

**ESSEX COUNTY COLLEGE CHAPTER 6370
UNITED ADJUNCT FACULTY
NEW JERSEY, LOCAL 2222
AFT, AFL-CIO**

BY-LAWS

Revised 6/28/19

**Essex County College Chapter 6370 of United Adjunct Faculty
New Jersey. Local 2222, AFT, AFL-CIO**

Article I:

This organization shall be known as the Essex County College Chapter 6370 of United Adjunct Faculty New Jersey, Local 2222, American Federation of Teachers, American Federation of Teachers New Jersey, AFL-CIO.

Article II:

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

Section 2. To raise the standards of the education profession by securing conditions essential to the best professional service.

Section 3. To promote the interests of the community served by the membership.

Section 4. To advance the economic, social and political well-being of the membership.

Section 5. To secure and promote full union rights for all union employees who are eligible for membership.

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

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

ARTICLE III: MEMBERSHIP

Section 1. All adjunct faculty at Essex County College, who are members of the former Essex County College Adjunct Faculty Federation, Local 6370, are eligible for full membership in the Essex County College Chapter of United Adjunct Faculty New Jersey, Local 2222.

Section 2. All adjunct faculty at Essex County College are eligible for full membership in the Essex County College Chapter 6370 of United Adjunct Faculty New Jersey (ECCCUAFNJ) Local 2222.

Section 3. Bargaining unit members who are not employed by Essex County College during a fall or spring semester, may retain their membership by paying dues of twenty (\$20) per semester for a maximum of two academic years.

Section 4. 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 two-thirds vote (2/3) of the Executive Board is required for expulsion. The expelled member may appeal the decision by requesting a vote at the next membership meeting. A simple majority of the voting members will be sufficient to overrule the decision of the Executive Board.

Section 5. No discrimination shall ever be shown toward individual members or applicants for membership due to age, gender, race, national origin, religious faith or practice, marital status, sexual orientation or disability.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. The following officers of the Essex County College Chapter of United Adjunct Faculty New Jersey shall be elected every three (3) years for a three year term:

Chapter Chairperson/President

Chapter Vice President

Secretary/Treasurer

The Executive Board may determine the need for additional officers

Section 2. To be eligible for office a person must be a member in good standing of the ECCCUAFNJ for a period of, at least, two (2) academic semesters prior to the date of the election.

Section 3. An Elections Committee shall be appointed by the Executive Board to conduct all general and special elections of the ECCCUAFNJ.

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

Section 5. In order to be nominated for an office, a member must send a letter or email to the Elections Committee stating his/her name, department and office position of interest. The Elections Committee must receive all communications no later than twenty (20) days prior to the election.

Section 6. 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 deadline date will be counted. Only members in good standing are permitted to vote.

Section 8. The winner of each position shall be the candidate who received the majority of votes cast for that position. In the event of a tie, the Election Committee shall conduct a run-off election between the candidates with the most votes for that position.

Section 9. Successful candidates will assume office on the date specified on the ballot by the Election 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 Chapter Chairperson/President shall be filled by a majority vote of the Executive Board. That elected individual will serve in an acting role until the next regular election.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The General Responsibilities of Officers are:

- a. Meet regularly and carry out the policies of the organization
- b. Coordinate the activities of the organization's committees
- c. Report to the Executive Board, the members and the Delegate Assembly the transactions, activities and accomplishments of the Chapter, as appropriate.
- d. Serve as ranking delegates at the meetings of affiliate bodies by virtue of their offices.

Section 2. The Chapter Chairperson/President shall:

- a. Be the presiding officer at all meetings of the membership and the Executive Board.
- b. Be an ex-officio, non-voting, 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 Chapter's membership to the bargaining team.
- d. Be responsible for the ongoing administration of the Chapter.
- e. Receive, respond to and report correspondence to the Chapter.
- f. Supervise any employees of the Chapter.
- g. Be authorized to sign contracts, co-sign financial documents and direct regular and usual disbursement of funds.

- h. Represent the Chapter before the public, community organizations and the news media.
- i. Represent the Chapter before bodies of the employer
- j. Be, by office, the ranking delegate to the State Federation and any AFT meetings, conferences and conventions.
- k. Be, by office, an Executive Officer of United Adjunct Faculty New Jersey, Local 2222.
- l. Appoint, with the approval of the Executive Board, Chapter delegates to the State Federation.
- m. Make an annual report to the general membership.
- n. Delegate the responsibilities of the office, except where restricted by the United Adjunct Faculty New Jersey Constitution.

Section 3. 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 Chairperson of the Membership Committee
- d. Act as Chairperson of the Grievance Committee.
- e. Perform any other duties as delegated by the President or assigned by the Executive Board.

Section 4. The Secretary shall:

- a. Maintain the non-financial files and records of the Chapter.
- b. Be the custodian of the Chapter's Charter.
- 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 Chapter.
- e. Perform the duties of the office as required by the Labor Management Reporting Disclosure Act.
- f. Perform any other duties as delegated by the President or assigned by the Executive Board.

Section 5. The Treasurer shall:

- a. Receive, record and deposit all dues monies and other income in the name of the Chapter.
- b. Oversee accurate membership records.
- c. Co-sign financial instruments and make regular and usual disbursement of funds.
- d. Maintain all financial records for the Chapter.
- e. With the approval of the Executive Board, arrange for an independent audit of the finances of the Chapter as directed by the IRS and AFT. These audits will be made available to the Executive Board.
- f. Transmit dues and per-capita payments to various AFT agencies as per Chapter obligations.
- g. Chair the Finance and Budget Committee.
- h. Perform duties of the office as required by the Labor Management Reporting and Disclosure Act.
- i. 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 ECCCUAFNJ and Committee Chairpersons appointed by the President and approved by the Executive Board shall serve as members of the Executive Board.

Section 7. Members in good standing may run for and hold office, provided they have been employed as an adjunct faculty member at least 2 semesters within the last 2 academic years.

Section 8. Active, elected officers shall maintain full membership 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 paid in full.

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 Executive Board.

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

Section 3. Executive Board members shall receive, in writing or by electronic mail, notice of any meeting. This requirement may be waived in the event 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 appointment of Chairperson and membership of all standing committees of the Chapter 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 Chapter and United Adjunct Faculty New Jersey.

ARTICLE VII: COMMITTEES

Section 1. The Standing Committees of the Chapter 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 for processing grievances and maintaining records of grievances and their dispositions.

Section 3. The Membership Committee shall be responsible for overseeing the recruitment of all bargaining unit members into the ECCCUAFNJ. The Chairperson of the Committee shall be the Vice President of the Chapter.

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

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

Section 6. The Executive Board, on its own initiative, may establish any special or ad hoc committees.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section 1. The Executive Board shall determine the time and place of the annual membership meeting. The meeting date and location will be posted at least twenty (20) days in advance.

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 meeting agendas.

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

ARTICLE IX: AFFILIATIONS

The ECCCUAFNJ shall maintain affiliation with the following:

1. The American Federation of Teachers (AFT)
2. The American Federation of Teachers New Jersey (AFTNJ)
3. The New Jersey State AFL-CIO

ARTICLE X: RULES OF ORDER

Robert's Rules of Order (revised) shall govern in all cases not covered by this Constitution or By-Laws of the Essex County College Adjunct Faculty Federation.

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 a 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.

ARTICLE XII: DUES

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

Section 2. The dues for members "on-leave" shall be twenty dollars (\$20) per semester (fall and spring).

Section 3. Chapter dues shall increase by the amount of any increases in per capita and insurance premiums owed the AFT, AFTNJ or the Local Labor Council of the AFL-CIO.

ARTICLE XIII: AMENDMENTS

Section 1. ECCCAFFUAFNJ By-Laws may be amended by a two-thirds (2/3) vote of the Executive Board or two-thirds (2/3) of the full members present at a membership meeting.

Section 2. Proposed amendments to the Chapter By-Laws 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 XIV: STIPENDS

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