

## COUNCIL of NJ STATE COLLEGE LOCALS BY LAWS

### ARTICLE I: Duties of Officers

The following delineates the job descriptions of the following members of the Executive Committee of the Council of New Jersey State College Locals.

**A. President:** The President of the Council shall perform the duties las set forth in the Council Constitution. In addition, she/he will chair the Negotiations Committee, the Council Staff Compensation Committee and supervise Council Staff as needed. She/he will report the President's activities to the Executive Committee, at all Council meetings and shall prepare an annual state of the union report each fall semester to the membership. This report shall be placed on the Council web site.

**B. The Executive Vice President:** shall perform the duties as described in Article 5, Section 2a. of the Council Constitution and shall chair the Grievance Committee. The Executive Vice President shall also chair committees as determined by the Council President.

The Executive Vice President shall keep the Council President apprised of proceedings for any committee he/she chairs. She/He shall report committee proceedings to the Council at least once a semester.

**C. The Vice President** shall perform the duties as described in Article 5, Section 2b of the Council Constitution and shall:

Chair the Committee on Representation at professional Organizations. That assignment shall include insuring Council representation at:

- I. New Jersey Commission on Higher Education
- II. New Jersey Presidents' Council
- III. New Jersey Association of State Colleges and Universities

and shall include consultation with Council President and staff in order to formulate Council positions on extant and emerging issues for presentation to such bodies.

In all the above assignments the Vice President shall keep the Council President apprised of proceedings. She/He shall report proceedings to the Council at least once a semester.

**D. The Secretary's** duties are defined in Article 5, Section 3. of the Council Constitution.

**E. The Treasurer's** duties are defined in Article 5, Section 4. of the Council Constitution and in Article IV of the Bylaws.

**F. The Legislative Representative** shall perform the following duties:

1. Coordinate lobbying activity with the Council's lobbyist(s).
2. Assist in formulating Council positions to be brought to legislators and/or regulatory agencies of the federal and state bodies.
3. Help to organize state wide initiatives to attain Council goals.
4. Chair the Legislative Committee: supervising staff, coordinating initiatives with other unions/groups, etc. The Chair shall report activities to the Council President and the Executive Board.
5. The Legislative Representative shall report activities to the Council at least once a semester and keep the Council President apprised of proceedings.

**G. The Professional Staff Representative**, with the assistance of Council staff, shall chair the Professional Staff Committee of the Council. The Chair of the Professional Staff Committee shall keep the Council President informed of proceedings and report to the Council at least once each semester.

**H. The Librarian Representative**, with the assistance of Council staff shall chair the Library Committee of the Council. The Chair of the Librarian Committee shall keep the Council President informed of proceedings and report to the Council at least once each semester.

**I. The Adjunct Faculty Representative**, with the assistance of Council staff shall chair the Adjunct Faculty Committee of the Council. The Chair of the Adjunct Faculty Committee shall keep the Council President informed of proceedings and report to the Council at least once each semester.

**ARTICLE II: Officers Stipends**

President	\$40,390
Executive Vice President	12,694
Vice President	6,924
Treasurer	6,924
Secretary	4,000
Legislative Representative	6,924
Librarian Representative	1,385
Professional Staff Representative	1,385
Adjunct Faculty Representative	1,385

The above stipends reflect the rate as of July 1, 2007. Thereafter shall they shall be increased on July 1 of each subsequent year at the same rate as the negotiated salary increase for the Council's Full-time/Part-Time bargaining unit.

**ARTICLE III: Dues**

As of October 1, 2007 the Council's dues from the locals are as follows:

**Members**

Full Time = \$20.75

Part Time = \$10.38

Adjunct Faculty = \$4.97 each month except June, July & August

**Agency Fee**

Full Time = \$17.64

Part Time = \$8.82

Adjunct Faculty = \$4.23 each month except June, July & August

On October 1 of each year the above Council's dues shall increase based on the previous academic year's negotiated salary increase for the Council's respective bargaining unit. (Example the bargaining unit received an annual increase of 3.25%; therefore the dues would be increased by 3.25% on October 1, 1999.)

#### **ARTICLE IV: Budget Policy**

The Treasurer and President shall prepare a budget that does not increase spending by more than the annual percentage increase negotiated for the Council's bargaining unit. Extraordinary expenses such as negotiating a new contract, legal action, etc. shall be approved separately and must be approved by 2/3 of the Council delegates present at a Council Meeting.

Any expenses not in the budget shall be approved separately by 2/3 of the Council members present at the meeting.

#### **ARTICLE V: Responsibilities & Composition of Council Standing Committees**

A. The Grievance, Legislative, Professional Staff, Librarian and Adjunct Faculty Committees shall be comprised of one representative from each local where applicable. Representation on each of the aforementioned committees shall be determined by the Locals' Constitution/Bylaws or as otherwise provided for by the Local.

B. The Legislative, Professional Staff, Librarian and Adjunct Faculty Committees shall meet once each semester or more frequently as determined by need. Each committee shall bring forth concerns unique to their constituencies for purposes of full Council consideration.

C. The Grievance Committee shall meet as determined by need and report to the Council President and the Executive Committee.

D. The Audit Committee shall meet with the Council Treasurer after the Council's fiscal year end to review the Council's income and expenditures for that fiscal year and make a report to the Council at the meeting following the review. The Audit Committee composition is defined in the Council Constitution.