

Sussex County Community College
Professional Staff Federation, Local 6374

Constitution

**ARTICLE I
NAME**

- Section 1. This organization shall be known as Sussex County Community College Professional Staff Federation, Local 6374, NJSFT, AFT, , AFL-CIO.
- Section 2. The Local shall be incorporated as a non-profit corporation under Title 15, Section 5.

**ARTICLE II
OBJECTIVE**

The purpose for this organization shall be:

- Section 1. To secure full union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.
- Section 2. To advance the economic, social, and political well-being of the membership.
- Section 3. To promote the improvement of standards in the employment situation of the membership.
- Section 4. To encourage mutual understanding and cooperation among the membership.
- Section 5. To promote the interests of citizens who are served by the membership
- Section 6. To promote the effectiveness and quality of Sussex County Community College in which our members work.
- Section 7. To promote democracy and equality in the society at large.

**ARTICLE III
MEMBERSHIP**

- Section 1. All persons are eligible for membership at Sussex County Community College who are employed as non-managerial classified professional staff.
- Section 2. No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, sexual orientation, disability or social status.
- Section 3. Only those unit members who have joined the Local 6374 shall be eligible to vote on matters related to the bargaining unit.
- Section 4. A member may be expelled from the organization upon the bringing of written and signed charges by a simple majority of the total membership, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which time the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing, a two-thirds vote of the Executive Board shall be required for expulsion. A person expelled from the organization may appeal the decision of the Executive Board to the membership by requesting a vote at the next monthly meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to expel.
- Section 5. A member shall be automatically dropped from the roles of this organization upon being two (2) months in arrears in the payment of their dues, notification of the delinquency, and failure to pay the delinquency within forty-five (45) days.

**ARTICLE IV
ELECTED OFFICERS**

- Section 1. Elections for officers shall be held between March 1 and March 15 of each even-numbered year. All members are eligible to hold elective office for the initial two (2) year term.
- The Executive Board Members shall consist of:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- Section 2. To be eligible for office a person must be a member in good standing of the organization for a period of one year prior to the date of the election
- Section 3. The Elections Committee shall conduct all general and special elections and referenda of the organization.
1. The Elections Committee shall consist of three members in good standing elected by the membership. The Elections Committee shall elect its chair.
 2. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by vote of the membership at the next scheduled Membership Meeting.
- Section 4. The Elections Committee shall:
1. Notify all members when election day will take place;
 2. Notify the membership that openings for nominations of offices to be filled will be accepted from February 1st-February 15th by e-mail to the chair of the Election Committee.
 3. Prepare and send ballots to the membership no later than (10) days following the close of nominations.
 4. Shall be responsible to establish that the person with the highest number of votes will be the winner.
- Section 5. The Elections Committee shall conduct an election for officers on the day specified. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election.
- Section 6. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.
- Section 7. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons and facts, to the Elections Committee within five (5) days of the count. The Elections committee shall issue its written opinion regarding the objections no later than 10 days after receipt of such objections.
- Section 8. A petition signed by majority of the membership, and stating specific grounds shall be sufficient to require the Elections Committee to conduct a recall election of any officer specified in the petition under the procedures in Section 5. If an officer is recalled, the Elections Committee shall hold a special election under the procedures in Sections 4-5
- Section 9. Procedure for filling vacancies on the Executive Board during mid-term if there is one year or more left of the term of office:
- a. As soon after the vacancy occurs as possible, the remaining executive board members shall appoint, 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.
 - b. The new Executive Board member shall assume all duties and responsibilities of the position until the end of the term.
- Section 10. Procedure for filling vacancies on the Executive Board if there is less than one year left of the term of office:
- a. The Executive Board shall appoint, 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.
 - b. The appointed Executive Board member shall assume all the duties and responsibilities of the position for the remainder of the term.
- Section 11. Procedure for filling vacancies on the Executive Board if there is no one willing to assume the position or no nominations:
- a. The President may, with the approval of the Executive Board, assume the position himself or herself, or appoint another Executive Board member to assume the responsibilities of the vacancy until such time as Section 2 or Section 3 of this ARTICLE is followed.

ARTICLE V

DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall:

- a. Meet quarterly, or at the call of the President for the purpose of initiating, overseeing, or revising the program of the Local and to conduct other business of the Local that is within its authorization. Establish the agenda for all membership meetings.
- b. Prepare and present for approval an annual budget in the month prior to the fiscal year which shall be established by the Executive Board.
- c. Establish the salary and expense guidelines of any person employed by the Local. Be consistent with the Local approved budget, be empowered to make contracts and incur liabilities including the purchasing of services, equipment, and to otherwise engage in financial transactions to the extent permitted by law or statute. Approve the Chairperson and membership of all standing and special committees of the organization, except the Election Committee, and receive regular reports from each committee. Be responsible for adherence to and enforcement of the Constitution and By-Laws of the Local.
- d. Issue regular reports, including an annual report, to the membership.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Serve as Chairperson of the Executive Board;
- b. Be an ex-officio member of all standing committees except Election Committee;
- c. Represent the Local as its Chief Officer;
- d. Be the presiding officer at all membership meetings;
- e. Appoint, with the approval of the Executive Board, all Chairs of all Standing Committees of the organization except the Election Committee;
- f. Receive, report and respond to correspondence of the organization;
- g. Be responsible for the ongoing administration of the Local;
- h. Be one of the financial officers of the Local and shall be authorized to co-sign financial documents;
- i. Be a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies;
- j. Represent the Local before bodies of the employer, executive and legislative officials
- k. Make an annual report to the membership;
- l. Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution;
- m. Represent the federation before the public, community organizations and the news media.

Section 2. The Vice President shall:

- a. Assume all the duties of the President in the event of absence, illness or death of the President;
- b. Chair the Membership Committee;
- c. Perform other duties as delegated by the President or assigned by the Executive Board;
- d. Co-sign financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary shall:

- a. Maintain all non-financial files and records of the Local.
- b. Be the custodian of the seal and charter of the Local.
- c. Notify membership of meetings.
- d. Record and keep accurate minutes of the meetings of the Executive Board and the membership.
- e. Assist the President in handling the Local's correspondence.
- f. Oversee the work of and receive and certify the reports of the Election Committee.
- g. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- h. Perform other duties as delegated by the President or assigned by the Executive Board.

Section 4. The Treasurer shall:

- a. Receive record and deposit all dues, monies, and other income in the name of the Local.
- b. Maintain accurate membership records.
- c. Prepare written reports to the Executive Board and to the membership.
- d. Be one of the responsible financial officers of the Local and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
- e. Maintain all financial records of the Local for at least five (5) years.
- f. Arrange for an annual independent audit of the Local and make same available to the Executive Board and the membership.

- g. Transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the Local is affiliated.
- h. Issue membership cards and notices of delinquency.
- i. Only, with the approval of the Executive Board, disburse monies in excess of fifty dollars (\$50) for any expense other than regular and usual expenses.
- j. Chair the Finance Committee.
- k. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- l. Perform other duties as delegated by the President or assigned by the Executive Board.

ARTICLE VII: STANDING COMMITTEES

- Section 1. The following committees shall be standing committees and each shall have a chair plus two additional members. The President shall call for volunteers for committee service when there are vacancies. If not enough people volunteer, the Executive Committee may appoint the remainder.
- Section 2. Standing Committees of this Local shall be:
- a. Grievance
 - b. Election
 - c. Negotiations
 - d. Finance
 - e. Organizing
- Section 3. The Grievance Committee shall:
- a. Consist of the appointed Chair, the Vice President, and two additional members.
 - b. Work to resolve contractual and non-contractual disputes.
 - c. Determine the validity of each grievance.
 - d. Maintain records of grievances and their disposition.
 - e. Process grievances and disputes.
 - f. Make decisions regarding disputes to be taken to arbitration.
 - g. The grievant may appeal these last decisions to the Executive board.
- Section 4. The Election Committee shall conduct and supervise all elections of the Local
See ARTICLE
- Section 5. The Negotiations Committee shall:
- a. The Negotiations Committee shall consist of the President, the appointed Chair, and two additional members.
 - b. Serve as a resource to the Executive Board on all matters related to collective bargaining.
 - c. Regularly attend negotiating sessions.
 - d. Conduct research, surveys and other activities, which shall assist the Local with collective bargaining.
- Section 6. The Finance Committee shall:
- a. The Finance Committee consists of the appointed Chair, the Treasurer and one additional member.
 - b. Assist the Executive Board in preparation of the Annual Budget.
 - c. Identify, and with the approval of the Executive Board, pursue activities to generate revenue for the good and welfare of the Local. Section 7. The Organizing Committee shall develop programs and activities that cause all eligible persons to join and participate in the organization

ARTICLE VIII 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 forty percent (40%) of the total membership of the organization.
- Section 3. The Executive Board shall determine the time and place of the membership meetings giving the membership at least five (5) days' notice.
- 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 majority of the members in good standing. All such meetings shall be adequately advertised and properly conducted according to the provisions of this Constitution. (

ARTICLE IX

RULES OF ORDER

Robert's Rules of Order, Revised shall govern in all cases not covered by this Constitution or the By-Laws of this Local.

ARTICLE X AMENDMENTS

- Section 1. The majority of the membership may present, by petition, a proposed amendment to this constitution to the Secretary, who shall notify the membership of the proposed amendment no later than fifteen days prior to the next membership meeting. Discussion of the proposed amendment will be scheduled for said membership meeting.
- Section 2. The Elections Committee will hold a vote on the amendment at the next Membership Meeting. The Elections Committee will tally the results. Two-thirds (2/3) of those members voting shall be required for passage of the amendment. (

ARTICLE XI REVENUES

- Section 1. Local dues will be \$3.00 per month and shall increase by the amounts of any increases in per capita and insurance premiums owed to the AFT, the State Federation or the local labor council of the AFL-CIO.
- Section 2. The local union will be responsible for collecting agency-fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) - (d) of the AFT Bylaws

ARTICLE XII AFFILIATIONS

This Local shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, Sussex County Community College Professional Staff Federation, Local 6374 will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this constitution.
- b. The appropriate state federation of the American Federation of Teachers, AFL-CIO. Whenever possible, County Community College Professional Staff Federation, Local 6374 will send delegates to the state federation's convention. The delegates will be elected by procedures consistent with Article IV of this constitution.
- c. The state American Federation of Labor-Congress of Industrial Organizations.
- d. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE XIII 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.

BY-LAWS ARTICLE I DUES

- Section 1. The annual dues shall be an amount sufficient to provide for payment of affiliate per capita and insurance premiums, rounded off to the nearest dollar, plus a specified dollar amount set for local dues voted by the local membership.

Section 2. A Representation fee allowable by law for all non-members shall be eighty-five percent (85%) of dues paid by full members.

Section 3. The local union will be responsible for collecting agency-fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) - (d) of the AFT Bylaws

ARTICLE II
AMENDEMENT

Sussex County Community College Professional Staff Federation, Local 6374 By-Laws may be amended by a vote of the majority of the Executive Board and the majority of those members present at a membership meeting provided that the members receive notice of the proposed change at least fifteen (15) days in advance of the meeting.