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## Constitution of The College of New Jersey Federation of Teachers - Local 2364

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### Article I - Name

This organization shall be known as The College of New Jersey Federation of Teachers, (Local 2364 of A.F.T.).

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### Article II - Objectives

**The purpose of this organization shall be:**

- A. To bring full-time and adjunct faculty and professional college staff into relations of mutual assistance and cooperation.
  - B. To advance the interests of faculty and professional college staff.
  - C. To improve instruction.
  - D. To eliminate all forms of discrimination.
  - E. To promote greater faculty and staff involvement in formulation of college policy.
  - F. To cooperate with organized labor in the fulfillment of the above objectives.
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### Article III - Membership

- A. All The College of New Jersey faculty (full-time and adjunct), professional staff, librarians, and counselors, are eligible for membership.
  - B. Associate membership (without the right to vote) shall be open to former faculty (full-time and adjunct), professional staff, librarians and counselors who have withdrawn from the profession for research or other pursuits, and who wish to maintain affiliation and to adjunct faculty in their first semester at TCNJ.
  - C. No discrimination shall be shown toward individual members or applicants for membership because of race, religious faith, political activities or beliefs.
  - D. Members who fail to pay dues shall be dropped from the rolls. The member may be reinstated upon the payment of back dues.
  - E. Only members whose dues are paid up to date may vote and hold office.
  - F. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least 1/4 of the membership and 3/4 the Executive Council. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate the individual.
  - G. Those members of the bargaining unit who are eligible but choose not to be members of the Federation shall be known as "agency fee payers." They are not eligible to hold office, serve on standing or ad hoc committees, or to vote.
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### Article IV - Officers

- A. The following officers shall be elected by the entire membership for a two year term:
    - 1. President
    - 2. Vice President
    - 3. Treasurer
    - 4. Secretary
  - B. Membership in good standing for one year prior to the election is required to be a candidate to hold a Federation office.
  - C. Officers shall be installed at the last regular membership meeting in May or at a special meeting or banquet held for this purpose.
  - D. Vacancies in any office may be filled by the Executive Council.
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### Article V Committees

- A. The following standing committees shall be active in this Federation:
  - (1). Membership;
  - (2.) Legislative Committee;
  - (3.) Grievance/Welfare Committee
- B. The following special committees shall be appointed by the Executive Council:
  - (1) Budget Committee;
  - (2) Audit Committee;
  - (3) Election Committee
- C. Committee chairs (standing, and/or special, and/or ad hoc) shall be appointed by the President with the consent of a majority of the Executive Council members.
- D. Members of each committee shall be appointed by the chairmen chair of each committee with the consent of the President of the Federation

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## Article VI - The Executive Council

- A. The Executive Council of this Federation shall consist of the following:
    - 1. The elected officers.
    - 2. Adjunct Faculty Representative (elected by Adjunct Faculty )
    - 3. The chairs of standing committees.
    - 4. The chief delegate to the local labor body.
  - B. The Executive Council committee shall administer the policy of this Federation as set by the membership at regular meetings. It shall have the power to act for the good of the Federation in emergency situations where the policy cannot be set by the membership.
  - C. The President of this Federation shall be the Chair of the Executive Council.
  - D. The Executive Council shall meet regularly during the academic year.
  - E. The Executive Council shall have the power to employ all personnel including an executive secretary, clerical help, and other persons on full or part- time basis as may be determined by needs and finances of the Federation.
  - F. The Executive Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.
  - G. The Executive Council shall report its activities at each regular membership meeting.
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## Article VII - Duties of Officers

- A. The President shall preside at all meetings of the Federation and of the Executive Council. The President shall be ex-officio a member of all committees, except the Audit Committee; shall sign all necessary papers and documents; and shall represent the local when and where necessary; the President shall make a report to the membership at least once each year, summarizing the accomplishments of the Federation and outlining plans for the next year.
  - B. The Vice President shall perform all duties of the President in the absence of that officer and assist the President in accomplishing the goals of the Federation.
  - C. The Secretary shall issue all notices; shall answer correspondence at the direction of the President and the Executive Council , shall be the custodian of the seal and charter of the Federation, shall record the minutes of the Executive Council and of general membership meetings.
  - D. The duties of the Treasurer shall be:
    - 1. To receive, record, and deposit in the name of the Federation all monies from dues and other sources.
    - 2. To keep the membership roll, issue receipts, and send notices if dues are delinquent.
    - 3. To make a timely remission of taxes and assessment due to all appropriate affiliates and agencies.
    - 4. To chair the Budget Committee and present a written report to all members once each year.
    - 5. To keep adequate records available at all times for the Executive Council and the Audit Committee.
    - 6. To pay all bills authorized by the Executive Committee retaining vouchers or invoices for same.
    - 7. To submit a financial statement, including a statement of assets and liabilities and a statement of income and expenses, to the AFT Secretary- Treasurer within five months of the end of the fiscal year for the Local.
  - E. The duties of the Adjunct Executive Council Representatives shall be defined by the adjunct members of the Local.
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## Article VIII - Affiliations

- A. This Federation shall maintain affiliation with (and whenever possible send delegates to) the following organizations:
  - 1. **The American Federation of Teachers** - The President or his/her designee, shall be a delegate. All other delegates and alternates to the National convention of the AFT shall be elected by majority vote at the April membership meeting. Notice of the election shall be made at the previous membership meeting and mailed to each member at least 14 days prior to the election. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Office as soon as possible but not later than 14 days before the convening of the National Convention. The delegates shall confer with the treasurer to make sure the AFT per capita through June has been sent to the National Office at least 14 days before the convening of the National Convention.

2. **The New Jersey Federation of Teachers** - Delegates shall be elected at least one month before the State Convention at a regular membership meeting.
  3. **The Mercer County AFL-CIO Central Labor Assembly** - Delegates shall be elected at the regular annual election of officers.
  4. **The New Jersey AFL-CIO Labor Body** - Delegates shall be elected at least one month before the state labor convention at a regular membership meeting.
  5. **The Council on New Jersey State Colleges** - Delegates shall consist of elected officers of the Federation and as many others as are required, to be appointed by the Executive Council as necessary.
- B. All delegates shall make reports to the Executive Council on meetings attended.
  - C. Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.
  - D. The Federation shall (to the best of its ability) be active in the affairs of affiliated organizations.
  - E. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

### **Article IX - Duties of Standing Committees**

- A. A Membership Committee shall plan and execute a program to insure the growth and vitality of the Federation. It shall present a report to the Executive Council. at each meeting.
- B. A Legislative Committee shall consider recommendations of the AFT, the State Federations, and the locals pertaining to all levels of government. It shall study proposed legislation which may affect the Federation and colleges. It may initiate recommendations *and* may present the record of government officials.
- C. The Grievance/Welfare Committee shall act on all grievances submitted in writing to the Executive Council. It shall present to the Executive Council a procedure for handling grievances. This committee shall cause the procedure to be publicized as widely as possible.

### **Article X - General Membership Meetings**

- A. The time and place of general membership meetings shall be fixed by the Executive Council.
- B. There shall be at least one general membership meeting per semester. Additional meetings may be called by the Executive Council, or by a petition to the Executive Council signed by at least 10% of the membership. The Executive Council must respond to the petition by calling a meeting within one month of receipt of the petition.
- C. A quorum shall consist of five percent of the membership.
- D. Failing a quorum, a positive vote on an issue can be considered a “sense of the Union” resolution; such resolution to be voted up or down at the next general membership meeting.

### **Article XI - Finances**

- A. Dues shall be fixed by majority vote of members present at any general membership meeting, providing that notice of the contemplated dues increase has previously been announced at any meeting or in writing to the membership at least 14 days prior to the meeting at which a change in dues will be voted upon.
- B. Non-members Agency Shop Fee. All individuals within the bargaining unit who choose not to become a member of the Federation must make service fee payments to the Federation under the Agency Shop provision of the Union’s Collective Bargaining Agreement with the State of New Jersey.

### **Article XII - Rules of Order**

Robert’s *Rules of Order*, Revised, shall govern in all cases not covered by this Constitution or the By-laws of this local Federation.

### **Article XIII - Amendments to this Constitution**

- A. A proposed amendment of this constitution may be initiated by the Executive Council or by a petition signed by at least 10% of membership in good standing.
- B. A proposed amendment of this constitution shall be submitted at a regular membership meeting or the proposed changes sent to each unit member.
- C. Members shall be informed of the proposed changes 14 days in advance of the meeting where the changes will be discussed and voted upon. A 3/4 vote of those members attending the meeting following notification shall be sufficient to adopt the amendment

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**Article XIV - Availability of Constitution**

- A. Three copies of this Constitution and any amendments thereto shall be submitted to the national office of the American Federation of Teachers.
  - B. Copies shall be made available to other affiliated organizations upon request.
  - C. Copies shall be provided to all members of this Federation.
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**By-laws****Election of officers**

- A. An Election Committee shall be appointed by the Executive Council and the general membership shall be notified of the election time table and procedures to be followed by that committee no later than the third week in March.
- B. Blank nomination petitions shall be available in the official office of the organization at the time that the membership is notified of the election.
- C. Nominating petitions for each office containing the signatures of at least 10 members shall be submitted to the Executive Council by the Friday of the second week in April.
- D. A ballot containing the names of all valid candidates shall be prepared and mailed to each member at the college mailing address of record within one week of the date on which nominating petitions are due to be submitted by the Election Committee.
- E. Ballots shall be returned to the location specified by the Election Committee by the date and time established.
- F. Normal procedures to insure the security of the election process shall be followed by the Election Committee.
- G. Ballots shall be counted at a location established by the Election Committee and each candidate or their designee shall be permitted to observe the ballot counting process.
- H. The candidate receiving a majority of the ballots cast shall be elected to that particular office
- I. The election of officers shall follow the procedures contained in bylaw D. If no nomination is offered in opposition to a candidate for an office under the procedure specified, the Executive Council may direct the Secretary to cast one ballot for the sole nominee presented and he or she shall be deemed elected.
- J. Ballots shall be prepared and mailed to each member in good standing within 14 days of the nomination meeting. The ballots shall be returned to the election committee no later than 14 days from the date that they were sent to members. The candidate receiving a plurality of the votes cast shall be declared elected.
- K. Ballots shall be kept for one year after an election is completed.
- L. A candidate wishing to file a protest against the election shall notify the Election Committee in writing within 24 hours of the time the ballot counting process has concluded.
- M. The results of the election shall be mailed to the college address of members within one week of the election's conclusion.