

CONSTITUTION

and By-Laws

**Essex County College Adjunct Faculty Federation
Local 6370, AFT**

Correct as of: March 31, 2009

Essex County College Adjunct Faculty Federation, Local 6370, AFT

ARTICLE I:

This organization shall be known as the Essex County College Adjunct Faculty Federation (ECCAFF), Local 6370, New Jersey State Federation of Teachers, American Federation of Teachers, AFL-CIO.

ARTICLE II: OBJECTIVES

Section 1. To bring unit members at Essex County College into relations of mutual assistance and cooperation.

Section 2. To secure and promote full union rights for all employees who are eligible for membership.

Section 3. To advance the economic, social and political well being of the membership.

Section 4. To raise the standards of the education profession by securing conditions essential to the best professional service.

Section 5. To promote the interests of the community served by the membership.

Section 6. To promote democracy and equality in society at large.

Section 7. To eliminate discrimination in education in all its forms.

ARTICLE III: MEMBERSHIP

Section 1. All adjunct faculty at Essex County College who are members of the ECCAFF are eligible for full membership.

Section 2. Bargaining unit members who are not employed by Essex County College during a semester may retain their membership by paying dues of twenty dollars (\$20) per semester for a maximum of two (2) years.

Section 3. A member may be expelled from the organization if he or she is brought up on charges, in writing, by two (2) or more members in good standing. A majority vote of the Executive Board will result in an expulsion hearing. The accused member will have the right to examine and question the charges and be represented by a person of his or her choice. At the conclusion of the hearing, a three-fourths (3/4) vote of the Executive Board is required for expulsion. The expelled member may appeal the decision by requesting a vote at the next membership meeting or election. A simple majority of the voting members will be sufficient to overrule the decision of the Executive Board.

Section 4. No discrimination shall ever be shown toward individual members or applicants for membership due to age, gender, race, national origin, religious faith, political belief, marital status, sexual orientation or disability.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. The following officers of the ECCAFF shall be elected every even-numbered year for a two (2) year term:

- A. President
- B. Vice President
- C. Secretary

D. Treasurer

E. Any other officers the Executive Board may determine

Section 2. With the exception of the first election, to be eligible for office a person must be a member in good standing of the ECCAFF for a period of two (2) semesters prior to the date of election.

Section 3. With the exception of the first election, an Elections Committee shall be appointed by the Executive Board to conduct all general and special elections of the ECCAFF.

Section 4. With the exception of the first election, at least thirty (30) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for each office.

Section 5. With the exception of the first election, in order to be nominated a member must send a letter or email to the Elections Committee stating his or her name, department and office he or she would like to run for. The Elections Committee must receive all communications no later than twenty (20) days prior to the election.

Section 6. With the exception of the first election, the Elections Committee will prepare ballots and disperse them no later than twelve (12) days before the election. All attempts will be made to send these ballots electronically, when deemed appropriate.

Section 7. Only those ballots received by the date listed as the deadline on the ballot will be counted. Only members in good standing are permitted to vote.

Section 8. The winner for each position shall be the candidate who received the majority of votes cast for that position. In the event that a candidate does not receive a majority, the Elections Committee shall conduct a run-off election between the two candidates with the most votes for that position.

Section 9. Successful candidates will assume office on the date specified on the ballot by the Elections Committee, or the first day of the month following the election.

Section 10. If a vacancy occurs mid-term, all vacancies with the exception of the office of the President shall be filled by a majority vote of the Executive Board and the individual will serve in an acting role until the next regular election.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Be the presiding officer at all meetings of the membership and Executive Board.
- b. Be an ex-officio member of all committees except the Elections Committee
- c. Appoint, with the approval of the Executive Board, the chairs of all standing and special committees and the local's membership to the bargaining team.
- d. Be responsible for the ongoing administration of the local.
- e. Receive, respond and report correspondence to the local.
- f. Supervise any employees of the local.
- g. Be authorized to sign contracts, co-sign financial documents and direct regular and usual disbursements of funds.
- h. Represent the local before the public, community organizations and the news media.
- i. Represent the local before bodies of the employer.
- j. Be, by office, the ranking delegate to the State Federation and any AFT meetings, conferences or conventions.
- k. Appoint, with the approval of the Executive Board, any delegates to the State Federation.

- l. Make an annual report to the general membership.
- m. Be able to delegate the responsibilities of the office except where restricted by the constitution.

Section 2. The Executive Vice President shall:

- a. Assume the duties of the President in the event of absence, illness or death of the President.
- b. Co-sign financial instruments in the absence of the President or Treasurer.
- c. Act as chair of the Membership Committee
- d. Perform any other duties as delegated by the President or assigned by the Executive Board.

Section 3. The Secretary shall:

- a. Maintain the non-financial files and records of the local.
- b. Be the custodian of the charter of the local.
- c. Record and keep accurate minutes of the meetings of the membership and the Executive Board
- d. Assist the President in handling all correspondence of the local.
- e. Perform the duties of the office as required by the Labor Management Reporting and Disclosure Act.
- f. Perform any other duties as delegated by the President or assigned by the Executive Board.

Section 4. The Treasurer shall:

- a. Receive, record and deposit all dues monies and other income in the name of the local.
- b. Oversee accurate membership records.
- c. Issue membership cards.

- d. Co-sign financial instruments and make regular and usual disbursements of funds.
- e. Maintain all financial records for the local.
- f. With the approval of the Executive Board, arrange for an independent audit of the finances of the local as directed by the IRS and AFT, and make these available to the Executive Board.
- g. Transmit dues and per-capita payments to various AFT agencies as per our obligations.
- h. Chair the Finance and Budget Committees.
- i. Perform duties of the office as required by the Labor Management Reporting and Disclosure Act.
- j. Perform any other duties as delegated by the President or assigned by the Executive Board.

Section 6. All officers elected by the general membership of the ECCAFF and Committee Chairs appointed by the President and approved by the Executive Board shall serve as members of the Executive Board.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall make every effort to meet at least twice a semester (Fall and Spring) at the call of the President or two (2) or more members of the Board.

Section 2. A quorum shall consist of forty percent (40%) of the membership of the Executive Board. This requirement may be waived in case of an emergency.

Section 3. Executive Board members shall receive in writing or by electronic mail notice of any meeting. Such notice shall be sent at least ten (10) days in advance of any meeting. This requirement may be waived in case of an emergency.

Section 4. The Executive Board shall establish any stipends, benefits or expense reimbursements for any officers or board members. A majority of the Executive Board must approve these expenditures.

Section 5. Subject to the approved budget, the Executive Board shall be empowered to make contracts and incur liabilities, including the purchase of services or equipment and to otherwise engage in financial transactions to the extent permitted by law.

Section 6. The Executive Board shall approve the chair and membership of all standing committees of the local and receive regular reports for all such committees.

Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the ECCAFF.

ARTICLE VII: COMMITTEES

Section 1. The Standing Committees of the local shall be:

- a. Grievance
- b. Membership
- c. Elections
- d. Finance and Budget

Section 2. The Grievance Committee shall work to resolve all contractual and non-contractual disputes in the workplace. The committee will be responsible to process grievances and maintain records of grievances and their disposition.

Section 3. The Membership Committee shall be responsible for overseeing the recruitment of all bargaining unit members into the ECCAFF. The Chair of the Membership Committee shall be the Executive Vice President.

Section 4. The Chair of the Elections Committee shall be appointed by the Executive Board.

Section 5. The Finance and Budget Committee shall prepare an annual budget for the approval of the Executive Board. The Treasurer shall serve as chair of the Finance and Budget Committee.

Section 6. The Executive Board on its own initiative may establish any special committees.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section 1. The Executive Board shall determine the time and place of the annual membership meeting and post the date and location at least twenty (20) days before the meeting is to be held.

Section 2. At least ten percent (10%) of the membership shall constitute a quorum for all membership meetings.

Section 3. Members will have an opportunity to submit items they wish to add to the agenda.

Section 4. Only members in good standing are permitted to vote.

ARTICLE IX AFFILIATIONS

The ECCAFF shall maintain affiliation with the following organizations:

1. The American Federation of Teachers, AFL-CIO
2. The New Jersey State Federation of Teachers, AFL-CIO
3. The New Jersey State AFL-CIO

ARTICLE X: RULES OF ORDER

Roberts Rules of Order (revised) shall govern in all cases not covered by this Constitution or By-Laws of the ECCAFF.

ARTICLE XI: AMENDMENTS

Proposed amendments to the Constitution may be presented by any member to either the Executive Board or at a membership meeting. Upon two-thirds (2/3) endorsement by either the Executive Board or those present at a membership meeting, a mail ballot referendum shall be conducted by the Elections Committee. The amendment shall be enacted by a two-thirds (2/3) vote of the members voting in the referendum.

BY-LAWS

ARTICLE I: DUES

Section 1. The dues for the ECCAFF full members shall be two percent (2%) of salary earned as a bargaining unit member at Essex County College.

Section 2. The dues for 'on leave' members shall be twenty dollars (\$20) per semester (Fall and Spring).

Section 3. Local dues shall increase by the amount of any increases in per capita and insurance premiums owed to the AFT, the State Federation or the local labor council of the AFL-CIO.

ARTICLE II: AMENDMENTS

Section 1. The ECCAFF By-Laws may be amended by a vote of the Executive Board with the approval of the majority of the Executive Board.

Section 2. Proposed amendments to the Constitution may be presented by any member to either the Executive Board or at a general membership meeting. A mail ballot referendum shall be conducted by the Elections Committee after a two-thirds (2/3) endorsement by either the Executive Board or those present at a membership meeting. The amendment shall be enacted by a two-thirds (2/3) vote of the members voting on the referendum.

ARTICLE III: STIPENDS

The Executive Board shall recommend to the Finance and Budget Committee stipends and expense reimbursements for all officers and members of the Executive Board. These stipends will be determined by the Finance and Budget Committee based on considerations and revenues.

ARTICLE IV: OFFICERS

Section 1. Associate members may run for and hold office provided they have been employed as an adjunct faculty member within the last two academic years.

Section 2. Active, elected officers shall maintain full member status for the duration of the term in office. Those officers have the right to run for reelection and to maintain full membership rights, provided their associate membership dues are current.