

**COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS,
AFT/AFL-CIO
(Adopted with amendments 4-21-06)**

ARTICLE ONE – NAME

Section 1. This organization shall be known as the Council of New Jersey State College Locals.

ARTICLE TWO – OBJECTIVE

Section 1. To promote the unionization of all faculty, professional staff, librarians and other employees at institutions of higher education in New Jersey.

Section 2. To conduct negotiations on terms and conditions of employment and to otherwise represent all faculty, professional staff, librarians and other employees represented by the Council at the State Colleges/Universities of New Jersey.

Section 3. To protect the rights and privileges of all faculty, professional staff, librarians and other employees represented by the Council at the State Colleges/Universities of New Jersey by securing the conditions essential to the best professional services.

Section 4. To work towards the overall collective good of our members through vigorous representation and enforcement. This shall be achieved through grievance processing, enforcing policies and practices that our Locals have been instrumental in creating at our institutions, as well as appropriate political action.

Section 5. To promote efforts to cause locally negotiated terms, conditions and benefits not present in the system-wide State-Union Agreement to exist at all of our institutions.

Section 6. To improve the quality of and access to education available at the State Colleges/Universities of New Jersey.

Section 7. To secure legislation necessary to attain the Council's goals.

Section 8. To secure the appointment to the boards of trustees at the State Colleges/Universities and to the Commission of Higher Education or its equivalent entity members who are supportive of the goals of organized labor.

Section 9. To support and cooperate with organized labor and the labor movement.

ARTICLE THREE – MEMBERSHIP

Section 1. This organization shall consist of all of the Locals of the American Federation of Teachers at the State Colleges/Universities of New Jersey.

Section 2. American Federation of Teachers Locals from other New Jersey accredited public institutions of higher education may also be admitted to Council membership by Constitutional amendment.

ARTICLE FOUR – OFFICERS AND ELECTIONS

- Section 1.a. The Council shall have the following elected officers: a President, an Executive Vice-President, a Vice-President, a Treasurer, and a Secretary.
- Section 1.b. The Council shall have the following elected representatives: Professional Staff, Librarian, Adjunct Faculty and Legislative.
- Section 2. The term of office of each elected officer and representative shall be two years. The officers shall begin their term of office on July 1 after their election and shall serve until the 30th day of June after the next election unless they have resigned, been recalled or ceased to be delegates to the Council.
- Section 3. All officers shall be chosen from among the delegates to the Council. They shall be elected by a majority vote of the delegates in a secret mail ballot conducted in odd-numbered years during the Spring semester. For any office if no majority is obtained on a first ballot, a run-off election shall be held between the two candidates with the highest vote. Such run-off elections shall be conducted by secret ballot at the Council meeting at which the mail ballots are counted.
- Section 4. a. The Nominations Committee shall conduct the nominations of all Council officers and representatives. The President, with the approval of the Council delegates, shall appoint the Nominations Committee, (one member per Local). For the officers and representatives positions, the Nominations Committee shall nominate candidates, at least one for each office. The Nominations Committee shall present its list of candidates to the Council delegates at the first meeting in the spring semester of odd numbered years. The Nominations Committee will also accept nominations for Council officers and representatives from the floor at that meeting.
- Section 4. b. The Elections Committee shall conduct the elections of all Council officers and representatives. The President, with the approval of the Council delegates, shall appoint the Elections Committee, (one member per Local). No more than 50% of the Nominating Committee may serve on Election Committee. Within ten days of this meeting, the Elections Committee will prepare and mail a secret ballot to each of the delegates to the Council. The delegates shall return the secret ballots to the Elections Committee in envelopes post- marked within twenty-one (21) days of the date on which the ballots were mailed. The Elections Committee will bring the sealed ballots to the next regular Council meeting, where they will open the envelopes and count the ballots. The Council will certify the results of the elections.
- Section 5. If an officer or representative resigns or is recalled, or ceases to be a delegate to the Council, during the first year of his or her term of office, a replacement shall be elected by following a procedure similar to that described above. Replacements during the second year of office shall be made by nomination and election at a Council meeting.

Section 6. Officers and representatives may be recalled by a two-thirds vote of the delegates to the Council present and voting. Written notice of such proposed action shall be sent to every Council member. Such notice shall include the time and place of the meeting at which the recall vote is to be held. Recall proceedings may be instituted by petition of one-third of the delegates to the Council or 80 members of at least three different Locals. There shall be a minimum of 25 petitioners from each of at least 3 Locals. At the meeting at which recall action is to be voted on, the officer or representative in question shall be given ample opportunity to offer his or her defense.

ARTICLE FIVE - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Council. He/She shall be an ex-officio member of all committees, except the Audit Committee, and a member of the negotiating team. He/She shall perform other duties as outlined in the Council Bylaws. He/She shall sign all necessary papers and documents and represent the Council when and where necessary. He/She shall make a report to the Council at least once a year summarizing the accomplishments of the Council and outlining plans for the next year. The President or his/her designee shall be the Council's delegate to the AFT National Convention.

Section 2a. The Executive Vice-President shall perform the duties of the President in the absence of that officer and shall perform other duties when requested to do so by the President.

Section 2b. The Vice-President shall assist the President and the Executive Vice-President in the development of the Council's agenda, assist the President and the Executive Vice-President in carrying out the Council's agenda, and assist the President and the Executive Vice-President with specific and immediate problems when requested.

Section 3. The secretary shall be responsible for keeping the minutes, records and files of the Council, and distributing the minutes of the previous meeting at each Council or Council Executive Committee meeting.

Section 4. The duties of the treasurer shall be:

- (a) to receive, record and deposit in the name of the Council all moneys from dues and other sources;
- (b) to keep the membership roll, issue receipts and delinquent notices;
- (c) to be chairperson of the budget committee;
- (d) to keep adequate records available at all times for the Council and the Audit Committee;
- (e) to pay all bills authorized by the adopted budget, retaining vouchers or invoices for same. (Expenses not authorized in the Budget must be presented to the Council for authorization);
- (f) to make a report at each regular meeting to the Council regarding the Council's income, expenses and cash balance;

(g) to submit a written financial statement, including a statement of assets, liabilities, income and expenses, to the Council, by the 15th day of the fifth month after the end of the Council's fiscal year.

Section 5. It shall be the duty of the officers to carry out the policies and agenda of the Council.

Section 6. The responsibilities of the officers are further delineated in the Council Bylaws.

ARTICLE SIX – THE COUNCIL'S STRUCTURE AND POWERS

Section 1. Each affiliated Local shall be entitled to send one delegate to the Council meetings. Locals with more than fifty (50) members shall be entitled to send an extra delegate for each fifty (50) additional members, or major fraction thereof, on which the per capita dues had been paid.

Section 2. The highest authority of the organization shall reside in the Council, which shall make policy at regular and special meetings.

Section 3. The Council shall have the power to make contracts, incur liabilities and employ personnel.

Section 4. The Council shall conduct two regularly scheduled meetings per semester. Special meetings may be called when necessary. Adequate written notice of all regular meetings shall be sent to all delegates, including the date, time and place of the meeting.

Section 5. Special meetings may be called by the President, acting on his/her own initiative. The President shall also call a special meeting of the Council if such a meeting is requested by a majority of delegates of two affiliated Locals or petitioned for by 50 members of affiliated Local (s).

Section 6. All meetings shall be conducted according to the latest, revised edition of Robert's Rules of Order. The Council shall choose a parliamentarian to advise the presiding officer as to rules of procedure.

Section 7. Each affiliated Local shall send official notification of its delegates to the Council Secretary.

Section 8. A quorum shall consist of at least 30 percent of the delegates representing at least 51 percent of the affiliated Locals in good standing.

Section 9. Locals which are more than three months in arrears in per capita dues to the Council or are in bad standing with the AFT shall be considered in bad standing with the Council. Such Locals shall be without vote in Council affairs. The provisions of this article may, however, be waived at any meeting, by a majority vote of Council delegates from Locals in good standing.

ARTICLE SEVEN – COMMITTEES

Section 1. The Council's standing committees shall include (but not be limited to): Auditing Committee, Adjunct Faculty Committee, Budget Committee, Grievance Committee, Legislative Committee, Librarians Committee and

Professional Staff Committee. The selection of committee chairs and the composition of and duties of each committee are outlined in the Bylaws.

- Section 2. The President of the Council, with the concurrence of the Executive Committee may establish additional standing committees and ad hoc committees. The President, with the concurrence of the Executive Committee may establish the committee duties and appoint committee chairs, except for the chair of the Audit Committee. Members of committees, with the exception of the Auditing Committee, shall be chosen by the chairperson of the committee from a list of volunteers generated by the Locals.
- Section 3. The Auditing Committee shall consist of a minimum of three and a maximum of five members. The chairperson and committee members shall be elected by the Council's delegates.
- Section 4. The Budget Committee shall be responsible for preparing an annual budget and submitting it to the Council Executive Committee at its first meeting in the Fall for preliminary approval. The budget will then be presented to the Council for approval at its first meeting in the Fall.
- Section 5. The legislative representative shall chair the legislative committee and report to the Council on pending legislation. He/She shall coordinate the legislative program of the Council.

ARTICLE EIGHT – FINANCES

- Section 1. The Council may levy a dues assessment on the Locals. Such action shall be taken only by the following procedure: (a) the proposed dues assessment must be approved by a vote of the majority of delegates present and voting at a regular Council meeting; (b) the proposed dues assessment must also be approved by a similar vote, taken at a second regular Council meeting, for which at least ten days written notice had been given to all Council delegates. The notice shall state time and place of the meeting and the specific dues assessment proposal. If the proposal fails, it cannot be reintroduced until the next regular Council meeting.
- Section 2. The President is authorized to expend funds within the limitations of the budget, but all such expenditures are to be reported to the Council at its next meeting.
- Section 3. Expenditures not provided for in the budget shall be approved in advance by the Council Executive Committee and reported to the full Council as a special expenditure at its next meeting.

ARTICLE NINE – INCORPORATION

The Council of New Jersey State College Locals shall be an incorporated body.

ARTICLE– TEN AMENDMENT

This constitution was originally ratified by a minimum vote of three fourths of the then existing New Jersey State College Locals in 1974. It may be amended by the following procedure: approval of the proposed amendment at a 1st reading by a majority of the

delegates present at that Council meeting and subsequent approval of the proposed amendment at a 2nd reading by a two-thirds vote of the delegates present at the next regular Council meeting. The text of the proposed amendment shall be provided to all Council delegates at least ten days prior to the second meeting. Any substantive change to a proposed amendment necessitates reinitiating the entire amendment process.

ARTICLE ELEVEN – AVAILABILITY OF CONSTITUTION

Copies of this constitution shall be available to all members of affiliated Locals. The secretary of the Council shall have a copy of the constitution on hand at all Council meetings.

ARTICLE TWELVE – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all elected Council officers and the presidents of the affiliated Locals. A legislative representative, a librarian representative, an adjunct faculty representative and a professional staff representative shall serve as ex-officio members without vote. The Librarian, Adjunct Faculty and Professional Staff representatives must be employed in their respective categories at the time of their election. The responsibilities of the Legislative, Librarian, Adjunct Faculty and Professional Staff representatives are further delineated in the Council Bylaws.

Section 2. The Executive Committee shall advise and assist the President in the execution of Council policies including legal matters:

- a) prepare proposals to be made to the Council delegates for their consideration;
- b) prepare the agenda for Council meetings;
- c) make contracts and incur liabilities which are necessary for the implementation of Council policy;
- d) authorize special expenditures which must be reported to the Council at its next meeting.

Section 3. The Executive Committee shall meet regularly during the period September to June. Special meetings may be called by the President as necessary.

Section 4. The Executive Committee shall be chaired by the President of the Council.

Section 5. The Chairperson may cast a vote on any issue on which a vote is taken.

ARTICLE THIRTEEN – BYLAWS

The Council may approve or amend bylaws by the following procedure: The Council must approve the proposed bylaws or amendment to the bylaws by a simple majority vote of the delegates present at the Council meeting. The text of the proposed amendment shall be provided, in writing, to all Council delegates at least ten (10) days prior to the Council meeting at which the vote takes place.

ARTICLE FOURTEEN – MEMBERSHIP AND PARTICIPATION IN UNION AFFAIRS

Section 1. Definition of Bargaining Units and Union Members

The Full Time/Part Time bargaining unit consists of Full Time/Part Time Faculty, Professional Staff and Librarians as defined in that unit's State-Union Agreement.

The Adjunct Faculty bargaining unit consists of Adjunct Faculty as defined in that unit's State-Union Agreement.

Union members shall be defined as those bargaining unit members paying 100 percent dues to their respective Locals.

Section 2. Council and Committee Membership

Only union members of Council Locals in good standing thereof are eligible to serve as delegates to the Council or on the Council Negotiating Team, Grievance Committee or any other Council Committee.

Section 3. Voting on State-Union Agreements

Part-Time and Adjunct Faculty members working at more than one institution within a bargaining unit shall be entitled to cast only one vote in their respective bargaining unit.

Section 4. Strike Authorization

Only union members of Council Locals are eligible to vote in a strike authorization relevant to their respective Council bargaining unit.

Section 5. Contract Ratification Process

a. State-Union Agreements shall be subject to ratification by a secret ballot of union members of their respective Council bargaining units.

b. In the event that members of the negotiating team representing 25 percent of delegate strength for their respective bargaining unit (i.e. 25 percent of the delegate strength of the Full-Time/Part-Time unit or 25% of the Adjunct unit, respectively) have a dissenting opinion from that of the majority of the negotiating committee, those members shall have the right to prepare a minority report and have it included as part of the ratification materials used in the voting process.

The minority report must be completed within seven business days after the contract summary is available in written form.

c. Prior to a ratification vote, a Local has the right to circulate a dissenting opinion from the majority of the negotiating committee to its members.

d. Upon a request made prior to the ratification vote, a Local president shall be given a separate report of the ratification vote count for his/her Local.