**County College of Morris**

**Academic Administrative Personnel Federation**

**Constitution and By-Laws**

**Local Number 3983**

**Adopted on:**

# **Constitution**

# **Preamble**

This organization/Federation has been created in an effort to bring the Professional or Academic Administrative staff of County College of Morris together to preserve the cultural and physical development of the college and to enhance the welfare of the members of the local unit.

# **Article 1 - Name**

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

# **Article 2 - 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 3 - Membership**

Section 1. Employees of the County College of Morris are eligible for membership.

Section 2. 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 3. 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 Board. 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 4. 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 4 - Officers**

Section 1. The following officers of the Executive Board shall be elected annually by this Federation:

1. President or Co-Presidents (President)
2. Vice-President or Co-Vice Presidents (Vice-President)
3. Treasurer
4. Secretary

Section 2. Full dues paying members in good standing for a minimum of a year are required to hold office.

Section 3. With the exception of a special election, the election of officers shall be held at a regular membership meeting between November 15 and December 15 or every even numbered year. Notice shall be provided to members at least fifteen days prior to the meeting that nominations and balloting will be in order. Outcome shall be determined by majority of votes of those members in good standing or those who have submitted absentee ballots. The term of office shall begin on January 1.

Section 4. Vacancies in any office shall be filled according to *Article 6., Sections 5 - 7.*

# **Article 5 – Committees**

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

1. Membership Committee
2. Negotiations Committee
3. Publicity Committee
4. Grievance Committee

Section 2. The following special committees shall be appointed:

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

Section 3. Additional committees – Ad hoc committees shall be appointed as necessary and communicated to all members.

Section 4. Chairpersons of each of the standing committees and all special committees shall be appointed by the President with the consent of a majority of the Executive Board.

Section 5. Members of each committee shall be appointed by the chairperson with the

 consent of a majority of the elected officers.

Section 6. Membership in good standing is required of all chairpersons of committees.

# **Article 6 - Election Procedures**

Section 1. Term of Office

1. All officers shall be elected and serve a two (2) year term
2. The term of office shall begin on January 1st

Section 2. Election of Officers

1. Elections for the above officers shall be held between November 1 to December 15 of every even numbered year.
2. To be eligible for office, a person must be a member of this local in good standing for a period of at least one year prior to the election.

Section 3. The Election Committee shall oversee the election process in the following manner:

* 1. Members must meet the above criteria in order to be nominated.
	2. Notify the membership of the nominations and the date of the election.
	3. Prepare and send ballots in such a manner as to secure the secrecy of the ballots no later than fourteen (14) days or more days following the close of nominations.
	4. Be responsible to establish that a simple majority of ballots have been cast in order for a candidate to win the election.
	5. Conduct a run-off election for the two candidates who have received the most votes in the event of an absence of a majority.
	6. Hold a special election in the event that a petition is signed by ten percent (10%) of the membership stating specific grounds which are required to conduct a re-call election of any officer.
	7. Publish the results of the election to the membership within seven (7) days of the count.
	8. Keep all election materials, including the ballots, in a secure location for at least one (1) year.
	9. Confirm the willingness of nominees to run in the election.

Section 4. Procedure for filling vacancies on the Executive Board during mid-term if there is one year or more left of the term of office:

1. Within thirty (30) days of the vacancy, the President shall appoint, with the approval of remaining members of the Executive Board, a member in good standing to the position provided that the unit member is willing to take the responsibility for the vacancy until such time as the Election Committee can arrange for a Special Election.
2. The new Executive Board member shall assume all duties and responsibilities of the position until the end of the term.

Section 5. Procedure for filling vacancies on the Executive Board if there is less than one year left of the term of office:

1. The President shall appoint, with the approval of the remaining members of the Executive Board, a member or members in good standing to the position(s) provided that the unit member is willing to take the responsibility for the vacancy.
2. The appointed Executive Board member shall assume all the duties and responsibilities of the position for the remainder of the term.

Section 6. Procedure for filling vacancies on the Executive Board if there is no one willing to assume the position or no nominations:

1. The President shall appoint, with the approval of the Executive Board, assume the position himself or herself or appoint another Executive Board member(s) to assume the responsibilities of the vacancy until such time as *Section 2 or 3* of this ARTICLE is followed.

Section 7. Charges against officers:

1. If found to be negligent or acting contrary to the objectives of this local, its contractual obligations and or Constitution, by vote of the Executive Board, officers of this organization may be subject to removal from office and or barred from running.
2. Any officer against whom charges are made shall have the right to due process, including speedy written service of charges and representation of counsel or any person of his or her choosing.
3. A hearing shall be conducted and decision rendered by the Executive Board. Neither the individual(s) involved in bringing the charge nor the officer(s) being charged shall be part of the deliberative process.
4. If the officer is found to be guilty of wrong doing and refuse to vacate the office, an emergency meeting of the membership will be called for the purpose of voting on whether or not to allow the officer to remain in office.

# **Article 7 – Affiliations**

Section 1. The Federation shall maintain affiliation with and whenever possible send delegates to related organizations. The organizations will be identified yearly by the affiliation committee and published or communicated to all members.

a. The American Federation of Teachers—All delegates and alternates to National Convention of the AFT shall be identified by the Executive Board. Member of the Executive Board will forward the credentials of the delegate 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. For further information, see *Article 8., Section 4., c.,* below.

Section 2. All delegates shall make reports to the Executive Board 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 organization must be a full dues paying member in good standing for a minimum of a year.

# **Article 8 – Duties of Officers**

Section 1. The President shall preside at all meetings of the Federation and of the

Executive Board; 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 their absence. The Vice-President shall assist the President in the execution of the duties of that office and shall perform other duties as assigned by the President or the Executive Board.

Section 3. The Secretary shall be the custodian of the seal and charter of the Federation; shall record the minutes of the Executive Board 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 Board.

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 caps (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 caps 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 Board 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 Board for authorization.

# **Article 9 – Duties of Standing Committees**

Section 1. The Membership Committee shall plan and execute a dynamic program to ensure

growth and vitality of the Federation.

Section 2. The Negotiations Committee shall serve as a resource to the Executive Board. They shall conduct research, surveys and prepare contract proposals, all of which shall assist the local with collective bargaining. They shall regularly attend negotiation sessions with the employer in an effort to reach a fair and equitable settlement.

Section 3. The Publicity Committee shall prepare information and distribute for members.

Section 4. The Grievance Committee shall work to resolve contractual and non-contractual disputes in the work place. They shall process grievances and maintain records of their disposition. They shall also provide recommendations to the Executive Board regarding possible arbitrations.

# **Article 10 – Duties of Special Committees**

Section 1. The Budget Committee under the direction of the treasurer 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 meeting in the fall.

Section 3. The Election Committee shall communicate and follow Election Procedures. See *Article 6., Section 4.,* of this document and communicate results to the executive board in a reasonable timeframe.

# **Article 11 – Membership Meetings**

Section 1. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the membership meeting.

Section 2. Quorum for the membership meeting shall be twenty percent (20%) of the total of all eligible members.

Section 3. The Executive Board shall determine the time and place of the membership meetings providing the membership with notice of seven (7) calendar days.

Section 4. Special meetings of the membership may be called by the President, by a majority of the Executive Board, or by petition to the Executive Board of fifteen percent (15%) of all eligible members. All such meetings shall be adequately advertised and properly conducted according to the provisions of this Constitution.

Section 5. There shall be at least two membership meetings per calendar year.

# **Article 12 – 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.

# **Article 13 – Availability of Constitution**

Section 1. The constitution and all future amendments shall be submitted to

the National Office of the American Federation of Teachers and to the American Federation of Teachers, NJ (AFTNJ) and available on the web site *http://aapf.nj.aft.org*

# **Article 14 - Amendments**

Section 1. Amendments may be proposed at a general membership meeting at which the proposed amendments shall be a special order of business. The proposed amendments must be posted on the local website or communicated to each member at least one (1) week prior to the general membership meeting.

Section 2. A quorum for any meeting at which constitutional amendments are to be adopted shall consist of at least thirty percent (30%) of the eligible members.

Section 3. Following the membership meeting at which the proposed amendments are introduced, a vote will be taken.

Section 4. Votes will be tallied, and the majority of those voting shall be required for adoption of the amendment(s).

# **By-Laws**

# **Article 1 - Revenues**

Section 1. The dues of this organization will be deducted according to the AAPF position salary scale.

Section 2. Local dues shall increase by the amount of any increases in per capita and insurance premiums owed to the AFTNJ, the State Federation or the local labor council of the AFL-CI0.

# **Article 2 - Amendments**

Section 1. The By-Laws may be amended by a majority of the members present at any regular membership meeting providing that the members receive notice of the contemplated change at least fifteen (15) calendar days in advance of the meetings.