

CSUEU – CHAPTER 315

CHAPTER MEETING

**Thursday, August 20, 2009
12:00 pm - CBA 140**

21 Pages

OFFICERS PRESENT

Peggy O’Neil-Rosales, President, **Richard Duarte**, Vice President and Chief Steward. **Janine Licausi**, Secretary, **Denitra Jones**, Treasurer, **Toni Kukreja**, Bargaining Unit 7 Representative, **Matthew Black**, Bargaining Unit 9 Representative, **Janet Gonzales**, Organizing Chair.

OFFICERS ABSENT/EXCUSED

Corina Carpiet, Bargaining Unit 2 Representative, **Rosalva Guzman**, Bargaining Unit 5 Representative, **Kevin Conroy**, General Council Delegate and **Stafford Cox**, General Council Delegate.

GUESTS

Gerry Daley, Labor Relations Representative (arrived at 12:29 pm).

HANDOUTS

- Current Chapter 315 Bylaws
- Proposed Chapter 315 Bylaw Changes
- Work to Rule
- What you need to know about your union

AGENDA

- Furloughs - Bring questions in a 3 x 5 index card
- Chapter Bylaws - Vote Chapter Bylaws into compliance

CALL TO ORDER

President O’Neil-Rosales called the meeting to order at 12:14 pm.

PREVIOUS MEETING MINUTES

Moved by Janine Licausi and Seconded by Matthew Black

MSC – To approve the minutes of the June 19, 2009 chapter meeting as submitted.

Moved by Janine Licausi and Seconded by Matthew Black

MSC – To approve the minutes of the July 16, 2009 chapter meeting as submitted.

Moved by Janine Licausi and Seconded by Matthew Black

Main Motion - To approve the minutes of the July 23, 2009 chapter meeting as submitted.

Moved by Janet Gonzales and Seconded by Toni Kukreja

Secondary Motion MSC – to table the minutes of the July 23, 2009 chapter meeting minutes.

PRESIDENT’S REPORT

President O’Neil-Rosales reported (summary):

Labor Management Committee:

Gerry Daley, LRR, will be here to discuss this in detail.

1. We are filing a grievance on one issue; the minimum of two days furlough per month requirement.
 - a. The grievance is going to Level III at the Chancellor’s Office to expedite a decision.
2. We waived the 21-day notice for the implementation of the furlough schedule.
3. MPP’s will not perform bargaining unit work during furlough days.
4. We agreed that the yearly furlough calendar of requests will be submitted by August 20th and staff will receive a response at the end of their shifts on August 28th.
5. Staff can take furloughs and vacation back to back.
6. Staff can use more than one furlough day per week.
7. Scott Apel sent us a draft of what we agreed on and his version is not correct. We will be sending something out within the next few days.

President O’Neil-Rosales further reported (summary):

1. ITS is hiring more student assistants.
 - a. Matthew Black, Bargaining Unit 9 Representative, clarified; that it is unclear if more student assistants are being hired.

2. In Theatre Arts there are 95 black out dates for furloughs. The dean later changed his request to encourage employees not to choose those dates for furloughs.
3. During furlough weeks, take all of your breaks and lunch periods and work to rule.
4. The trades union is the only union on campus that will not be on furloughs, they chose layoffs.
5. Next year will be far worse than this year and there will be layoffs next year.
6. There is a newspaper article regarding furloughs being unconstitutional in the state of Maryland.

Gerry Daley, Labor Relations Representative reported (Summary):

In the state of California furloughs would not be unconstitutional, maybe against HEERA, but we agreed to the furloughs. Furloughs could be viewed as a unilateral change in working conditions, again we agreed to the furloughs so that doesn't apply. CSUEU chose to work out an agreement for furloughs, in theory to mitigate layoffs. Members overwhelming voted for furloughs, the CSUEU entered into the furlough agreement with member support.

Questions from members as to why CSUEU did not know this could be unconstitutional. Members present were told the furlough agreement has been agreed to and is not unconstitutional and they were asked to focus on the implementation of the furlough plan and not the unconstitutionality of furloughs.

Members questioned why the furlough requests for the year needed to be turned in at once. It was explained that due to their being 266 separate departments at the university, scheduling would be a nightmare and this would make it easier to schedule if the furlough days were scheduled in advance.

NEW BUSINESS

Parliamentary questions – Matthew Black asked if it is important for us to follow our bylaws and what would constitute 30-day notice if the announcement was issued on July 22, 2009?

Moved by Matthew Black and Seconded By Janine Licausi

Main Motion – To table the issue of the bylaws until November 1, 2009.

Out of Order - President O'Neil-Rosales ruled the motion out of order.

President O'Neil-Rosales asked for a motion to suspend the bylaws.
Matthew Black pointed out that we cannot suspend our bylaws.

Moved by Toni Kukreja and Seconded by Janet Gonzales

MSC – **Secondary Motion** to approve the bylaw changes as submitted.

CURRENT CHAPTER 315 BYLAWS

BYLAWS

Revised 2005

ARTICLE 1 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, Bargaining Unit Representatives and General Council Delegates.

Section 3. Officers and Duties

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

The President 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.

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 other duties as assigned by the President.

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. Ensure all grievances are tracked and records maintained utilizing the CSUEU Division Tracking System. Chief Steward shall be responsible for maintaining a list of certified stewards for their campus, and providing 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 grievances activities and decisions. The Chief Steward shall make recommendations to the President to appoint Bargaining Unit Representative-at-Large, with the approval of the Executive Committee.

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, insure that a copy of the bylaws is available at all meetings, and transmit copies of all amendments thereto to the Association's Secretary/Treasurer, and perform such other duties as assigned by the President.

The Treasurer shall be the custodian of the funds of the Chapter and shall deposit them into a financial institution approved by the Executive Committee. He/she shall pay all the bills authorized by the Executive Committee, keep the financial records, render a written financial report at each chapter and Executive Committee meetings, render such financial reports to the Associations' Secretary/Treasurer as required by the Association policy, and perform such other duties as assigned by the President.

The Bargaining Unit Representatives represents the employees in their respective unit jurisdiction at Chapter and Executive Committee meetings, and transmits the views of their constituents to their respective unit councils either in writing, or when authorized in person at meetings of the unit council. The Bargaining Unit Representatives and all other certified Chapter Stewards and Representative-at-Large shall elect a Chief Steward.

The Representatives-at-Large must be a certified Chapter Steward, and elected by the Chief Steward, Bargaining Unit Representative and Steward Council. The Representative-at-large must be a certified steward willing to assist the Bargaining Unit Representative within their jurisdiction with grievance presentations, and shall act, for and in place of, the Bargaining Unit Representative at the latter's request or during his/her absence or disability, and shall perform other duties as assigned by the Bargaining Unit Representative under the supervision of the Chief Steward, representatives-at-Large must adhere to the bylaws and policies of the Association.

The Chapter Organizing Committee Chair shall Chair the Chapters' Organizing Committee. The Chair shall ensure that a new employee orientation exists, enforce Contractual obligations that new employee 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 campus.

Immediate Past President

The immediate Past President shall sit on the Executive Committee as an ex-officio member and must be a current member of SCUEU.

Section 4. Delegates

The Chapter shall elect delegates at large to General Council. He association determines the number of delegates. Those candidates receiving the most voters, in descending order, shall be

elected as General Council Delegates. Alternates to General Council shall be determined by descending order of votes received.

ARTICLE II Elections

Section 1. Election of Officers

Election of chapter officers shall be in accordance with CSU Division policy.

Section 2. Term of Office

The term of office of all chapter officers and bargaining unit representatives shall be as determined at the beginning of the election cycle.

Section 3. Time of Elections

Beginning in 2003, chapter elections shall be in odd-numbered years.

Section 4. Election Committee

By January 1 of an odd-numbered year, the Chapter President shall activate a Chapter Election Committee. By January 15 of an odd-numbered year, the Chapter President shall notify the chapter members of the date, time and place of the open chapter meeting to accept nominations. Prior to this Chapter meeting, the Election Committee shall meet.

Section 5. Electorate

- A. Chapter President, Vice-President, Secretary/Treasurer are elected by active members of Chapter 315. An active member is defined as any dues paying member of CSEA.
- B. Chapter 315 active members elect chapter bargaining unit representatives in their respective units.

Section 6. Eligibility for Office

- A. Any active member of Chapter 315 shall be eligible for the offices of President, Vice President, Secretary/Treasurer, and Organizing Committee Chair.
- B. Any active member of Chapter 315 be eligible for the office of Bargaining Unit Representative of his/her bargaining unit.
- C. Any member of Chapter 315 who has served as a certified Steward is eligible for the office of Chief Steward.

Section 7. Election

- 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.
- B. If elections are on-campus, the Election 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. It shall also include information on how to request an absentee ballot. Nominations from the floor on the day of the election shall also be accepted.
- C. The Election Committee shall also serve as the Tellers Committee and will notify all chapter members of the results of the election. New officers will be installed at the next open chapter meeting.

ARTICLE III Meetings

Section 1. Chapter Meetings

Regular Chapter meetings shall be held at least once every quarter (four per year) at times and place determined by the President. Special meetings may be called at any time by the President, a majority of the Executive Committee, or by petition to the President signed by at least 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 at a time and place 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 5 days in advance of the meeting by (a) publication in the Chapter newsletter, (b) mailing such notice to the address or record or work address of all members, or (c) posting on

the bulletin board at each work location in the Chapter's jurisdiction, or other effective means of to communicate the notice. 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 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 ten percent (10%) of the chapter membership.
- (b) Special meetings: a quorum consists of at least five percent (5%) of the chapter membership.
- (c) Executive Committee meetings: a quorum consists of fifty percent (50%) of the Committee plus one.

Section 5. Open Meetings

All meetings of this Chapter shall be open to all members, and any action taken at a closed meeting shall be null and void.

Section 6. Emergency Meetings

Notwithstanding the provisions of Section 4 and 5 of this article, the President may call an emergency meeting of the Executive Committee. Actions taken at such meetings are subject to review at the next regularly scheduled meeting.

Section 7. Minutes

Minutes of all meetings shall be distributed to all active members prior to the next scheduled meeting.

ARTICLE IV Order of Business

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

- Call to order
- Approval of minutes
- President's Report
- Secretary/Treasurer's Report
- Committee Reports

- Old Business
- New Business
- Adjournment

Robert's Rules of Order, latest version, shall govern Chapter meetings, insofar as it does not conflict with the Association's Constitution and Bylaws, Policy File, and the Bylaws of Chapter 315.

ARTICLE V Committees

Section 1. Special Committees

Special Committees may be authorized as needed by the Executive Committee.

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 allotted to the Chapter as determined by the Association's Constitution and By laws, additional income may be obtained in the form of grants from the Association, and/or special fund raising events. The chapter shall not have more that \$4,000. in its treasury at any time.

Section 3. Budget

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

Section 4. Budget Adoption

Each year, prior to October, the Finance Committee, assisted by the President, Secretary/Treasurer, prepares a budget based on the projected income. The proposed budget shall be presented to the November meeting of the Executive Committee, which 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 at the next scheduled chapter meeting for final approval.

Section 5. Disbursements

The Secretary/Treasurer shall deposit the income of the Chapter accounts in such financial institution(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) Disbursements in any program

may not exceed the budgeted amount for that program, except that the Executive Committee is authorized to transfer budgeted funds from one program to another.

Section 6. Reserves

The Executive Committee may establish an emergency reserve fund, not to exceed 6 month's estimated income. Withdrawals from such reserves require an affirmative vote of one-half of the Executive Committee.

Section 7. Audit

The Executive Committee shall cause an audit of all Chapter financial records to be conducted annually during the month of January.

ARTICLE VIII Communications

The Chapter shall communicate with those employees it represents by means of a newsletter. It shall be published on a regular periodic basis to be determined by the Executive Committee yearly. It shall be distributed by (a) mailing to the address of record of the Chapter members, or (b) delivery to each worksite represented by the Chapter, and shall contain the official meeting notice for the Chapter. Additionally, information will be shared at Chapter meetings, by e-mail, voicemail, and on bulletin boards.

ARTICLE VIII 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 violation of the Association, Division or the Chapter bylaws. 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 included those listed in the Association Policy File, the Division Policy File, and the Chapter Policy File.

Section 4. Hearing and Removal

A hearing on the charges shall be held in accordance with the 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 of the members of the Executive Committee.

Section 5. Appeal

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

ARTICLE IX Vacancies

In case of vacancy in the office of the President, the Vice-President shall become President. In case of a vacancy in the office of Vice-President or Secretary/Treasurer, then the President shall appoint a replacement, subject to the approval of a simple majority of the Executive Committee.

ARTICLE X Amendments

Section 1. Proposals

Amendments to the Bylaws may be proposed by the Executive Committee, or by a petition signed by at least ten percent (10%) of the Chapter membership.

Section 2. Publications

The proposed amendments must be (a) publicized in the Chapter Newsletter, (b) mailed to the Chapter membership, (c) posted on bulletin boards in every work location, or (d) made available to every member electronically, except that a paper copy shall be provided to members who do not have electronic access, at least ten (10) days prior to the Chapter meeting at which the amendment is to be acted upon.

Section 3. Adoption

The amendment is adopted by a majority vote of the members present and voting at the next regular Chapter meetings following publication, provided there is no conflict between the amendment and Association Policy File and Division Policy File.

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 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 simple majority vote of those voting. A copy of these bylaws, together with a certificate headquarters office in Sacramento within two weeks of adoption.

PROPOSED BYLAW CHANGES

Chapter Bylaws

California State University Long Beach
Chapter 315 Bylaws

This Chapter is an autonomous organization chartered by the California State University Employees Union (CSUEU), a California Corporation. CSUEU is SEIU Local 2579 and is an affiliate of the California State Employee Association (CSEA).

ARTICLE I

ADMINISTRATION

Section 1. Authority:

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

Chapters are chartered entities of CSUEU and therefore are bound by the Bylaws and Policy File of CSUEU.

Section 2. Executive Committee:

The chapter officers are the President/General Council Delegate, Vice President, Secretary, Treasurer, and 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.) All officers must complete steward training within 6 months of being elected to office.

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. The president, by reason of his office, is a member of the board of directors of the corporation CSUEU and is required to attend CSUEU Board meetings.

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 duties as assigned by the President. In the absence of an elected Chief Steward, the Vice President may serve in that capacity.

C. Treasurer:

The Treasurer shall review and monitor all chapter financial transactions, render a financial report at each Chapter and Executive Board meeting, render such financial reports to the CSUEU Vice President for Finance as required by the Policy File, and perform such other duties as assigned by the President.

D. Secretary:

The Secretary shall record the minutes 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, CSUEU Bylaws and Policy File, and CSEA Bylaws and Policy File are available at all meetings. He/She shall transmit copies of all amendments to the Chapter Bylaws to the CSUEU Policy File Committee Chair. He/She shall perform such other duties as assigned by the President. The Secretary shall make chapter minutes available to all represented employees.

E. Chapter Bargaining Unit Representatives:

The Chapter Bargaining Unit Representatives represent the employees in their respective Bargaining Units, at chapter and executive committee meetings, and

present their constituents' views to 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 Chapter's Organizing Committee. The Chapter Organizing Committee Chair shall ensure that a new employee orientation exists, and that new employee packets are distributed. The Chapter Organizing Committee Chair shall develop chapter programs to promote membership recruitment and coordinate the implementation of CSUEU-approved statewide organizing programs on the campus.

G. Chief Steward:

The Chapter's "certified stewards" shall elect a Chief Steward. The Chief Steward shall track campus grievances, and chair meetings of the Stewards Council. The Chief Steward shall make monthly reports to their assigned LRR on all representation activity in their chapter.

H. Immediate Past President:

The Immediate Past President may sit on the Executive Committee as an *ex officio* member.

Section 3. Delegates:

To the extent that the Chapter is allotted Delegates to the CSEA General Council by the Association, the delegates to the General Council shall be nominated and elected pursuant to CSUEU Policy File and applicable Association Bylaws and Policy File provisions.

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.

All chapter officers are encouraged to run for GC 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 31.

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, Treasurer, and Chapter Organizing Chair are elected by active members of Chapter 315.
- B. Chapter Bargaining Unit Representatives are elected by the active members in their bargaining unit of Chapter 315.
- C. Chief Steward is elected by certified stewards of Chapter 315.

Section 6. Eligibility for Office:

- A. Any active member of Chapter 315 shall be eligible for the offices of President (President/General Council Delegate), Vice-President, Secretary, Treasurer, and Organizing Committee Chair.
- B. Any active member of Chapter 315 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 CSUEU headquarters; or (b) open chapter meeting.

In the event that chapters want the elections to be handled by Headquarters, notification must be sent to CSUEU by the second week of January. The Chapters must provide a list of nominees to CSUEU Headquarters no later than February 15th 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. New chapter officers assume the duties of their office when election results are announced. 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, although any represented employee may address the Executive Committee on the subject under consideration. Represented employees 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 all 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

Represented employees at least ten (10) days in advance of the meeting by publication in the chapter newsletter, mailing such notice to the address of record of all represented Employees, 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:

- (1) Call to order

- (2) Approval of Minutes
- (3) Report of President
- (4) Report of Treasurer
- (5) Report of Secretary
- (6) Report of Committees as needed
- (7) Old Business
- (8) New Business
- (9) 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, 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 money.

Section 4. Budget Adoption:

Each year, prior to December, the 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 chapter membership. 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. After adoption a copy shall be sent to the CSUEU Vice President of Finance.

Section 5. Disbursements:

Once approved by the Chapter Executive Board, the treasurer shall authorize Central Accounting to pay the Chapter obligations. Such authorizations to Central Accounting require the written approval of the Chapter Treasurer and Chapter President or the President's designee. Disbursements in any program may not exceed the amount budgeted for that program. 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, (2) hand delivery to each work site represented by the chapter or (3) by electronic means so long as print copies are delivered to areas where electronic communication is limited and shall contain the official meeting notice for the chapter.

ARTICLE VIII

DISCIPLINE

Discipline of members and recall of 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/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.

ADJOURNMENT

Moved by Janine Licausi and Seconded by Matthew Black

MSC – To adjourn at 12:54 pm.

Respectfully submitted by Janine Licausi, Secretary

The minutes are a draft and not yet approved.