

# **CONSTITUTION**

## **ARTICLE I – NAME**

The name of this organization shall be the Academic-Administrative Personnel Federation, NJSFT, AFT Local 3983, AFL-CIO, of the County College of Morris.

## **ARTICLE II – OBJECTIVES**

The purposes of this organization shall be:

- Section 1. To bring employees of the County College of Morris into relations of mutual assistance and cooperation.
- Section 2. To obtain for them the rights to which they are entitled.
- Section 3. To secure for them conditions which are essential to their ability to render the best professional service.
- Section 4. To promote such democratization of the County College of Morris as will enable them to serve better the needs of students and the community, and to uphold the democratic traditions of education in a free society.
- Section 5. To promote welfare of the nation by providing progressively better educational opportunity for all.
- Section 6. To combat social injustice in education in all its forms.

## **ARTICLE III – MEMBERSHIP**

- Section 1. Employees of the County College of Morris are eligible for membership.
- Section 2. Supervisory personnel with the rank of Dean or above shall not obtain membership. Members who are promoted to positions with the rank of Dean or above automatically are removed from membership on the effective date of the promotion.
- Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, religious faith, age, sex, or political activities or belief.
- Section 4. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least one-fourth of the total membership and approved by at least three-fourths of 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.

Section 5. Any member who fails to pay dues shall be dropped from the rolls after a three-month period and their name shall be removed from the records at the National Office.

## **ARTICLE IV – OFFICERS**

Section 1. The following officers shall be elected annually by this Federation:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 2. Membership in good standing is required to hold office.

Section 3. Election of officers shall be held at a regular membership meeting between November 15 and December 15. Notice shall be provided to members at least fifteen days prior to the meeting that nominations and balloting will be in order. Election shall be determined by vote of the majority of members in good standing who are present at the meeting or who have submitted written absentee ballots. The term of office shall begin on January 1.

Section 4. Vacancies in any office shall be filled by the Executive Council.

## **ARTICLE V – COMMITTEES**

Section 1. The following standing committees shall be active in this Federation:

1. Membership Committee
2. Negotiations Committee
3. Publicity Committee
4. Welfare and Grievance Committee
5. Public Affairs Committee

Section 2. The following special committees shall be appointed:

1. Budget Committee
2. Audit Committee
3. Election Committee

Section 3. Chairperson of each of the standing committees and of all special committees shall be appointed by the President with the consent of a majority of the other elected officers.

Section 4. Members of each committee shall be appointed by the chairperson with the consent of a majority of the elected officers.

Section 5. Membership in good standing is required of all chairpersons of committees.

## **ARTICLE VI – EXECUTIVE COUNCIL**

- Section 1. The Executive Council of this Federation shall consist of the following:
1. All elected officers
  2. Chairpersons of standing committees
  3. Delegates to the affiliated organizations
- Section 2. The Executive Council shall administer the policy of this Federation as set by the membership. 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.
- Section 3. The President of the Federation shall act as chairperson of the Executive Council.
- Section 4. The time and place of Executive Council meetings shall be set by the Executive Council or the President. Members will be notified of the time and place of Executive Council meetings. Executive Council meetings will be open to all members in good standing of the Federation.
- Section 5. The Executive Council shall have the power to employ personnel on a full or part-time basis as may be determined by the needs and finances of the Federation.
- Section 6. 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 by mortgage, pledge, or deed of trust of all or any of its property income.
- Section 7. The Executive Council shall report its activities at each membership meeting.

## **ARTICLE VII – AFFILIATIONS**

- Section 1. This Federation shall maintain affiliation with and whenever possible send delegates to the following organizations:
- a. The American Federation of Teachers—All delegates and alternates to National Convention of the AFT shall be elected by majority vote of the membership meeting. Notice of election shall be made at the previous membership meeting, and notice shall be provided to members at least fifteen 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 no later than ten 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 fifteen days before the convening of the National Convention.

- b. The New Jersey State Federation of Teachers—Delegates shall be elected at least one month before the state convention at a regular membership meeting.
- c. The Morris-Sussex Central Labor Council—Delegates shall be elected at a regular membership meeting.
- d. The New Jersey State AFL-CIO—Delegates shall be elected at least one month before the state labor convention at a regular membership meeting.

Section 2. All delegates shall make reports to the Executive Council on meetings attended.

Section 3. Every reasonable effort shall be made by the Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The Federation shall be active to the best of its ability in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same membership requirements as officers of this Federation.

## **ARTICLE VIII – DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Federation and of the Executive Council; shall be an ex-officio member of all committees except the Audit Committee; shall sign all necessary papers and documents; and shall represent the Federation 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.

Section 2. The Vice-President shall perform all duties of the President in the absence of the officer. The Vice-President shall assist the President in the execution of the duties of that office.

Section 3. The Secretary shall be the custodian of the seal and charter of the Federation; shall record the minutes of the Executive Council and of the general membership meetings; shall issue all notices; shall answer correspondence at the direction of the President; and shall report correspondence to the President and the Executive Council.

Section 4. The Treasurer shall:

- a. Receive, record, and deposit in the name of the Federation all monies from dues and all other sources.
- b. Keep the membership roll, issue receipts and delinquent notices.

- c. Forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep this Federation in good standing at all times. Special care shall be taken to see that per capita tax is sent to the National Office no later than fifteen days prior to the opening date of the National Convention to make sure delegates may be seated.
- d. Be chairperson of the Budget Committee. The Treasurer shall present a written report to all members once each year.
- e. Keep adequate records available at all times for the Executive Council and the Audit Committee.
- f. Pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.

## **ARTICLE IX – DUTIES OF STANDING COMMITTEES**

Section 1. The Membership Committee shall plan and execute a dynamic program to ensure growth and vitality of the Federation. It shall present written reports to the Executive Council.

Section 2. The Negotiations Committee shall prepare and substantiate salary and other contract proposals. It shall present these proposals for approval of the membership and then shall negotiate these proposals with the employer.

Section 3. The Publicity Committee shall prepare and distribute a regular information bulletin for members. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other communications media as needed for the good of the Federation.

Section 4. The Welfare and Grievance Committee shall act on all grievances submitted in writing to the Executive Council. The committee shall present to the Executive Council a procedure for handling grievances, and shall cause the procedure to be publicized as widely as possible. The committee shall also study and make recommendations on matters which promote the welfare of members of the Federation.

Section 5. The Public Affairs Committee shall study, make recommendations and plan information programs on items of legislation, subjects relating to education, and matters concerning civil rights and social justice.

## **ARTICLE X – DUTIES OF SPECIAL COMMITTEES**

Section 1. The Budget Committee shall prepare a budget for adoption by the membership at least one month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.

Section 2. The Audit Committee shall audit the Treasurer's books and the annual Treasurer's report. The committee shall present its annual report to the membership at the September meeting.

## **ARTICLE XI – MEETINGS**

Section 1. The time and place of meetings shall be fixed by the membership or by the President.

Section 2. There shall be at least two membership meetings per semester.

Section 3. A quorum shall consist of twenty percent of the total membership.

## **ARTICLE XII – FINANCE**

Section 1. Regular dues shall be fixed by majority vote of the members present at a membership meeting, provided notice of the contemplated dues increase has been announced at a previous meeting.

Section 2. Additional finances may be obtained by various fund raising activities.

## **ARTICLE XIII – RULES OF ORDER**

Robert's Rules of Order (latest revised edition) shall govern in all cases not covered by this constitution or by subsequent by-laws of the Federation.

## **ARTICLE XIV – AMENDMENTS**

This constitution may be amended as follows: a proposed amendment shall be submitted at a regular membership meeting, read to the assembled members and subsequently supplied in full written text to all members. The proposed amendment shall be considered at a membership meeting held no sooner than two weeks and no later than two months following the introduction of the proposed amendment. Voting shall be by mail ballot of the membership following the meeting at which the proposed amendment is considered. A two-thirds vote of the full membership shall be sufficient for adoption.

## **ARTICLE XV – AVAILABILITY OF CONSTITUTION**

Section 1. Three copies of this constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers and to the New Jersey State Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations on request.

Section 3. Copies shall be available for any member of this Federation upon request to the Secretary.