

Academic Professionals of California (APC)

CHAPTER GUIDELINES

INTRODUCTION

The Academic Professionals of California (APC) shall establish and maintain a chapter at each campus in the California State University to address the employment-related needs of and to represent bargaining unit employees at the campus. The following guidelines, adopted by the APC Council, are intended to provide guidance to and support for chapters in carrying out their responsibilities and activities. It is the commitment of the APC Council that chapters be afforded the greatest amount of autonomy that is consistent with the structure, responsibilities and goals of the statewide union. These guidelines will be reviewed and, if deemed necessary, revised by the APC Council on a periodic basis.

FUNCTIONS OF CAMPUS CHAPTERS

The overall responsibility of each chapter of APC is to carry out the mission and goals of the union on its respective campus. Additional goals specific to the campus certainly may be established and pursued, but minimally each chapter is responsible for the following:

- implementation and enforcement of the APC collective bargaining agreement at the campus level;
- representation and support of bargaining unit members;
- communication with members, including regular chapter meetings;
- representation to the APC Council;
- political action, both as part of statewide APC efforts and at the local level;
- participation in the campus Labor Council;
- participation in the local AFL-CIO Central Labor Council;
- regular organizing within the bargaining unit;
- representing APC at the campus, including on campus committees;
- gathering and maintenance of relevant data;
- education and training of members;
- management of chapter finances in accordance with APC policies and procedures;
- maintaining appropriate chapter records.

CHAPTER FUNDING

The intent of APC is to provide sufficient funding for chapters to carry out their responsibilities, while also ensuring that statewide goals are appropriately funded and the fiscal integrity of the union is protected.

Chapters receive funds from APC in three ways.

1. An annual allocation to each chapter for operating expenses, basics, etc. is made as part of APC's annual budgeting process.
2. Also as part of the annual budgeting process, each APC Vice President is provided a pool of funds to support chapter activities in his/her region that year. These funds are allocated by the Vice President in response to written program requests from chapters.
3. Additionally, chapters may develop and submit special program requests for major programs of statewide importance to APC. These requests are subject to review and approval by the APC Executive Board. Such major programs also may be developed and proposed by the Executive Board itself.

CHAPTER STRUCTURE & SELECTION OF CHAPTER LEADERS

Each chapter retains a great deal of autonomy in structuring the chapter, determining the desired leadership positions and the selection process to fill those positions, and establishing operating procedures for the chapter. While a chapter may establish a number of leadership positions to meet its needs, APC does require that at least the following two positions be established within each chapter:

1. one Chief Steward for each chapter, who bears overall responsibility for all aspects of the chapter's operations;
2. at least one Steward (in addition to the Chief Steward) for each chapter.

Additionally, there are several components that must be included in a chapter's organization.

- The specific chapter structure and selection process for leadership positions is to be determined and approved (and subsequently may be amended) by a majority of current chapter members. These chapter decisions are forwarded to the APC Council for final approval, to ensure compliance with all applicable APC policies and procedures and with the APC and LIUNA Constitutions.
- All positions must be filled through the chapter's selection process.
- The term of office for all positions is two years, beginning in the Spring.
- Vacancies are to be filled through appointment by the Chief Steward unless otherwise specified in the chapter's operating guidelines.

REMOVAL OF CHAPTER LEADERS

It is the intent of APC that chapter leaders should be removed from office only for seriously inappropriate conduct, and therefore only when necessary for the good of the chapter and/or the union as a whole. Furthermore, all other means of addressing problems should be addressed prior to considering removal.

Reasons for removal include the following:

- failure to represent bargaining unit employees appropriately;
- misuse of union resources (e.g. funds, release time);
- placing APC in undue jeopardy (e.g. legal risk, liability);
- serious and/or intentional misrepresentation.

Consideration of removal of a chapter leader may be initiated either from the chapter itself or by the APC Executive Board.

Initiation from the chapter may begin in one of two ways.

1. Any individual chapter member may request an informal investigation by contacting, in writing, the appropriate APC regional Vice President or the APC President.
2. Upon the written request (or petition) of 1/3 of current chapter members, the APC Executive Board will conduct a formal investigation and take action regarding removal.

Initiation by the APC Executive Board must begin in the following manner. A member of the APC Executive Board may raise the issue of possible removal of a chapter leader for consideration by the Executive Board, and agreement by a majority of the APC Executive Board is required to initiate a formal investigation.

Regardless of how the consideration of removal is initiated, a majority vote of the APC Executive Board is required to remove a chapter leader from office.

approved by the APC Council – August 1999