

Constitution of the Pomona Chapter of the California Faculty Association

Article I. Name

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

Article II. Purpose

The purpose of this Chapter shall be to defend and promote academic freedom, tenure, due process, and shared governance; to protect and advance the professional and economic interests of academic professionals; to promote the standards, ideals, usefulness, and welfare of the profession; to promote racial and social justice and thereby challenge systems of racial oppression and social inequity; and to facilitate the purpose, objectives, and programs of the California Faculty Association at the local level.

Article III. Membership

The membership in this Chapter shall be all persons at this University who are currently dues paying members of the California Faculty Association.

Section 1. Active Membership.

- a. Any academic employee of a California institution of public higher education shall be eligible for Active membership in CFA.
- b. Lecturers shall remain Active members upon direct payment of dues as long as they are employed in the CSU for at least one semester/two quarters during the year, or are in the process of grieving non-reappointment. Lecturers not paying dues by payroll deduction or lecturers grieving non-reappointment shall remain Active members upon payment of minimum dues.
- c. Active members who are not members of CSU bargaining unit 3 shall not have rights with respect to decisions affecting the CFA-CSU collective bargaining agreement. Active members who are not members of CSU bargaining unit 3, or who

hold positions designated as administrators, shall not be eligible to hold elected governance positions in CFA or its affiliates except those designated for administrators.

d. Faculty Early Retirement Program (FERP) members.

CFA members participating in the Faculty Early Retirement (FERP) Program shall be Active members of CFA.

e. Pre-Retirement Reduction in Time Base (PRTB) Program members.

CFA members participating in the Pre-Retirement Reduction in Time Base program shall be Active members of CFA.

f. Extension members shall remain Active members upon direct payment of dues as long as they are employed in the CSU for at least one semester/two quarters during the year, or are in the process of grieving non-reappointment. Extension members not paying dues by payroll deduction or extension members grieving non-reappointment shall remain Active members upon payment of minimum dues.

SECTION 2. ASSOCIATE MEMBERSHIP.

CFA Active members on full leave without pay, or layoff shall be reclassified to Associate members, upon payment of Associate member dues. Associate members shall have neither rights with respect to decisions affecting the CFA-CSU collective bargaining agreement nor rights to hold elected governance positions within CFA or its affiliates.

SECTION 3. RETIRED MEMBERSHIP.

Any person who is a fully Retired member of CSU Unit 3, not participating in the FERP program, may become a CFA Retired member upon payment of CFA Retired member dues. Retired members may not vote or hold office at the state or chapter level except as retired representatives to chapter executive committees, as retired representatives to the Assembly or as Retired members of the Board of Directors.

SECTION 4. HONORARY MEMBERSHIP.

Anyone who is not eligible for the above membership categories who wishes to support CFA may become an Honorary Member upon payment of Honorary dues. Honorary members shall have no rights of governance, voting, or benefits. Honorary members shall receive CFA publications.

SECTION 5. MEMBERSHIP IN GOOD STANDING.

A member shall be in good standing upon the receipt of the first month's dues at the CFA Headquarters, except that members teaching only through extension shall be in good standing upon the first day of the month after the appointment begins provided they have submitted a copy of their current contract to the CFA Headquarters.

SECTION 6. STAFF.

CFA staff shall be considered CFA members for purposes of affiliate benefit rights but shall have no other rights of membership.

SECTION 7. DEPARTMENT REPRESENTATIVES

Department representatives must be CFA members.

Article IV. Relationship with the Statewide CFA

The constitution and other policy documents of the Chapter and any actions taken by the Chapter or its officers shall be in conformity with the bylaws, Articles of Incorporation, and other policy documents of the CFA.

Article V. Officers

The officers of this Chapter shall be a President, Vice-president, Secretary, Treasurer, Lecturer Representative (i.e., lecturer delegate to the assembly), and Racial and Social Justice Representative.

Section 1. Terms of Office.

Each full term of office shall be for two years starting at the end of Spring Semester.

Section 2. Duties of Officers.

A. President. The president shall carry out the policies of the Chapter, exercise general supervision over the activities of the Chapter, preside at meetings of the Chapter and Executive Committee, serve as spokesperson for the Chapter, and certify elected Chapter representatives to the CFA Delegate Assembly.

B. Vice-president. The duties of the vice-president shall include assuming the duties of President at the request of or in the absence of the president, and assisting the President in performing executive duties.

C. Secretary. The secretary is responsible for minutes of all meetings and maintaining chapter records.

D. Treasurer. The treasurer shall keep an accurate record of all monies received and of all disbursements, prepare an annual report of finance, prepare and submit for approval an annual budget, and furnish statements at the request of the Executive Committee.

E. Lecturer Representative. The lecturer representative is the elected lecturer delegate to the CFA assembly and shall represent the interests of lecturers on campus, hold lecturer meetings at least once a semester, and serve on the statewide Lecturers' Council.

F. The Racial and Social Justice Representative shall serve as an advocate for and help build activism among members of identified disadvantaged groups, including: racial, ethnic and religious minorities; persons who are gay, lesbian, bisexual, or transgender; women; and, the disabled.

Article VI. Governance

Section 1. Authority. Authority for the governance of the Chapter is ultimately vested in the membership. Officers, committee members and staff are responsible to the membership. The Chapter shall be governed by the General Meetings of the statewide CFA.

Section 2. Actions. Any action taken by the Chapter, or its officers, shall be in conformity with the Bylaws, Articles of Incorporations, and other policy documents of the statewide CFA.

Article VII. Voting and Quorum

All active members of the Chapter shall have the right to vote. A quorum at a Chapter meeting shall consist of at least 5% of the total membership of the Chapter, but not fewer than 10 members. The Executive Committee is empowered to conduct a mail or an electronic ballot when deemed necessary.

Article VIII. Committees

Section 1. Executive Committee.

A. Membership. The Executive Committee shall consist of the President, Vice-president, Secretary, Treasurer, Lecturer Representative, Racial and Social Justice Representative, At-Large Representative(s), the immediate past president, all chairpersons of standing committees, and one member representing retired faculty to be appointed by majority vote of the Executive Committee.

B. Quorum. One half of the Executive Committee shall constitute a quorum.

C. Duties. The committee shall meet at least once per month during the academic year. The Executive Committee shall be vested with the authority to conduct the business of the Chapter, establish policy for the Chapter subject to the policies of the CFA and the local Chapter, and the instructions of the membership. In addition, the Executive Committee shall:

1. be responsible for the Chapter's continuing and effective presence on campus and for implementing efforts to promote CFA goals and
2. schedule and prepare agenda for Chapter meetings.

Section 2. Elections Committee.

A. Membership and Selection. An Election Committee, comprised of three members, shall be elected every two years. Members of the Elections Committee will not be eligible for nomination for other elective office. Vacancies on the Committee due to resignation or disqualification shall be filled by appointment of the Executive Committee.

B. Duties. The elections Committee shall supervise the election of Chapter officers and representatives to the CFA Delegate Assembly, the Elections Committee, all elected committee chairs, and supervise voting on constitutional amendments and other Chapter referenda.

Section 3. Membership Committee.

A. Membership and Selection. The chair shall be elected at a regular election. The Committee, in addition to the chair, should preferably consist of one representative from each of the university's colleges and library.

In addition, there shall be at least one lecturer and at least one retired faculty member on the Committee. Members of the Committee shall be appointed by the Executive Committee. Members can be removed by majority vote of the Executive Committee.

B. Duties. The duty of the Committee is the recruitment of new members. The committee shall meet at least once per month during the academic year.

Section 4. Faculty Rights Committee.

A. Membership. The chair shall be appointed annually by the president and confirmed by a majority vote of the Executive Committee and can be removed by majority vote of the Executive Committee. The Committee shall consist of a minimum of five members with at least one member being a lecturer faculty member. The committee members shall be appointed by a majority vote of the Executive Committee and can be removed by majority vote the Executive Committee

B. Duties. This Committee shall counsel faculty on grievance matters, receive notices of intent to grieve, develop and apply screening procedures for assessing the merits of proposed grievances, and participate with the grievants throughout the grievance process.

In addition, the Committee shall monitor and maintain records on the campus policies concerning the employment, retention, tenure, and promotion of faculty, since these matters are frequently the subject of grievance. The committee shall endeavor to train additional members as advocates in the grievance process. The Committee shall meet at least once per month during the academic year.

Section 5. Political Action Committee.

A. Membership. The chair shall be appointed by a majority vote of the Executive Committee and can be removed by majority vote of the Executive Committee. The Committee shall consist of a minimum of five members be appointed by a majority vote of the Executive Committee and members can be removed by majority vote of

the Executive Committee..

B. Duties. The Committee shall promote the goals of the Chapter and CFA by establishing contacts with local legislators, affiliate organizations, and supportive labor organizations. The goal shall be to aid the understanding of CFA goals among these potentially supportive groups and to enlist their assistance in achieving those goals. The Committee shall meet at least once per semester.

Section 6. Committee for Racial and Social Justice.

A. Membership and Selection. The chair shall be the Racial and Social Justice Representative elected at a regular election. The Committee, in addition to the chair, should preferably consist of one representative from each of the university's colleges and library.

B. Duties. The Committee for **Racial and Social Justice** shall monitor campus practices regarding equal employment opportunities, discrimination in the workplace, Retention, Tenure, and Promotion, and other related matters. The Committee will also advocate for members of our campus community that have been historically underrepresented including racial, ethnic and religious minorities, women, veterans, people who are gay, lesbian, bisexual, and transgender, people with disabilities, people who are undocumented, and people who were formerly incarcerated.

Section 7. Communications Committee.

A. Membership. The chair shall be appointed by a majority vote of the Executive Committee and can be removed by majority vote of the Executive Committee,

B. Duties. The duty of the Committees include updating the website and social media accounts. Engage in bidirectional communication with members. The committee shall meet at least once per semester.

Section 8. Other Standing and ad hoc Committees.

The Executive Committee may create additional standing and ad hoc Committees as are necessary to promote the welfare of the Chapter's programs.

Article IX. CFA Delegates

The Chapter is obligated to send delegates to the CFA legislative assembly.

Section 1. Legislative Assembly Delegates.

The delegates are the President, Lecturer Representative, Racial and Social Justice Representative, and elected At-Large Chapter Representative(s). Alternates shall be appointed by the President in consultation with the Executive Committee.

Article X. Elections

Section 1. Offices.

The positions to be elected are President, Vice-President, Secretary, Treasurer, Lecturer Representative, Racial and Social Justice Representative, At-Large Chapter Representative(s), and Chair and members of the Elections Committee and the Chair of the Membership Committee. All terms shall be for two years.

Section 2. Timing.

Elections shall be conducted in the Spring semester of even-numbered years. Special elections shall be held as soon as practical after an office has been vacated, if the position is vacated in the second year of the term.

Section 3. Call for Nomination.

Nomination suggestions shall be solicited from all members of the chapter.

Section 4. Slate of Nominees.

A slate of nominees shall be developed by the Election Committee, preferably containing two persons for each position. Nominations shall be submitted by petition. A valid petition must be received by the Elections Committee within the deadline established, and be signed by at least 5 members of the Chapter. No person shall be a candidate simultaneously for more than one elective office.

Section 5. Notification.

The Elections Committee shall notify all members of the Chapter of the Committee's nominees at least two weeks prior to balloting.

Section 6. Balloting.

The Elections Committee shall prepare and distribute ballots, receive and count ballots, and announce and certify the results. A ballot for each office shall contain entries for all nominees and space for a write-in candidate. Provisions may be made for including brief biographical sketches and statements by the candidates with the ballots. Each election shall be conducted by a secret ballot distributed to all members. A majority of the votes cast will be required to win. If no candidate receives a majority, a run-off election between the two candidates receiving the most votes shall be held as soon as possible.

Section 7. Vacancy for President.

The vice-president shall automatically succeed to president and complete the term of office as president, when the position of president is vacated. A new vice-president shall be elected at the earliest opportunity. If less than a year remains, a new vice-president will be appointed by the Executive Committee.

Section 8. Recall.

All members of the Executive Committee are subject to recall.

A. A two-thirds vote by the members at a regularly-scheduled meeting, or a petition signed by 20% of the members of the Chapter, shall cause a recall election to be conducted within one month.

B. Upon a 60% vote of the Chapter members casting ballots, the person shall be recalled and shall vacate their position on the Executive Committees.

Article XI. Meetings

Regular Chapter meetings shall be held not less than once each semester, as determined by the Executive Committee. Special meetings may be called by the President. The President shall call a special meeting when so directed by petition of more than 10% of the members in the chapter. A meeting shall be held within three weeks of receiving such a petition.

Section 1. Notice.

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.

Article XII. Amendment of this Constitution

Section 1. Initiation.

Constitutional amendments can be initiated either by petition from any ten members of the Chapter or by recommendation of the Executive Committee.

Section 2. Approval.

Proposed amendments to the Constitution shall be submitted to the CFA Board of Directors. Approval by the Board is required before submission to the membership.

Notice setting forth each proposed amendment, with reasons thereof, shall be sent to each member at least 14 days prior to distribution of the ballots. At least 7 days shall be allowed for the return of ballots. Approval of two-thirds of the membership responding to the secret ballot shall constitute approval by the Chapter.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable, and in which they are not inconsistent with this Constitution or with any special rules of order adopted by the Chapter.

California Faculty Association, Pomona Chapter

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