



C.S.U.E.U.  
California State University Employees Union  
SEIU, Local 2579

CAL POLY  
San Luis Obispo

CHAPTER 316  
BYLAWS

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**CSUEU CAL POLY CHAPTER 316  
BYLAWS**

**ARTICLE I  
Administration**

**Section 1. Authority**

Subject to the right of the members to set the board goals and general Policy of the Chapter, the Executive Committee administers the affairs of the Chapter.

**Section 2. Executive Committee**

The Executive Committee consists of the officers and General Council delegates of the Chapter.

**Section 3. Officers and Duties**

The officers of the Chapter are President, Vice-President, Chief Steward, Bargaining Unit Representatives from Units 2, 5, 7, and 9, Secretary, Treasurer and Chapter Organizing Committee Chair.

**A. President/General Council Delegate**

The President/ General Council Delegate shall preside at all meetings of the Chapter and the Executive Committee and shall exercise general supervision over the 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.

**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.

**C. Chief Steward**

The Chief Steward shall serve as the Chief Grievance Officer and shall coordinate the activities of all stewards in grievance and representational issues. The Chief Steward shall call and chair monthly Chapter steward meetings. Chief Steward shall ensure all grievances are tracked and records maintained utilizing the CSUEU Tracking system. Chief Stewards shall be responsible for maintaining a list of certified stewards for their campus, and providing a monthly report of all active cases on their respective campus to the assigned Labor Relations Representative. The Chief Steward will advise the President on all grievance activities and decisions.

**D. Secretary**

The Secretary shall keep a record of all proceedings of all Chapter and Executive Committee meetings, conduct the correspondence of the Chapter, have custody of the records of the Chapter, and ensure that a copy of the Chapter bylaws, Bylaws, Association Bylaws and Policy File are is available at all meetings. He/She shall transmit copies of all amendments to the Chapter Bylaws to the CSUEU Policy File Committee Chair. The

Secretary is responsible for the availability of Chapter minutes to all represented employees.

**E. Treasurer**

The Treasurer shall be the custodian of the funds of the Chapter. He/she shall pay all bills authorized by the Executive Committee, keep the financial records, render a written financial report at each Chapter and Executive Committee meeting, and render such financial reports to the CSUEU Finance Officer as required by the Policy File, and performs such other duties as assigned by the President.

**F. Bargaining Unit Representatives, Units 2, 5, 7, and 9**

The Bargaining Unit Representatives represents the employees in their respective unit jurisdictions at Chapter and Executive Committee meetings, and transmits the views of their constituents to their respective units either in writing or, when authorized, in person at meetings of the unit.

**G. Chapter Organizing Committee Chair**

The Chapter Organizing Committee Chair shall Chair the Chapters' Organizing Committee. The Chair shall ensure that a new employee orientation exists, enforce contractual obligation that new employee's packets are distributed. 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.

**Section 4. General Council Delegates**

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 Chapter offices may also run for Chapter General Council Delegate.

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

**ARTICLE II  
Meetings**

**Section 1. Chapter Meetings**

Regular Chapter meetings shall be held quarterly at times and places determined by the President. The President may call special meetings at any time as requested by the President, by a majority of the Executive Committee, or by a petition signed by ten (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, although any Chapter

member may address the Executive Committee on the subject under consideration. Members, who wish to address the Executive Committee on an Agenda item, or who wish to request an item be added to the Agenda, should do so at least twenty-four (24) hours in advance of the meeting date. Requests to add new items to the Agenda 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 Chapter members at least five (5) days in advance of the meeting by either (1) publication in the Chapter Newsletter, (2) mailing such notice to the address of record of all members, or (3) posting on the bulletin board of each work location in the Chapter's jurisdiction or posting on the chapter's website or (4) via email. Notice of special meetings shall be given to all Chapter members at least five (5) days in advance by the same means. No notice is needed for meetings of Chapter committees other than the Executive Committee.

### **Section 4. Quorum**

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

- (a) Regular meetings. A quorum consists of the number of members present.
- (b) Special meetings. A quorum consists of the number of members present.
- (c) Executive Committee meetings. A quorum consists of a majority of the committee provided at least two (2) officers are present.

### **Section 5. Open 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, the President may call an emergency meeting of the Executive Committee or Chapter. Actions taken at such meetings are subject to review at the next regularly scheduled meeting.

### **Section 7. Minutes**

Minutes of all meetings are to be available to any member upon request.

## **ARTICLE III Committees**

### **Section 1. Standing Committees**

The President shall appoint the following standing committees to serve during his/her term in office: Membership/Organizing; Bylaws; Communications; Bulletin Boards. Standing Committees of the Chapter are Executive Committee, Chapter Organizing 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 IV 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 events.

### **Section 3. Budget**

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

### **Section 4. Budget Adoption**

Each year, prior to January, the Treasurer, assisted by the President, prepares 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. The proposed budget will be available upon request by any member.

### **Section 5. Disbursements**

The Treasurer shall pay the obligations of the Chapter by means of the procedures of the CSUEU Financial Accounting for chapters and unit against the Chapter's account(s). 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 established in accordance with the CSUEU Policy File.

### **Section 7. Audit**

The CSUEU Financial Accounting for chapters and shall cause an audit of all chapter financial records to be conducted in accordance with the requirements of the CSUEU Policy File.

## **ARTICLE V Communications**

The Chapter shall communicate with those state employees it represents by any means available to it. It may publish a newsletter or union flier on a regular or periodic basis to be determined by the Executive Committee. It shall be distributed by (1) mailing to the address of record of the Chapter constituency, (2) hand delivery to each worksite represented by the Chapter, and/or (3) via email and shall contain the official meeting notice to the Chapter.

## **ARTICLE VI Discipline**

### **Section 1. General**

Members of the Executive Committee can be removed in accordance with the provisions of the Association's Constitution and Bylaws, Policy File and this article.

### **Section 2. Suspension**

The President, or the Vice-President if the charges are against the President, may, with concurrence of a majority of the members of the Executive Committee, suspend a member of the Executive Committee if, in his/her opinion, the acts of the member constitute a threat to the Association or the Chapter. If formal charges are not filed within ten (10) days, the suspension shall be lifted.

### **Section 3. Charges**

Charges may be filed against a member of the Executive Committee by any Chapter member. Charges include, but are not limited to those listed in the Association Policy File or unexcused absence from two or more Chapter and/or Executive Committee meetings.

### **Section 4. Hearing and Removal**

A hearing on the charges shall be held in accordance with Association Policy. A member of the Executive Committee may be removed from office, and the office declared vacant, only by affirmative vote of two-thirds (2/3) of the members of the Executive Committee.

### **Section 5. Appeal**

Any member so removed has the right of appeal as specified in Association Policy.

## **ARTICLE VII Vacancies**

In case of a vacancy in the office of the President, the Vice-President becomes President. In the case of a vacancy in the office of Vice-President, Secretary, Treasurer, Chapter Organizing Chair or Chapter Bargaining Unit Representative, the President shall appoint a replacement subject to approval by the Executive Committee.

## **ARTICLE VIII Order of Business**

The order of business at all meetings of the Chapter shall, insofar as possible, be as follows:

- Call to order
- Approval Minutes
- President's Report
- Treasurer's Report
- Report of Secretary
- Report of Committees
- Report of Units
- Report of Labor Representative

Old Business  
New Business  
Adjournment

Robert's Rules of Order, latest revision, shall govern meetings of this Chapter, insofar as it does not conflict with the CSUEU's Bylaws and Policy File, and Bylaws of this Chapter.

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

## **ARTICLE IX Amendments**

### **Section 1. Proposal of Amendment**

Amendments to the bylaws may be proposed by the Executive Committee or by petition signed by any ten (10) members of the Chapter.

### **Section 2. Publication**

The proposed amendments 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 (10) days prior to the Chapter meeting at which time the amendment is to be acted upon.

### **Section 3. Approval of Amendment**

Amendments to the Bylaws shall be approved by a majority of the votes cast by the members, which vote shall be taken by letter ballot, as hereinafter provided in the Chapter Bylaws. A copy of all amendments shall be forwarded to CSUEU Headquarters' Office of the State Association in conformance with the provisions of the State Association Constitution.

## **ARTICLE X 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.

## **ARTICLE XI Elections**

### **Section 1. Election of Officers**

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

## **Section 2. Terms of Office**

The term of office of all Chapter officers and bargaining unit representatives shall be two years. Such terms of the newly elected officers shall commence upon the first of the month following the election.

## **Section 3. Time of Elections**

Chapter elections will be held in odd numbered years.

## **Section 4. Nominations Committee**

By January 15th in odd numbered years, the Chapter President shall activate a Chapter Nominating Committee. The Chapter President shall notify the Chapter membership and the CSUEU President of the date, time and place of the open Chapter meeting to accept nominations. When Chapter elections have been concluded; results will be reported to CSUEU Headquarters by the Nominations Committee no later than March 1st of odd-numbered years. The Nomination Committee shall determine balloting procedure.

- A. If the election is to be held in an open meeting, the Nomination Committee shall conduct the election by secret ballot and shall provide a slate of candidates to each Chapter member. This announcement shall include the date, time and location of Chapter elections. Nominations from the floor are acceptable.
- B. The Nomination Committee shall serve as the Tellers Committee and will notify all Chapter members and CSUEU Headquarters of the results of the election by March 30<sup>th</sup>. The new officers will be installed at the next open chapter meeting.
- C. If the Nomination Committee decides to have the election of officers conducted by CSEA Headquarters, notification must be sent to CSEA by the second week of January. The Chapter must provide a list of nominees to CSUEU Headquarters no later than February 15<sup>th</sup> in the year of election.

## **Section 5. Electorate**

- A. Active members within their own Chapter elect President, Vice-President, Secretary, Treasurer and Chapter Organizing Chair.
- B. Active members within their own respective Chapter bargaining units elect Bargaining Unit Representatives.
- C. Chief Steward is elected by certified stewards of the Chapter.

## **Section 6. Eligibility for Office**

- A. Any active member, in good standing, in the Chapter is eligible to run for President, Vice-President, Secretary, Treasurer, and Chapter Organizing Chair and Bargaining Unit Representative position within their unit.
- B. Any active member, in good standing, in the Chapter is eligible to be nominated for General Council delegate.
- C. Any active, certified Steward, who is a member in good standing, may run for the Office of Chief Steward.

### **Section 7. Election Procedures**

Election for Chapter officers or campus bargaining unit representatives may be by open Chapter meeting conducted by the Nominations Committee. Election shall be by a simple majority of members voting, ignoring blanks and write-in votes. If a run-off is necessary, it shall be held immediately. If office positions are unopposed, the President may call for election by acclamation. The Nominations Committee will be responsible for the security of the ballots and the ballot tabulation.

### **Section 8. General Council Delegates**

The membership role of delegates to General Council, limited to active members of the Association, is determined at each session, and consists of delegates and alternates elected by Chapters. Each Chapter shall be entitled to elect one delegate for each 100 members then belonging to such Chapter or major fraction thereof, except that no Chapter shall have less than one delegate. A Chapter may provide in its bylaws that the person elected Chapter president will be one of that Chapter's delegates to General Council. In such case, election ballots shall indicate that the person elected will serve in both capacities and such elections shall be held in accordance with standards applicable to the election of Chapter delegates. The delegates referred to above shall be known as Chapter delegates.

### **Section 9. Protest Procedure**

Any active Chapter member may protest the election of any Chapter officer in his/her Chapter. To be valid a protest shall be:

- (1) In writing specifically setting forth the irregularity and procedure(s) violated.
- (2) Addressed to the CSUEU President within five (5) calendar days after the Chapter election.

The incumbent in the protested office shall remain in office until the protest is decided. If there is no incumbent, the office shall remain vacant. The CSUEU President, within ten (10) days of receipt of an election protest(s), shall appoint a committee of three (3) non-candidate members to investigate all timely appeals.

The Hearing Committee will determine the validity of the protest. They shall:

- (1) Return any invalid protest to the protester within fifteen (15) calendar days specifically setting forth why the election protest is invalid.
- (2) If valid the committee must hold the hearing within thirty (30) calendar days of appointment.

In hearing an election protest the committee will:

- (1) Contact the Chapter president and all other people known to be involved and request all information pertaining to the protested election.
- (2) Review all materials used in the election procedure relevant to the protest.
- (3) When necessary, hold an open meeting of the Chapter.
- (4) Within ten (10) calendar days report its finding to the CSUEU President for action.