

CONSTITUTION

California State University, Dominguez Hills Chapter

of the

CALIFORNIA FACULTY ASSOCIATION

Index

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| <u>Article I. Name</u> | |
| <u>Article II. Purpose</u> | <u>Article VIII. Standing Committees and Other Positions</u> |
| <u>Article III. Membership and Member Rights</u> | <u>Article IX. Elections Committee and Other Ad Hoc Committees</u> |
| <u>Article IV. Relationship with the State-wide CFA</u> | <u>Article X. Elections</u> |
| <u>Article V. Governance by General Membership</u> | <u>Article XI. Meetings and Referenda</u> |
| <u>Article VI. Steering Committee</u> | <u>Article XII. Amendment of the Constitution</u> |
| <u>Article VII. Officers and Duties</u> | <u>Article XIII. Parliamentary Authority</u> |

Article I. Name

The name of this organization shall be the California State University, Dominguez Hills Chapter of the California Faculty Association. (CFA-DH)

Article II. Purpose

The purpose of the CSUDH Chapter of CFA shall be to defend and promote academic freedom, tenure, due process, and shared governance; to promote the standards and ideals of the profession; to provide a democratic voice for academic professionals within the California State University (CSU); to provide legislative advocacy responsive to the special needs of academic professionals and our broader community; to support full access to public quality higher education for the people of California; and to communicate campus needs to the statewide CFA leadership. In addition, the Chapter shall communicate and support statewide activities including but not limited to reviewing and maintaining on-campus written contracts of employment and memoranda of understanding covering salaries, working conditions, and other terms and conditions of employment in line with the statewide collective bargaining agreement. Through these contracts, CFA-DH shall endeavor

- to obtain explicit guarantees of academic freedom and tenure;
- to create procedures for prompt consideration of problems and grievances of bargaining unit members;
- to promote and protect the economic and professional interests of faculty members;
- to seek the development or improvement of shared governance; and

- to promote unity among academic professionals and thereby enhance the effectiveness of CFA in bargaining.

CFA-DH shall also seek to achieve unity and solidarity around common goals with students, staff, and administration. We support sister unions and working people to promote equality and fairness on campus and in the wider local, state, national, and international arena.

Article III. Membership and Member Rights

Authority for the governance of CFA is vested ultimately in its members. State officers, committees, representative bodies, and staff are responsible to CFA's membership, as are local Chapter officers. The membership in this Chapter shall be all Unit 3 employees of CSUDH who are dues-paying members in good standing of CFA. Under state law, all employees in the bargaining unit are entitled to fair representation in the administration of the CFA-CSU Collective Bargaining Agreement. While CFA provides strong, effective, and professional representation to all bargaining unit members, CFA members in good standing have special rights and privileges within the organization. These include, but are not limited to, the right to

- elect local officers;
- participate in regular CFA business meetings;
- petition local chapters and the state organization regarding policy and governance;
- recall local officers and petition for recall of state officers;
- serve on various committees and appointed bodies within CFA
- run for election to local and state offices
- run for election to bodies or organizations with which CFA is affiliated;
- receive regular and timely information about the activities of CFA; and
- be consulted in the development and implementation of CFA bargaining proposals and strategies.

Article IV. Relationship with the State-wide 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 state-wide CFA.

Article V. Governance by General Membership

Section 1. General Membership. The Chapter shall be governed by the active members of the Chapter, who are members in good standing.

Section 2. Frequency of meetings. General membership meetings shall take place at least twice a year, at times to be determined by the Chapter Steering Committee. General membership meetings are open to all bargaining unit members, whether CFA members or not.

Section 3. Notice of meetings. Written notice of each Chapter General Membership meeting shall be sent to each member of the chapter no less than one week in advance of the date selected for the meeting. The notice

shall include the date, time, place, and purposes of the meeting.

Section 4. Special meetings. Special meetings may be called by the Chapter Steering Committee. The Steering Committee shall call a special meeting when so directed by petition of the Chapter or when determined necessary by the Steering Committee. A special meeting shall be held within three weeks of receiving such a petition, except that the Steering Committee may postpone meetings which would fall between academic terms.

Section 5. Voting. All active members of the Chapter who are members in good standing shall have the right to vote at membership meetings, or in other votes of the chapter membership conducted in accordance with this constitution and applicable policy. The Steering Committee is empowered to conduct a ballot of the membership, outside the framework of a chapter meeting, when it is deemed necessary. In such case, the Steering Committee shall determine the form of balloting, which may include electronic or mail balloting.

Section 6. Proxies. Proxy votes are not permitted in votes of the General Membership, whether conducted at a General Membership meeting or outside the framework of a General Membership meeting.

Section 7. Adoption. Upon its adoption by a majority vote of votes cast, a policy or action shall be implemented by the Steering Committee.

Section 8. Acting Between Meetings. The Steering Committee shall conduct Chapter business between General Membership meetings.

Article VI. Steering Committee

The Steering Committee is defined as an Executive Board that provides more collective and open leadership to the body than is prevalent in the corporate structure.

Section 1. Membership. The Steering Committee shall consist of voting and non-voting members. Voting members of the Steering Committee are the Chapter Officers, the Chair of the Political Action/Legislation Committee, the Chair of the Communications Committee, the Retired Faculty Representative, the Delegate(s) at Large, and the Past Co-President of Labor Solidarity. CFA-DH members who are chairs of statewide CFA committees shall be ex-officio non-voting members of the Steering Committee.

Section 2. Chair. The Steering Committee shall be chaired by the Co-Presidents: Co-President of Labor Solidarity, Co-President of Organizing, Co-President of Lecturers, and Co-President for Affirmative Action.

Section 3. Duties. The Steering Committee shall be vested with the authority to conduct the business of the Chapter, subject to policies of the CFA and instructions of the membership. In addition, the Steering Committee shall:

- be responsible for implementing CFA goals;
- be responsible for the Chapter's continuing and effective presence on campus;
- schedule chapter elections or votes, plan and schedule Chapter meetings, prepare and publish agenda for Chapter meetings or referenda;
- provide advice and consent for appointments made by the Co-President Labor Solidarity, including temporary appointments to fill vacant Steering Committee positions until new elections have been held to fill the vacant positions; alternate Representatives to the CFA Delegate Assembly when delegates are

unable to attend a meeting; members and chairs of standing committees, ad hoc committees, and taskforces; retired faculty representative; and delegates to the LA County Federation of Labor;

- represent CFA at the CSUDH Senate;
- approve and oversee budgets and expenditures;
- review and approve procedures of committees;
- communicate regularly with members;
- advocate and/or organize around chapter goals and local issues;
- advocate and/or organize around statewide campaigns, as appropriate;
- nurture new leadership;
- form ad hoc committees as appropriate; and
- poll the membership when deemed necessary

Section 4. Meetings. The Steering Committee shall normally meet every month during the academic year, but may meet more frequently if necessary. Any CFA member may attend and participate in meetings of the Steering Committee. However, voting shall be limited to members of the Steering Committee.

Section 5. Closed Session. Closed Session is not open to the general membership. If the business to be conducted by the Steering Committee is of a confidential nature, the Steering Committee shall meet in Closed Session with only voting Steering Committee members and those persons specifically invited. The first item of business in any Closed Session shall be a determination by vote of the Steering Committee that the business to be conducted is, in fact, confidential in nature. If the vote is negative, then the Steering Committee will end the Closed Session.

Section 6. Quorum. A simple majority of voting members of the Steering Committee shall constitute a quorum. If any of the positions are vacant, then a quorum consists of a simple majority of the filled seats.

Section 7. Voting. Voting at Steering Committee meetings shall be by Steering Committee members only, in accordance with section 1 of this article.

Section 8. Acting on behalf of the Steering Committee. The Co-Presidents may take action on behalf of, but remain subject to the instruction of, the Steering Committee and the membership.

Article VII. Officers and Duties

Section 1. Officers. The Officers of the Chapter shall be Co-President, Chair, Labor Solidarity; Co-President, Chair, Organizing; Chair, Faculty Rights; Co-President, Chair, Lecturers; Co-President, Chair, Affirmative Action; Chair, Women's Committee; Chair, Records, Communications, and Community Relations; Chair, Finance and Budget.

Section 2. Term of Office. Each full term of office shall be for two years beginning on June 1 following election. Persons elected after June shall serve until the end of the normal term.

Section 3. Eligibility. Any Chapter member in the bargaining unit shall be eligible to serve as an officer, with the following exceptions: No person shall hold more than one elected position on the Steering Committee of the Chapter during the same term; and the Co-President, Chair, Lecturers shall be a lecturer.

Section 4. Duties of the Co-President of Labor Solidarity. As per the Collective Bargaining Agreement (CBA) Article 6.7, 31.26, and any other relevant passage, the name of the Co-President of Labor Solidarity shall be submitted to the President of the University as officially representing CFA.

The Co-President of Labor Solidarity shall also

- A. work with the Steering Committee to identify and organize around local and statewide issues;
- B. work with the Labor Solidarity committee to organize labor management meetings and communication with the administration;
- C. meet with other CSU campus unions;
- D. serve as a delegate to the County Federation of Labor;
- E. serve as the chapter's president for purposes of chapter president representative of the CFA Delegate Assembly, pursuant to Art. VI, § 2(a) of the CFA Bylaws, or, in his or her absence, the Co-President, Organizing shall fill that role;
- F. serve as the chapter president representative to the CFA Chapter Presidents' Council, provided that the Co-President, Membership may, at chapter expense, attend Chapter Presidents' Council meetings, but the chapter's vote on the Council shall be cast by the Co-President for Labor Solidarity or, in his or her absence, the Co-President of Organizing;
- G. make appointments, in accordance with Article VI, Section 3, subject to the advice and consent of the Steering Committee;
- H. select a member of the Steering Committee to liaison with student organizations on a regular basis, depending on the interests of the members.

Section 5. Duties of the Co-President of Organizing. The Co-President of Organizing shall build and support the Department Representative structure; take in information from the membership through that body and inform it of important matters; lead membership drives; maintain the local membership list; work with the Chair of Lecturers on significant campaigns. The Co-President of Organizing shall also serve as the alternate chapter president representative to the CFA Delegate Assembly and to the Chapter Presidents' Council if needed, in accordance with section 4 above. As per the Collective Bargaining Agreement Article 6.7 the name of the Co-President, Chair of Membership shall be submitted to the President of the University as an alternate officially representing CFA.

Section 6. Duties of the Chair of Faculty Rights. The Chair -of Faculty Rights shall chair the Faculty Rights Committee; organize efforts to educate members and faculty in general on the contract and faculty rights including holding relevant workshops; file and pursue individual and statutory grievances.

Section 7. Duties of the Co-President, Chair for Affirmative Action. The Co-President, Chair for Affirmative Action shall solicit and develop ideas about how to monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion (RTP) review, as well as other related matters. The representative shall work with the administration, Senate, and the chapter faculty rights chair on affirmative action guidelines and implementation on RTP and search committees. The Affirmative Action Representative shall serve as an advocate for and help build activism among members of groups defined by California law as protected, including racial, ethnic and religious minorities; persons who are gay, lesbian, bisexual or transgendered; women; and persons with disabilities; and work closely with the Faculty Rights Chair and the Women's Caucus Chair on these issues. The Co-President, Chair for Affirmative Action shall serve as the Chapter's Affirmative Action Representative on the statewide CFA Council for Affirmative Action and as a representative to the CFA Delegate Assembly.

Section 8. Duties of the Co-President, Chair of Lecturers. The Co-President, Chair of Lecturers shall work to build lecturer engagement and representation in the chapter; work closely with all members of the Steering Committee; educate lecturers about their faculty rights and promote education about lecturers' rights. The Co-President, Chair of Lecturers shall serve as the Chapter's representative on the CFA Council of Lecturers and shall serve as a representative to the CFA Delegate Assembly.

Section 9. Duties of the Chair of the Women's Committee. The Chair of the Women's Committee shall coordinate research and activities to further the interests of women and gender equity on campus as it relates to Title IX and other legislation, and connect with off campus groups to promote these ends; shall work closely with the Affirmative Action Representative, Chair of Faculty Rights, and Chair of Lecturers to solicit and develop ideas about how to monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion (RTP) review, as well as other related matters.

Section 10. Duties of the Chair of Records, Communications, and Community Relations. The Chair of Records, Communications, and Community Relations shall maintain a record and minutes of all Steering Committee meetings, and chapter membership meetings. The Chair of Records, Communications, and Community Relations shall keep the Chair of Labor Solidarity and the Steering Committee informed of all statewide initiatives and campaigns and help to represent the local chapter in communication with Statewide bodies. The chair shall also preside over the Communications, Media, and Community Relations Committee.

Section 11. Duties of the Chair of Finance and Budget. The Chair of Finance and Budget shall keep a record of all monies received and of all disbursements, prepare an annual financial statement, work with the Committee of Finance and Budget to develop a chapter budget, and present a statement of Chapter finances, and report these to the Statewide Treasurer on a monthly basis, and at each Chapter meeting or whenever requested to do so at Steering Committee meetings.

Section 12. Vacancy for Co-President of Labor Solidarity. The Co-President of Organizing shall automatically succeed to Co-President of Labor Solidarity and complete the term of office as Co-President of Labor Solidarity if that position of is vacated. A new Co-President of Organizing shall be elected at the earliest opportunity.

Section 13. Recall. All elected members of the Steering Committee are subject to recall.

A. A two-thirds vote by the members at a regularly scheduled meeting, or a petition signed by 15 percent of the members of the Chapter, shall cause a recall election to be conducted within one month.

B. Provided that at least 20 percent of the members submit ballots, and upon a sixty percent vote of the ballots cast, the person shall be recalled and shall vacate his or her position on the Steering Committee.

Article VIII. Standing Committees and other Positions

Section 1. Standing Committees. The standing committees of the Chapter shall be:

- Labor Solidarity Committee
- Membership Committee
- Communications, Media, and Community Outreach Committee
- Budget and Finance Committee
- Committee for Affirmative Action
- Lecturers' Committee
- Faculty Rights Committee
- Women's Committee
- Political Action/Legislative Committee

Section 2. Membership. Each Standing Committee shall consist of at least two members of the Chapter, including the chair.

Section 3. Term. The term of membership for standing committees is two years beginning on June 1, following appointment. Persons appointed after June 1 shall serve until the end of the normal term.

Section 4. Appointment. Chairs and members of standing committees shall be appointed by the Co-President of Labor Solidarity, with advice and consent from the Steering Committee, except that the following chairs shall be elected in accordance with Article IX: Chair, Labor Solidarity; Chair, Membership; Chair, Finance and Budget; Chair, Affirmative Action; Chair, Lecturers; and Chair, Women's Committee.

Section 5. Meetings. Committee meetings shall ideally be held in a regular and timely manner whenever there is committee business to conduct. Closed Sessions are not open to the general membership.

Section 6. Voting. Voting at committee meetings shall be by committee members only.

Section 7. Acting on behalf of a committee. Those who chair a committee may take action on behalf of their committee, but committee function remains subject to the instruction of the Steering Committee.

Section 8. Reports. Each standing committee chair shall submit an annual report on its activities to the Steering Committee (at the end of the academic year or earlier if appropriate). Committees shall also provide regular written reports at Steering Committee meetings, as needed, to update Board members about their activities.

Section 9. Labor Solidarity Committee

A. Chair. The Co-President of Labor Solidarity chairs this committee.

B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee.

C. Duties. The Labor Solidarity Committee shall organize labor management meetings and communication

with the administration; organize CFA's message at the CSUDH senate; meet with other CSU campus unions; communicate with other Steering Committee members on statewide and local issues; and discuss local participation and issues for the CFA Assembly.

Section 10. Membership Committee

- A. Chair. The Co-President, Chair of Membership shall chair this committee.
- B. Eligibility and Membership. All interested active members of the chapter who are members in good standing are eligible to be members of this committee. Department Representatives (Section 19 A) shall be members of this committee, by virtue of position.
- C. Duties. This Committee shall recruit new members and activists and serve as a liaison between the Chapter leadership and the membership by monitoring the concerns, problems, or needs of individuals or specific groups within the membership; coordinate the CFA membership benefits program on the campus; and shall encourage departments to elect one tenure-line and one lecturer faculty member in each department as the Department Representatives. This committee shall also consider ideas for activities on campus, workshops, etc., and communicate these to the Steering Committee. This committee shall contribute ideas for what messages to convey to the Senate and Labor Management meetings, as well as to Statewide meetings and leadership.

Section 11. Communications, Media, and Community Outreach Committee

- A. Chair. The Chair of Records, Communications, and Community Outreach shall chair this committee.
- B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. This Committee shall keep the campus informed of statewide and local CFA activities and issues through the publication of regularly scheduled Chapter newsletters and information bulletins, and external media as needed. Submissions and ideas for the newsletter will be solicited from the bargaining unit. Outreach to grassroots organizations, community centers, religious entities and other interested parties will be another charge of this committee.

Section 12. Budget and Finance Committee

- A. Chair. This committee shall be chaired by the Chair of Budget and Finance.
- B. Eligibility. All active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. Members of this Committee shall assist the Chair of Budget and Finance in preparing and planning the annual budget.

Section 13. Committee for Affirmative Action

- A. Chair. This committee shall be chaired by the Co-President, Chair for Affirmative Action.
- B. Eligibility. All active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. This Committee shall solicit and develop ideas about how to monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion (RTP) review, as well as other related matters.

Section 14. Lecturers' Committee

- A. Chair. The Co-President of Lecturers shall chair this committee.
- B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. The work of the Committee is to build lecturer engagement and representation in the chapter; work closely with all members of the Steering Committee; educate lecturers about their faculty rights and promote education about lecturers' rights. The Committee shall identify problems with campus policies and procedures, and discuss ways to improve lecturer faculty working conditions and increase lecturer faculty involvement in the campus community. This Committee is also responsible for monitoring campus practices regarding employment opportunities for and working conditions of lecturer faculty members, appointment and reappointment, range elevation and other related matters.

Section 15. Faculty Rights Committee

- A. Chair. The Chair - of Faculty Rights shall chair this committee.
- B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee. Upon appointment, committee members are required to complete a Faculty Rights training workshop.
- C. Duties. This Committee shall receive and investigate complaints about possible violations, misapplications, and/or misinterpretations of specific terms of the current contract. This Committee shall counsel members on grievance matters or infringements of their academic freedom; develop and apply screening procedures for assessing merits of a proposed grievance; receive notices of intent to grieve; participate with grievants throughout any grievance actions; maintain accurate records of each action; monitor and record campus personnel policies concerning appointment, retention, reassignment, tenure and promotion of faculty members, and other concerns that may be cause for grievance. Grievances concerning contract enforcement shall be reported by this Committee to the Chapter Steering Committee.

The Committee shall review the status of all new, pending, active, and concluded grievances associated with the campus. The Committee shall also review all arbitration decisions arising out of CFA/CSU grievances that have impact upon future grievance processing.

- D. Closed Sessions. Faculty Rights Committee meetings that deal with the grievant shall be Closed Sessions and shall not include non-committee members or those with a conflict of interest, unless the presence of such persons is agreeable to the grievant.

Section 16. Women's Committee

- A. Chair. The Chair of the Women's Committee will be in charge of organizing and supporting this committee.
- B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. The Women's Committee will coordinate research and activities to further the interests of women and gender equity on campus as it relates to Title IX and other legislation, and connect with off-campus groups to promote these ends; will work closely with the CAA Representative, Faculty Rights Chair, and Chair of the Lecturer Committee to solicit and develop ideas about how to monitor campus practices regarding equal employment opportunities, discrimination in the workplace, and retention, tenure, and promotion (RTP) review, as well as other related matters.

Section 17. Political Action/Legislative Committee

- A. Chair. The Political Action/Legislative Committee Chair will be appointed in accordance with Section 4, above.
- B. Eligibility. All interested active members of the chapter who are members in good standing are eligible to be members of this committee.
- C. Duties. The Political Action/Legislation Committee, under the guidelines, rules, and regulations established by the statewide CFA Board of Directors and the policies of the Chapter Steering Committee, shall
- make political endorsement recommendations for assigned legislative seats for the consideration of the statewide Political Action/Legislation Committee and the Delegate Assembly;
 - oversee the Chapter's political action and legislative program;
 - maintain relationships with local elected state legislators, making appointments to visit local legislators at least twice per year;
 - select chapter delegates to attend the CFA Sacramento lobby days;
 - coordinate legislator visits to the campus;
 - create grass-roots support for, disseminate information about, and work to help pass or defeat legislation;
 - work closely with the Communications, Media and Community Outreach Committee;
 - attend statewide meetings of the Chapter political action chairs as necessary; and
 - maintain representation and relations with the Los Angeles County Federated Labor Council and other labor related organizations.

Section 18. Retired Faculty Representative. The Retired Faculty Representative shall be appointed by the Co-President of Labor Solidarity, in accordance with Article VII, Section 4.

Section 19. Other Positions, Not Members of the Chapter Steering Committee

A. Department Representatives.

1. Each department is encouraged to elect one tenure-line and one lecturer faculty member to serve as Department Representatives.
2. Duties. Department Representatives shall be responsible for membership information within their own departments, keep appropriate committees informed of any departmental conditions in need of attention, serve as the primary liaison between their department and the Steering Committee, and attend appropriate meetings.
3. Elections. Each department is encouraged to hold an election among CFA members of the unit or group to choose its representative(s). Such elections should normally be conducted at about the same time as elections of chapter officers. In the absence of such an election, departments may appoint a representative. If a department does not elect or appoint representatives, representatives shall be appointed by the Co-President of Labor Solidarity in accordance with Article VII, Section 4.

Article IX. Elections Committee and Other Ad Hoc Committees

Section 1. Elections Committee. The Elections Committee is an Ad Hoc Committee formed bi-annually to supervise elections in the Spring of odd-numbered years. There shall be three members of the committee, including the chair.

- A. Chair. The Chair of the Elections Committee shall be appointed in accordance with Article VII, Section 4.
- B. Appointment and Eligibility. The two remaining members of the committee shall be appointed in accordance with Article VII, Section 4, in the Fall or early Spring for elections in the Spring or when it is necessary to supervise chapter referenda or secret balloting of the membership. Members of the Elections Committee shall not be eligible for nomination to elected office. The members of the Elections Committee shall be from different schools.
- C. Duties. The Elections Committee shall
 - verify candidates' eligibility;
 - give timely notification;
 - make nomination petition forms available to the membership;
 - supervise Chapter referenda;
 - supervise the nomination and election of Chapter Officers;
 - supervise balloting whenever a secret ballot is distributed to members;
 - arrange the preparation and distribution of ballots;
 - receive and count ballots; and
 - announce and certify election or vote results.

Section 2. Other Ad Hoc Committees. Ad hoc committees shall be appointed as needed, in accordance with Article VII, Section 4, and shall serve for the extent needed to complete the work of the committee.

Section 3. Reports. Ad hoc committees shall submit a report to the Steering Committee when they complete their work. If the work of an ad hoc committee extends beyond the academic year in which it was formed, it shall submit a report on its activities at the end of each academic year.

Article X. Elections

Section 1. Timing. Elections shall be conducted during March and April in odd-numbered years. Special elections shall be held as soon as practicable after an office has been vacated.

Section 2. Elected Positions.

A. The positions elected by the general membership shall be:

- Co-President, Chair of Labor Solidarity
- Co-President, Chair of Membership
- Co-President, Chair of Lecturers
- Co-President, Chair for Affirmative Action
- Chair, Women's Committee
- Chair, Records, Communications, and Community Relations
- Chair, Finance and Budget
- Delegate-at-Large

B. Department Representatives shall be elected by departments in accordance with Article VIII, Section 19A.

Section 3. Nominations. Nominations shall be solicited by the Elections Committee from all members of the Chapter. Any active member of the Chapter, who is a member in good standing, may nominate or be nominated. The call for nominations shall be sent 14 days before the deadline established by the Elections Committee for closing nominations.

A valid nomination is one which is received by the Elections Committee in a timely manner and which contains the following:

- The office for which the nomination is made
- The signature of the Chapter member making the nomination

No person shall be a candidate simultaneously for more than one elective office in Article X, Section 2a above.

Section 4. Balloting. A ballot for each office shall contain entries for all nominees and space for write-in candidates. Provision shall be made for including brief biographical sketches and statements submitted by the candidates for inclusion with the ballots. Each election shall be conducted by a secret ballot. The Steering Committee shall determine the form of balloting, in accordance with Article V, which may be conducted electronically or on paper.

Section 5. Votes required to win. For election to office, a majority of more than fifty percent of the votes cast will be required to win. In the event no candidate for a position receives a majority, there shall be a run-off election of the two candidates receiving the highest number of votes.

Section 6. Run-off Election. Balloting for a run-off election shall be conducted in the same manner as for a regular election.

Article XI. Meetings and Referenda

Section 1. Meetings. All meetings are open to all members except when the meeting notice calls for Closed Session.

Section 2. Referenda. Initiatives shall be proposed either by the Steering Committee or by petition of more the ten percent of the members of the Chapter. The vote on the referendum shall be held within three weeks of Steering Committee notice receipt of petition, except that the Steering Committee may postpone a vote which would fall between academic terms.

Article XII. Amendment of the Constitution

Section 1. Initiation. Constitutional amendments may be initiated either by petition from any ten members of the Chapter or by recommendation of the Steering Committee.

Section 2. Approval. Notice setting forth each proposed amendment, with reasons thereof, shall be sent to each member at least ten days prior to distribution of the ballots. At least seven 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. Approval by the CFA Board of Directors is required before revisions to the Chapter Constitution become operative, therefore, amendments to the Constitution shall be referred to the Chapter for approval after the proposed changes have been approved by the CFA Board of Directors.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter insofar as they are not inconsistent with this constitution.