

# California State University Employee's Union

## Humboldt State University

### Chapter 301 Bylaws

#### Section 1. Authority:

Subject to the rights of the members to set the broad goals and the general policies of the Chapter, the operations of the Chapter are administered by the Executive Committee.

#### Section 2. Executive

The officers of the chapter are the President/General Council Delegate, Vice President, Secretary (or Secretary/Treasurer), Treasurer, Chapter Bargaining Unit Representatives for each of the Bargaining Units represented by the CSUEU. (Other Executive Committee offices may include Chapter Organizing Chair, Chief Steward, immediate past President, or any other office provided for in the Chapter Bylaws.)

#### Section 3. Officers, Offices and Duties:

##### A. President/General Council Delegate:

The President shall preside at all meetings of the Chapter and of the Executive Committee, and shall exercise general supervision over activities of the Chapter. He/She shall appoint and remove all members of committees, subject to the rights of the Executive Committee to disaffirm such appointment or removal, and shall be an *Ex Officio* member of each Chapter Committee. The President shall be a Chapter General Council Delegate and shall serve at the meetings of the CSEA General Council.

##### B. Vice President:

The Vice-President shall act, for and in the place of, the President at the latter's request or during his/her absence or disability, and shall perform such other duties as assigned by the President. In the absence of an elected Chief Steward, the Vice President shall serve in that capacity.

##### C. Treasurer:

The Treasurer shall be custodian of the funds of the chapter and shall deposit them in a financial institution approved by the Executive Committee. He/She shall pay all bills, keep the financial records, render a financial written report at each Chapter and Executive Board meeting, render such financial reports to the Association's Treasurer as required by Association policy, CSUEU Finance Officer as required by the Division Policy File, and perform such other duties as assigned by the President.

- D. Secretary:  
The Secretary shall keep a record of the proceedings of all chapter and executive committee meetings, conduct the correspondence of the chapter, have custody of the records of the chapter, ensure that a copy of the Chapter Bylaws, Division Bylaws, and Association Bylaw and Policy File are available at all meetings. The Secretary shall transmit copies of all amendments to the Chapter Bylaws to the CSUEU Policy File Committee Chair. The Secretary shall perform such other duties as assigned by the President. The Secretary is responsible for the availability of chapter minutes to all represented employees.
- C1/D1 Secretary/Treasurer:  
The Secretary/Treasurer is responsible for the fulfillment of both the duties of Chapter Secretary and Chapter Treasurer.
- E. Chapter Bargaining Unit Representatives:  
The Chapter Bargaining Unit Representatives represent the employees in their respective jurisdictions at chapter and executive committee meetings, and transmit the view of their constituents to their respective unit councils either in writing, or when authorized, in person at meetings of the unit council.
- F. Chapter Organizing Committee Chair:  
The Chapter Organizing Committee Chair shall Chair the Chapters' Organizing Committee. The Campus Organizing Committee Chair shall ensure that a new employee orientation exists, enforce contractual obligation that new employees packets are distributed, and ensure the distribution of fair share notices to new employees. The Chapter Organizing Committee Chair shall develop campus programs to promote membership recruitment and fair share fee payer conversion, and coordinate the implementation of Association-approved statewide organizing programs on the campus.
- G. Chief Steward:  
The Chapters' certified chapter stewards shall elect a Chief Steward. The Chief Steward shall track campus grievances, and chair meetings of the Campus Stewards Council.
- H. Immediate Past President:  
The Immediate Past President may sit on the Executive Committee as an *ex officio* member.

SECTION 4. Delegates:

To the extent that the Chapter is allotted Delegates to the General Council by the Association, the delegates to the General Council shall be nominated and elected in a process in keeping with CSUEU Policy File and applicable Association Bylaws and Policy File.

The Chapter President shall be a delegate to General Council. All other delegates shall be elected

at large, and when vacancies occur, shall be appointed from the list of alternates in the order of votes received. Members running for other offices may also run for Chapter General Council Delegate.

## **ARTICLE II**

### **ELECTIONS**

#### Section 1. Election of Officers:

Election of chapter officers shall be in accordance with CSUEU Policy File.

#### Section 2. Term of Office:

The term of office of all chapter officers and bargaining unit representatives shall be in accordance with the CSUEU Policy File.

#### Section 3. Time of Election:

The time for chapter elections shall be in accordance with the CSUEU Policy File. The election process shall be concluded by March 1.

#### Section 4. Nominating Committee:

During January, the Chapter President shall activate a Chapter Nominating Committee, the Chapter President shall notify the chapter members of the date, time, and place of the open chapter meeting to accept Chapter Officer nominations. Prior to this chapter meeting, the Nominations Committee shall meet.

#### Section 5. Electorate:

- A. President/General Council Delegate, Vice-President, Secretary (Secretary/Treasurer), Treasurer, and Chapter Organizing Chair are elected by active members of Chapter 301.
- B. Chapter Bargaining Unit Representatives are elected by the active members in their bargaining unit of Chapter 301.
- C. Chief Steward is elected by certified stewards of Chapter 301.

#### Section 6. Eligibility for Office:

- A. Any active member of Chapter 301 shall be eligible for the offices of President(President/General Council Delegate), Vice-President, Secretary(Secretary/Treasurer), Treasurer, and Organizing Committee Chair.
- B. Any active member of Chapter 301 shall be eligible for the office of Campus Bargaining Unit Representative of his/her bargaining unit.

Section 7. Elections:

- A. Election of chapter officers and chapter bargaining unit representatives shall be either by (a) mail ballot, conducted by CSEA headquarters; or (b) open chapter meeting.

In the event that chapters want the elections to be handled by Headquarters, notification must be sent to CSEA by the second week of January. The Chapters must provide a list of nominees to CSUEU Headquarters no later than February 15<sup>th</sup> in the year of election.

- B. If the election is to be held in an open meeting, the Nominating Committee shall conduct the election and shall provide a slate of candidates to each chapter member at least 30 days prior to the meeting scheduled for elections. This announcement shall include the date, time, and location of chapter elections. Nominations from the floor are also acceptable.
- C. The Nominating Committee shall serve as the Tellers Committee and will notify all chapter members and CSUEU Headquarters of the results of the election by March 30th. The new officers will be installed at the next open chapter meeting.

Section 8. Officer Training:

Pursuant to the CSUEU Bylaws and Policy Files, all chapter officers shall attend required training within six (6) months of election/appointment.

## **ARTICLE III**

### **MEETINGS**

Section 1. Chapter Meetings:

Chapter meetings shall be held at least quarterly at times and places determined by the president. Special meetings may be called at any time by the President, by a majority of the Executive Committee, or by petition signed by any 10 members. A special meeting called by the Executive committee, or by petition, must be held within ten (10 days).

Section 2. Executive Committee:

The Executive Committee shall meet monthly at times and places determined by the President. Only members of the Executive Committee may make motions or vote. Any represented employee may address the Executive Committee on the subject under consideration in an open session meetings. Represented employees who wish to request an item be added to the Agenda of an open session meeting, should do so in writing or by e-mail to the Committee Chair at least twenty-four (24) hours in advance of the meeting date. New agenda item requests may be taken under consideration at the scheduled meeting or at a subsequently scheduled meeting, at the discretion of the Executive Committee.

Section 3. Notice:

For business to be conducted and actions taken, the notice requirements of this section must be met. Notice of regular chapter and Executive Committee meetings shall be given to all Represented employees at least ten (10) days in advance of the meeting by publication in the chapter newsletter, mailing or e-mailing such notice to the address of record of all represented Employees, and or posting on the bulletin boards at each work location in the chapter's jurisdiction. Notice of special meetings shall be given to all represented employees at least five (5) days in advance by the same means. No notice is needed for meetings of committees other than the Executive committee.

Section 4. Quorum:

For business to be conducted and actions taken, the quorum requirements of the section must be met:

- A. Regular Meetings: A quorum consists of the number of members present.
- B. Special Meetings: A quorum consists of at least ten (10) members.
- C. Executive Committee meetings: A quorum consists of the number of officers present.

Section 5. Open and Closed Meetings:

All meetings of this chapter shall be open to all represented employees. Executive Board Meetings and Steward Council Meetings may be closed in accordance with the CSUEU Policy File.

Section 6. Emergency Meetings:

Notwithstanding the provisions of Sections 4 and 5 of this article, an emergency meeting of the Executive Committee or Chapter may be called by the President or Executive Committee. Actions taken at such meetings are subject to review at the next regularly scheduled meeting of that body.

Section 7. Minutes:

Minutes of all meetings shall be made available to all represented employees prior to the next scheduled meeting.

**ARTICLE IV**  
**ORDER OF BUSINESS**

The recommended order of business at all meetings of the chapter may be as follows:

Call to order  
Approval of Minutes  
Report of President  
Report of Treasurer  
Report of Secretary  
Report of Committees as needed  
Old Business  
New Business  
Adjournment

Robert's Rules of Order, latest revision, shall govern meetings of this chapter, in so far as it does not conflict with the CSUEU Bylaws and Policy file, and the Bylaws of this chapter.

Any actions that are in conflict with the Association and CSUEU Bylaws or Policy Files are null and void.

**ARTICLE V**  
**COMMITTEES**

Section 1. Standing Committees:

Standing Committees of the Chapter are Finance Committee, Chapter Organizing Committee, Executive Committee, and the Stewards Council.

Section 2. Special Committees:

Special committees may be authorized as needed by the Chapter President or Executive Committee. The President shall appoint members to those committees so authorized.

## **ARTICLE VI**

### **FINANCES**

#### Section 1. Budget Year:

The Budget year for the chapter shall be January 1 through December 31.

#### Section 2. Income:

The primary source of income for the chapter shall be that portion of dues and fees due allotted to the Chapter as determined by the CSUEU Policy File. Additional income may be in the form of grants from the Association or CSUEU, and/or special fund-raising.

#### Section 3. Budget:

The Chapter shall operate under a program budget directed by CSUEU, which shall guide the priorities under which the Chapter shall spend its monies.

#### Section 4. Budget Adoption:

Each year, prior to December, the Treasurer(Secretary/Treasurer) assisted by the President shall prepare a budget based on the projected income. The proposed budget shall be presented to the Executive Committee in such time as to meet the requirements of the CSUEU Policy File; the Executive Committee shall make whatever changes it deems necessary before approving the proposed budget for presentation to the membership of the chapter. The proposed budget shall then be presented to the membership for approval, in a timely manner to meet the requirements of the CSUEU Policy File, at the next regularly scheduled chapter meeting in the budget year for final approval.

#### Section 5. Disbursements:

The Treasurer shall deposit the income of the chapter in accounts in such financial institutions(s) as the Executive Committee shall determine. He/she shall pay the obligations of the chapter by means of drafts against the chapter's account(s). Drafts shall not be valid unless signed by two (2) officers. Disbursements in any program may not exceed the amount budgeted for that program, except that the Executive committee is authorized to transfer budgeted funds from one program to another.

#### Section 6. Reserves:

Reserve funds shall be in accordance with the CSUEU Policy File.

#### Section 7. Audit:

The Executive Committee shall cause an audit of all chapter financial records to be conducted in accordance with the requirements of the CSUEU Policy File.

**ARTICLE VII**  
**COMMUNICATIONS**

The Chapter shall communicate with those state employees it represents by any means available to it. It may publish a newsletter on a regular periodic basis to be determined by the Executive Committee. It shall be distributed by (1) mailing to the campus address of record of the chapter constituency or (2) hand delivery to each work site represented by the chapter, and shall contain the official meeting notice for the chapter.

**ARTICLE VIII**  
**DISCIPLINE**

Discipline of members and recall of members, officers, and stewards will be in accordance with the CSUEU Bylaws and Policy File.

**ARTICLE IX**  
**VACANCIES**

In case of vacancy in the office of the President or President/General Council Delegate, the Vice-President becomes President. In case of a vacancy in the office of Vice-President, Secretary, Treasurer, or Chapter Bargaining Unit Representative, the President shall fill the vacancy by appointment, subject to the approval of the Executive Committee.

**ARTICLE X**  
**AMENDMENT**

Section 1. Proposals:

Amendments to the Bylaws may be proposed by the Executive Committee, or by petition signed by (a) any ten (10) members or (b) by 10% of the chapter membership, whichever is lower.

Section 2. Publication:

The proposed amendment must be made available to every member. If the amendment is distributed electronically a paper copy shall be made available to members who do not have electronic access, at least ten (10) days prior to the Chapter meeting at which time the amendment is to be acted upon.

Section 3. Adoption:

The amendment must be adopted by two-thirds (2/3) vote of the members present and voting at the next regular chapter meetings following publication.

**ARTICLE XI**

**ADOPTION OF NEW BYLAWS**

From time to time, it may be necessary or desirable to update several sections of the Bylaws at one time. When such an action occurs, a copy of these Bylaws shall be transmitted to the members of the Chapter at least thirty (30) days prior to the meeting at which time they are to be acted upon. They shall be considered at an open meeting held prior to the meeting at which time they are to be acted on and shall be approved by a majority vote of those voting. A copy of these Bylaws shall be transmitted to the Vice President for Organizing and CSUEU Policy File Committee Chair within two weeks of adoption.

**Date Adopted:** \_\_\_\_\_

**Officers Present:**

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