to remain in their respective positions during their term of service.

Section 2: Terms and Conditions.

These officers shall be elected for two year,-terms with nominations open to all Chapter members by secret electronic ballot. Officers may succeed themselves. Their term of office shall begin January 1 and end December 31 of the next subsequent year.

Section 3: Vacancies. A vacancy shall be deemed to exist in the case of death, resignation, recall, or evident disability to service in any of the offices in the Chapter. In the event of a vacancy occurring in the office of the President, the Vice President shall assume the office. In the event a vacancy occurs in any other office, the Executive Board, at its next regular meeting, shall elect a member of the Chapter to fill the office vacated until a special election is held. The special election will be held during the semester the vacancy occurred, or within two weeks of the next semester.

Section 4. Duties in Office.

The President shall preside at all meetings and in every other way endeavor to promote the interests and purposes of the Chapter They shall attend University Labor Council meetings; and meet monthly with the Labor Relations Committee (With the Statewide CFA Staff Representative and the Chair of the CFA Faculty Rights Committee). They can apply to meet and discuss CFA matters with the University President as convenient (See CBA 8.1). They shall attend all New Faculty Orientations on behalf of the Chapter (CBA 6.26-31). They shall appoint all standing and special committee chairs subject to ratification by the Executive Board. They shall be ex-officio member of all committees. They, or the Treasurer, may sign all checks drawn upon the Chapter treasury. They, or the Treasurer, may sign checks that withdraw from the Chapter funds for any expense below \$200.00 without the approval of the Executive Board. If the expense is more than \$200.00, the Chapter Executive Board must vote to approve the expense by a simple majority and record of the decision shall be noted in the Executive Board Minutes, They shall serve as spokesperson for the Chapter (see CBA 6.7) and verify elected Chapter Representatives to the CFA Delegate Assembly. They shall call meetings of the Executive Board, suggest policies and plans for all special and standing committees, and shall be held responsible for the progress and work of the Chapter. They shall maintain communication with the Department Representatives on all matters critical to the membership. The Chapter President shall attempt to attend both annual Statewide Assemblies and monthly meetings of the CFA Statewide Presidents' Council. The Chapter President shall receive one of the two .2 assigned-times allotted to the chapter each semester.

Section 5: 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 also serve as ex-officio member of all committees. They shall act as the coordinator of the Chapter's committee activities and calendar. They shall meet with the committees and shall endeavor top keep each committee informed about the activities of the others so that the program planning is coordinated. They shall work with the Secretary to conduct an annual census of the Department representatives to verify their continued activism.

Section 5: The Secretary shall keep careful record of the proceedings of each regular Chapter meeting and of each special meeting of the Chapter. They shall maintain an accurate list of the chapter committee members and keep a record of attendance at the regular meetings. In cooperation with the President, they shall provide notice and an agenda for each business meeting. They shall carry on the correspondence pertaining to the affairs of the Chapter as directed by the President. The Secretary will keep an archive of the minutes of regular and special meetings and aide the Membership and Organizing Chair in conducting an annual census of the Department representatives.

Section 6: The Treasurer shall receive all funds belonging to the Chapter, pay out such funds according to orders signed by the President, keep an itemized account of receipts and expenditures, and provide a written report of the Chapter's financial status to the membership at each regular meeting. The Treasurer shall sign checks for Chapter expenses with the President when these have been duly approved by the President or Executive Board. They shall provide the Secretary with an accurate roster of the Chapter's membership. The financial records of the Chapter shall be audited annually by a public accountant, or a committee of the Chapter. Membership reports to CFA and the Chapter shall be their responsibility.

Section 7: The Chairs of the Council for Antiracism and Social justice Transformation.

They shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters; shall work to improve communication and services to under-represented 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. It is recommended that two Co-Chairs share responsibility for this office. They will maintain direct contact with the Chico campus Vice President of the Office of Diversity and Inclusion and all campus affirmative action bodies. They shall be a member of the Chapter Executive Board. They shall be a voting delegate to the CFA Assembly.

Section 8: The Lecturer's Representatives.

Lecturers — faculty with full- or part-time temporary appointments — are more than half of the faculty in the California State University system. They shall monitor campus practices regarding Lecturer issues, communicate with and advocate for Lecturers. The Lecturer Representatives shall have the responsibility to be one of the chapter's voting delegates to the CFA assembly and the representative to the CFA statewide Lecturers' Council, which is comprised of elected Lecturers' Representatives from each campus.

Section 9: Tenured and Probationary Representatives.

They shall monitor campus practices regarding Tenured and Probationary faculty issues and practices and shall promote communication among the faculty. The Tenured and Probationary Representatives shall have the responsibility to be one of the chapter's voting delegates to one of the two annual CFA assemblies: Probationary in the Fall and Tenured in the Spring.

Section 10: Elections.

A Nominating/Elections Committee, of three members, shall be appointed by the President with the approval of the Executive Board. It shall be the duty of the Nominating Committee to call on all Chapter members to nominate suitable candidates to fill a list of candidates seeking positions as Chapter officers, or Bargaining Team Members. The list shall include at least one candidate for each office to be filled as well a space for write-ins. The Nominating/Elections Committee shall promote the widest possible participation of Chapter members in the elections without bias. Committee members will verify the interest of nominated members before their list is released and CFA members may self-nominate. The Nominating/Elections Committee shall stated for each position whether or not there will be some kind of remuneration for the position. (The chapter shall aspire to provide all lecturers whose service for the union cannot be used for RTP purposes with compensation).

Section 11: Voting Process.

The Nominating/Elections Committee shall notify all members of the Chapter that nominations are open at least two weeks prior to balloting. Elections shall be conducted subsequently before the end of the Fall semester by distribution of secret ballot and electronic voting shall last one week. All members shall have the right to vote for the election of officers and other matters brought before the Chapter. The Nominating/Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce and certify results. A ballot for each office shall contain entries for all nominees and space for a write-in candidate. A majority of the votes cast will be required to win a specific position.

ARTICLE VI: EXECUTIVE BOARD

There shall be an Executive Board that shall participate in taking turns to email chapter messages and monitoring the CFA Office hours.

Section 1: The Executive Board shall be composed of the elected officers of the Chapter, the chairs of all standing committees and caucuses, the Campus Representatives to the CFA Assembly, Members of the Statewide Bargaining Team (Will receive release time to participate in Statewide Contract negotiations, see CBA 6.17), Library Representative, Counselor Representative and the past President for no more than two years. Any board members, at the option of the President, may be appointed chairs of standing committees.

Section 2: The Executive Board shall meet prior to each regular and/or special meeting of the Association.

Section 3: A majority of the members shall be a quorum for Executive Board meetings and decisions shall be by a majority vote.

Section 4: The duties of the Executive Board shall be to act upon matters of business which arise between the regular meeting of the Chapter, to make recommendations to be acted upon by the membership, to fill vacancies which may arise between annual meetings, and to ratify appointments to committees and negotiators. The Executive Board shall have authority for all-over direction of the Bargaining and of Standing Committees, subject to the approval of the Chapter.

Section 5: All members of the Executive Board are subject to Recall.

- A. A petition signed by 20% of the members of the Chapter to hold a special recall election to be conducted within one month. This shall be a simple majority membership wide vote.

ARTICLE VII: MEETINGS

Section 1: Regular meetings of the Chapter members and Department Representatives shall be held monthly during the academic year and the Executive Board shall meet at least twice a month when Chapter business requires it.

Section 2: Special meetings of the Chapter may be called by the President, or by a majority of the Executive Board, or by petition containing the signatures of 20% of the membership.

Section 3: Special meetings of the Chapter shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

Section 4: 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 purpose of the meeting.

Section 5: Typically, a majority of members in attendance at a regular or special meeting will suffice to move a motion forward.

Section 6: Quorum for a special meeting shall be 5% of the membership and no less than 10 members.

ARTICLE VIII: CFA DEPARTMENT REPRESENTATIVES DUTIES

Section 1: Department Representatives shall be elected by individual departments and they can be recalled by their departments for cause as well.

Section 2: Attend the Monthly breakfast or lunch Chapter forums (Attendance will be kept so that evidence of service is preserved)

- Disseminate state-wide and local chapter news and activities

- Represent Union issues of your Department to the general monthly meeting

- Bring Faculty Rights questions and ideas to CFA

Section 3: Keep up with news from [CFA Headlines](#) and disseminate widely to Department Members

Section 4: Promote outreach

- Resend Union email to Departments and colleagues to overcome automatic clutter discarding

Get on Department meeting agendas habitually to explain Union news, serve as point person in your departments, ask about issues CFA should know about and report them.

Ask members of Department to join the Union (do outreach to all faculty including Lecturers)

Please note that Union service contractually is the same as other service to the University and is suitable for inclusion in any type of service reporting faculty make (RTP, dossier, Range elevation, etc.)

Section 5: Preparation for a Strike:

Have a conversation with each member of your Department to confirm that they have signed up for the strike

- encourage people not to cross the picket line and teach people how collective action works and history of Strikes in Education and CFA

- report to Contract Action Team Leaders from whom and when they can expect participation

Join a subcommittee, become a Building or Door Coordinator or Contract Action Team member

Help Departments understand what a Strike means

Promote activism about the Strike and publicize your views about the reasons for the Strike

Promote faculty explaining to students why we are striking and promote student participation in activities

Invite students from SQE to speak in your classes.

Outreach to friends and neighbors about the issues at the core of the potential strike.

ARTICLE VIII: STANDING COMMITTEES

Section 1: There shall be the following standing committees: Faculty Rights (grievances), Membership and Organizing Committee, Political Action, Campus Policies, Council for Antiracism and Social Justice Transformation (ARSJT), Retired Faculty Committee, Librarian's Committee, Counselor's Committee.

Section 2: Special committees may be appointed by the Chapter President as needed subject to the ratification by the Executive Board.

Section 3: The Manner of the selection of the chairpersons and members of committees shall be determined by the President in consultation with the Executive Board.

Section 4: Duties of Standing Committees

Standing Committee members shall be appointed on an academic year basis by the Chapter President in consultation with the Executive Board. Members can have multiple one-year appointments.

Section 5: Faculty Rights/Grievances.

The Faculty Rights/Grievances Committee shall be responsible for implementing the Chapter's complaint and grievance program. The Committee Chair shall receive one of the two .2 assigned-times given to the chapter each semester for their work. The Committee shall:

- A. provide representative to Counsel and assist members in grievance matters;
- B. represent the Chapter at grievance proceedings whenever a member is processing a grievance;
- B. make recommendations to the Executive Board regarding the budget for grievance processing and arbitration costs and shall keep the Executive Board informed regarding the operation of the grievance program;
- C. consider carefully the merits of each grievance and make recommendations to the Executive Board regarding them;
- D. monitor and maintain records on campus policies concerning the employment retention, tenure and promotion of faculty, since these matters are frequently the subject of grievance;
- F. keep a record of all grievance processes;
- G. study the Chapter's grievance processing policies and program and make recommendations to the Executive Board for maintaining and improving their effectiveness.

Section 6: Membership and Organizing Committee.

The duties of the Membership and Organizing Committee shall include recruitment of new members, serve as a liaison between the Chapter and membership, and serve as an avenue of input to the Chapter leadership of concerns, and problems, or needs of individuals or specific groups within the membership. The Chair will promote Chapter Hall-walking events and campus outreach to support campus and statewide campaigns. The Committee Chair shall maintain an accurate membership list and share with the Treasurer. The Committee Chair shall monitor and maintain all the varied Social media communication of the Chapter. The Chair shall receive a .2 course release through the Chico Chapter and Statewide Membership program. The committee shall mentor and work with the SQE interns.

Section 7: Political Action and Legislative Committee.

The Political Action and Legislative (PAC-LEG) Committee oversees CFA's political and legislative programs. This includes endorsing ballot measures and constitutional office candidates and sponsoring and taking positions on legislation before the California state Legislature. The PAC-LEG Committee will be responsible for developing and conducting Chapter and state-wide political action programs. Political action efforts will be authorized by the Executive Board in Consultation with the Chapter membership.

Section 8: Campus Policies Committee.

The duties of the Campus Policies Committee will be to inform the membership, Faculty Senate, and the Administration of contract interpretations, applications, and to insure campus policies conform to the CBA.

Section 9: Council for Racial and Social Justice Transformation (ARSJT). The ARSJT Council shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, RTP and other related matters; shall work to improve communication and services to underrepresented faculty regarding state and local 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. They will maintain direct contact with the Chico campus Vice President for Equity, Diversity and Inclusion and all campus underserved faculty bodies. The Chair and Co-Chair of the ARSJT Committee shall be responsible for convening meetings with representatives from the campus CFA caucuses (Peace and Justice, Women's, Latinx, African American, Asian-Pacific Islander, LGBTQ, Gender Justice, Teacher-Education, and any future caucuses supported by the local and statewide CFA) and ensuring representation to each of the Caucuses from the campus. The Council for ARSJT shall be chaired by faculty with training and experience in ARSJT issues or their designees. It is recommended that two suitable faculty Co-Chair this important and busy Council.

Section 10: Counselors Committee.

The Counselors' Committee assists CFA in understanding issues related to counselors and counselor affairs and promotes communications among counselors on the campus and throughout the CSU system. The Chair of the committee shall represent the campus at the Statewide Counselor's Committee.

Section 11: Librarians Committee.

The Librarians Committee assists CFA in understanding issues related to librarians and library affairs and promotes communications among librarians on the campus and throughout the CSU system. The Chair of the committee shall represent the campus.

Section 12: Retired Faculty Committee.

The Retired Faculty Committee assists CFA in understanding issues related to retired faculty and promotes communication among faculty retired from the campus and throughout the CSU system. The Chair of the committee shall represent the campus.

ARTICLE IX: CHICO CHAPTER REPRESENTATIVES TO THE CFA ASSEMBLIES.

Chapter Representatives

Pursuant to the provisions of Article V of the CFA bylaws, Campus Representatives shall be elected by the membership at large. They shall attend meetings of the CFA Assembly and shall represent the interests of the Chapter thereat. The Executive Committee is empowered to direct and instruct the Campus Representatives in their actions and voting at Assembly meetings, and in cases of disagreements between the Representatives on matters before them, they shall seek instruction from the Executive Committee in order that they may present a united front.

ARTICLE X: CHICO CHAPTER REPRESENTATIVE ON THE CFA STATEWIDE BARGAINING TEAM

(See Statewide CFA Bylaws; Article IX: CFA Bargaining Team for full description of authority, duties, responsibilities, membership, term in office, removal and other issues)

Section 1: The Chico Chapter shall follow the same process to select its Bargaining Team Representative nominee as used to elect Chapter Officers no later than December of a year that will begin a Statewide Bargaining cycle.

Section 2: Any CFA member in good standing whether Tenured Faculty, Probationary Faculty, Full-time Lecturer Faculty (1.0 appointment), part-time Lecturer Faculty (less than 1.0 appointment), Librarians, Coaches and Counselors may apply or be nominated by others. (See Article V above).

Section 3. Term of Service.

Bargaining Team members shall serve from the time of their appointment until the bargaining cycle has been completed. The bargaining cycle will typically begin the spring semester before the expiration of a contract. Elections to the bargaining team shall take place one term prior to the start of the next bargaining cycle.

Section 4. Removal and Resignation.

In the event a member of the Bargaining Team is unable or unwilling to carry out the required duties of a team member, the team member may resign or may be removed for cause. Removal for cause shall be by a majority vote of the CFA Board of Directors upon recommendation of a majority of the remaining team members. Replacement of a Bargaining Team member who resigns or is removed shall be made using the same procedure used to make the original appointments. Chapters may implement a process to recall their elected bargaining team member.

A majority vote is required with respect to ratification of tentative agreements reached by the State-wide Bargaining Team and with respect to all other matters otherwise specified herein.

Article XI: BYLAWS AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members, provided notice in writing of a proposed amendments shall have been filed with the Secretary and made available to all Chapter members at least two weeks prior to the vote.

Article XII: RATIFICATION

These Bylaws shall be ratified by a majority vote of the chapter members who respond to a secret ballot. Notice of the election shall be made public at least 14 days in advance of ballot distribution. At least 7 days shall be allowed for the return of ballots.

After approval by the chapter, these Bylaws and any future amendments thereto shall be submitted to the CFA Board of Directors. Approval by the Board is required before either these Bylaws or any amendment thereto becomes operative.

CFA Department Representatives Description

- 1) Attend the Monthly breakfast forums
Disseminate state-wide and local chapter news and activities
Represent Union issues of your Department to the general monthly meeting

Bring Faculty Rights questions and ideas to CFA

2) Keep up with news from CFA Headlines and disseminate widely

3) Promote outreach

Resend Union email to Departments and colleges to overcome automatic clutter discarding

Get on Department meeting agendas habitually to explain Union news, serve as point person in your departments, ask about issues CFA should know about and report them.

Ask members of Department to join the Union (do outreach to all faculty including Lecturers)

Please note that Union service contractually is the same as other service to the University and is suitable for inclusion in any type of service reporting faculty make (RTP, dossier, Range elevation, etc.)

4) Specifically for a Strike:

Have a conversation with each member of your Department to confirm that they have signed up for the strike

- encourage people not to cross the picket line and teach

- report to Building coordinator from whom and when they can expect participation

Join a subcommittee, become a Building or Door Coordinator

Help Departments understand what a Strike means

Promote activism about the Strike and publicize your views about the reasons for the Strike

Promote faculty explaining to students why we are striking and promote student participation in activities

Invite students from SQE to speak in your classes.

Outreach to friends and neighbors about the issues at the core of the potential strike.