**United Adjunct Faculty Federation of New Jersey**

**Passaic County Community College Chapter**

**By-Laws**

**Article I NAME**

This organization shall be known as the Passaic County Community College chapter of the United Adjunct Faculty of New Jersey., Local 2222, New Jersey State Federation of Teachers, , American Federation of Teachers, AFL-CIO. This organization may also be referred to as the Passaic County Community College Adjunct Faculty Federation.

**Article II OBJECTIVES**

1. To bring adjunct faculty at Passaic County Community College into relations of mutual assistance and cooperation.
2. To secure and promote full union rights for all employees who are eligible for membership.
3. To eliminate discrimination against adjunct faculty in the term and conditions under which their services are contracted.
4. To facilitate the participation of adjunct faculty in professional organizations and activities that enhance competency in their specialties.
5. To advance the economic, social, and political well being of the membership.
6. To promote the interest of the community served by the membership.

**Article III – MEMBERSHIP**

Section 1 All adjunct Faculty members at Passaic County Community College who are members of the Passaic Chapter of the UAFNJ bargaining unit are eligible for full membership.

Section 2 Bargaining unit members not currently employed at Passaic County Community College may retain full membership by paying a fee set at a general membership meeting.

Section 3 No discrimination shall ever be shown toward individual members or applicants for membership because of sex, race, national origin, religious faith, political beliefs, age, marital status, sexual orientation, or disability.

**Article IV \_ ELECTION OF OFFICERS**

Section 1 With the exception of the first election, the following officers of the Passaic Chapter of the UAFNJ every even numbered calendar year for a two year twerm:

1. President/ **delegate to UAFNJ**
2. Vice President
3. Membership Officer
4. Secretary/Treasurer

Section 2 With the exception of the first election, to be eligible for office a person must be a member in good standing of the Passaic Chapter of UAFNJ for a period of two semesters prior to the date of election.

Section 3 With the exception of the first election, and Election Committee shall be appointed by the Executive Board to conduct all general and special elections of the Passaic chapter of the UAFNJ.

Section4 With the exception of the first election, election of officers be held between Oct. 1st and Nov. 15th of each evened numbered year.

Section 5 With the exception of the first election, 20 days prior to the beginning of the dates of an election, the Elections Committee shall notify all members by e-mail of the opening of nominations for each office.

Section 6 With the exception of the first election, to be nominated a member must simply submit a letter to the Elections Committee stating his/her name and the office being sought. The Elections Committee must receive all letters no later than 10 days before the election.

Section 7 With the exception of the first election, the Elections Committee will prepare ballots and disperse them by the opening date of the elections. All attempts will b e made to conduct the election via e-mail.

Section 8 Only those ballots received by the date listed as the deadline on the ballot will be counted. Only full members are permitted to vote.

Section 9 The winner of each open position shall be the candidate who receives the majority of the voted casted for that position. In the event that a candidate does not receive a majority, he Elections Committee shall conduct a run-off election between the two candidates with the most votes for that position.

Section 10 With the exception of the first election, successful candidates will assume office on November 30th.

Section 11 With the exception of the President, all vacancies shall be filled by a majority vote of the Executive Board.

**Article V DUTIES OF OFFICERS**

Section 1 The President shall:

1. Be the presiding officer at all meetings of the membership and Executive board;
2. Be an ex-officio member of all committees except the Elections Committee and Audit Committee;
3. Appoint, with the approval of the majority of the Executive Board, the chaors and members of all standing and special committees and all department and campus liaisons;
4. Be responsible for ongoing administration of the Chapter;
5. Receive, report, and respond to correspondence of the Chapter;
6. Be one of the responsible financial officers of the Chapter and be authorized to sign contracts, co-sign financial instruments, and direct regular and usual disbursements of funds;
7. Represent the Chapter before bodies of the employer and government;
8. Represent the Chapter before the public, community organizations, and the media;
9. Be, by office, the ranking delegate to the convention of the American Federation of Teachers and meetings or conventions of it affiliated subordinate bodies;
10. Be, by office, the ranking delegate to the New Jersey Federation of State Teachers and with the approval of the executive Board appoint the remaining delegates;
11. Be, by office, the delegate or designate a delegate to the Passaic County Labor Council;
12. Make an annual report to the general membership;
13. Be able to delegate the responsibilities of the office except where restricted bythe Constitution.

Section 2 The Vice President shall:

1. Assume the duties of President in the event of absence, illness, or death of the President;
2. Co-sign financial instruments in the absence of the President or Treasurer
3. Chair the grievance committee;
4. Perform any other duties as delegated by the President or assigned by the Executive
Board.

Section 3 The Membership Officer shall

1. Serve as chair of the Membership Committee;
2. Prepare and coordinate programs to benefit the membership.

Section 4 The Secretary/treasurer shall

1. Maintain the files and records of the Chapter;
2. Record and keep accurate minutes of the meetings of the membership and Executive Board;
3. Assist the President in handling all correspondence of the Chapter;
4. Receive, record, and deposit all dues monies and other income in the name of the Chapter;
5. Be one of the financial officers of the chapter and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
6. Maintain all financial records for the Chapter;
7. With the approval of the approval of the Executive Board, arrange for an independent audit of the finances of the chapter as directed by the IRS and AFT and make these available to the Executive Board and the membership;
8. Transmit per capitas to the Secretary/treasurer of the UAFNJ and similar officers of other bodies with which the Chapter is affiliated;
9. Chair the Finance Committee;
10. Perform the duties of the office as required by the Labor Management Reporting and disclosure Act;
11. 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 the Passaic Chapter of the UAFNJ shall serve as members of the Executive Board.

**Article VI EXECUTIVE BOARD**

Section 1 The Executive Board shall meet on a monthly basis, at the call of the President, or the call of two or more of its members for the purpose of initiating, overseeing, or revising the programs of the Chapter and to conduct other business within its authority.

Section 2 A quorum shall consist of 50% of the membership of the Executive Board.

Section 3 Unless excused for such absence, by the Executive Board, an Executive Board member shall be removed from the Executive Board if he/she fails to attend 50% of the Executive Board meetings in a year.

Section 4 The Executive Board shall prepare and present to the membership an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.

Section 5 Consistent with the approved budget, the Executive Board shall be empowered to make contracts and incur liabilities, including the purchase of services and equipment and to otherwise engage in financial transactions to the extent permitted by law.

Section 6 The Executive Board shall approve the chair and membership of all standing and special committees of the chapters and receive regular reports of such committees.

Section 7 The Executive Board shall be responsible for adherence to and enforce of the Constitution of the Chapter.

Section 8 The Executive Board shall issue regular reports including an annual report to them membership.

**Article VII COMMITTEES**

Section 1 The standing committees of the chapter shall be:

1. Grievance
2. Membership
3. Communications
4. Finance

Section 2 The grievance committee shall work to resolve all contractual and non contractual disputes in the workplace, maintain records of grievances and their disposition, and be responsible for processing grievances and disputes.

Section 3 The Membership Committee shall be responsible for overseeing the recruitment of a ll bargaining unit members. The committee shall work with the Executive Board and Department/Campus Liaisons to develop programs and activities to promote the recruitment of membership.

Section 4 The Communication Committee shall design, produce, and distribute regular communications to the membership and other communication material for the Chapter as directed by the Executive Board. The Committee shall be responsible for assisting the Article VIISecretary/Treasurer in setting up a webpage and maintain a listserve for Chapter.

Section 5 The Finance Committee shall recommend to the Executive Board an annual budget for the approval of and presentation to the membership by the Executive Board.

Section 6 The Elections and Negotiations Committees shall be established by the Executive board as necessary. No person seeking election shall serve on the Elections Committee.

Section 7 The Executive Board on its own initiative may establish any special committees.

**Article VIII MEMBERSHIP MEETING**

Section 1 The Executive Board shall determine the time and place of the annual membership meeting and post the date and place at least twenty days before the meeting is held.

Section 2 Other meetings of the membership may be called by the Executive Board or the petition of ten percent (10%) of the members.

Section 3 At least five percent of the membership shall constitute a quorum for all membership meetings.

Section 4 Only full members are permitted to vote.

**Article IX DUES**

Section 1 The dues of the members of the Passaic Chapter of the UAFNJ shall be set by the membership at a meeting of the membership.

Section 2 Should the American Federation of Teachers, the New Jersey State Federation of Teachers, or the United Adjunct Faculty of New Jersey raise their per capita dues, the Executive Board may authorize in a manner consistent with the current dues structure the passing on of such a dues increase to members. The Executive Board must notify members should this occur.

**Article X REMOVAL OF OFFICERS**

Section 1 Officers may be removed for malfeasance, nonfeasance, and misfeasance.

Section 2 Upon presentation of a petition of 25% of the membership which states for what act(s) of malfeasance, nonfeasance, and or misfeasance an officers removal is being sought, the Executive board shall call a membership meeting. Should two-thirds of those present at the membership meeting vote for removal after hearing the officer in questions defense, then the Elections Committee shall conduct a recall election to start within ten days. If a majority of those voting vote for recall, recall shall take effect immediately.

**Article XI AFFILIATIONS**

Section 1 The Passaic County Community college Chapter of the UAFNJ shall maintain affiliations with the following organizations:

1. The American Federation of Teachers, AFL-CIO
2. The State Federation of Teachers, AFL-CIO
3. The United Adjunct Faculty of NJ
4. The New Jersey State, AFL-CIO
5. The Passaic County Labor Council

Section 2 Delegates to organizations and their conventions to which the Chapter is affiliated shall be selected consistent with this Constitution , the rules of the organizations, and law.

**Article XII RULES OF ORDER**

Robert’s rules of Order (revised) shall govern in all cases not covered by this constitution.

**Article XIII AMENDMENTS**

Any member may present proposed Amendments to this Constitution to either the Executive Board or the annual membership meeting Upon two-thirds endorsement by either the Executive Board or those present at the annual membership meeting, an e-mail ballot shall be conducted by the Elections Committee. The amendment shall be enacted by two-thirds of the vote of the membership voting.