
CONSTITUTION

and By-Laws

**Raritan Valley Community College Staff Federation
Local 4143, AFT, NJSFT, AFL/CIO**

Adopted

PREAMBLE

The Federation is created in an effort to bring the Raritan Valley Community College Classified unit members together in order to preserve the physical and cultural development of the College and to enhance the welfare of the members of this local.

ARTICLE I: NAME AND INCORPORATION

Section 1. This local shall be named the Raritan Valley Community College Staff Federation, Local 4143.

Section 2. The local shall be incorporated as a non-profit corporation under Title 15, Section 5.

ARTICLE II: PURPOSE

Section 1. To improve employment standards for the membership.

Section 2. To encourage mutual understanding and cooperation among the membership.

Section 3. To promote the interest of the membership of this local.

ARTICLE III: MEMBERSHIP

Section 1. Membership shall be open to all non-managerial classified staff members of Raritan Valley Community College.

Section 2. Members shall be eligible to hold elective office provided they have been a member in good standing for at least one year of this local.

Section 3. Only those unit members who have joined the local shall be eligible to vote on matters related to the bargaining unit.

Section 4. Active members of this local shall also be members of the AFT, NJSFT, AFL-CIO, Somerset County Central Labor Council and the NJ AFL-CIO.

Section 5. A member shall be automatically dropped from the rolls of this organization upon being two (2) months in arrears in the payment of their dues, notification of their delinquency, and failure to pay the delinquency within forty-five (45) days.

ARTICLE IV: ELECTED OFFICERS

Section 1. The Executive Board Members Shall Consist of:

- a. President
- b. Executive Vice President
- c. Vice President
- d. Secretary
- e. Treasurer

ARTICLE V: ELECTION PROCEDURES

Section 1. Term of Office:

- a. All officers shall be elected and serve a two year term.
- b. The term of office shall begin on the first day of the month following the election.

Section 2. Election of Officers:

- a. Elections for the above officers shall be held between March 1 and April 15 of each even-numbered year.
- b. No officer shall serve more than two (2) consecutive terms.
- c. 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. Nominations:

Members who meet the above criteria shall be nominated from the floor of the membership meeting to be held on or about March 1 of each even-numbered year.

Section 4. The Election Committee shall:

- a. Notify the membership of the nominations and the date of the election.
- b. Prepare and send ballots in such a manner as to secure the secrecy of the ballots no later than twenty (20) days following the close of nominations.
- c. Be responsible to establish that a simple majority of ballots have been cast in order for a candidate to win the election.
- d. Conduct a run-off election for the two candidates who have received the most votes in the event of an absence of a majority.

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- e. 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.
 - f. Publish and distribute the results of the election to the membership within seven (7) days of the count.
 - g. Keep all election materials, including the ballots, in a secure location for at least one (1) year.

Section 5. 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 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.
- b. The new Executive Board member shall assume all duties and responsibilities of the position until the end of the term.

Section 6. Procedure for filling vacancies on the Executive Board if there is less than one year left of the term of office:

- a. 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.
- b. The appointed Executive Board member shall assume all the duties and responsibilities of the position for the remainder of the term.

Section 7. 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.

Section 8. Charges against officers:

- a. Officers of this organization may be subject to disciplinary action including a fine, suspension, or removal from office and or suspension or expulsion of membership, if found to be negligent or acting contrary to the objectives of the local, its contractual obligations and or Constitution.
- b. 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.

- c. 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.
- d. If the officer is found guilty of wrongdoing and chooses to remain in office, an emergency meeting of the membership will be called for the purpose of voting on the discipline recommended by the Executive Board.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall:

- a. Meet monthly, 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.
- b. Establish the agenda for all membership meetings.
- c. Prepare and present for approval an annual budget in the month prior to the fiscal year which shall be established by the Executive Board.
- d. Establish the salary and expense guidelines of any person employed by the local.
- e. Be consistent with the 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.
- f. Approve the Chairperson and membership of all Standing, Special and Election Committees and receive regular reports from each committee.
- g. Be responsible for adherence to and enforcement of the Constitution and By-Laws of this Local

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The President shall:

- a. Serve as Chairperson of the Executive Board.
- b. Represent the Local as its Chief Officer.
- c. Be the presiding officer at all membership meetings.
- d. Appoint, with the approval of the Executive Board, all Chairs of all Standing Committees except the Elections Committee.
- e. Be responsible for the ongoing administration of the Local.
- f. Be one of the financial officers of the Local and shall be authorized to co-sign financial documents.

- g. Be a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies.
- h. Make an annual report to the membership.
- i. Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 2. The Executive Vice President shall:

- a. Assume all the duties of the President in the event of absence, illness or death of the President.
- b. Perform other duties as delegated by the President or assigned by the Executive Board

Section 3. The Vice President shall:

- a. Chair the Membership Committee.
- b. Perform other duties as delegated by the President or assigned by the Executive Board.

Section 4. The Secretary shall:

- a. Maintain all non-financial files 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 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 5. 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. 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.
- d. Maintain all financial records of the Local for at least five years.
- e. Arrange for an annual independent audit of the Local and make same available to the Executive Board and the membership.

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

ARTICLE VIII: STANDING COMMITTEES

Section 1. Standing Committees of this Local shall be:

- a. Grievance
- b. Sunshine
- c. Election
- d. Negotiations
- e. Finance

Section 2. The Grievance Committee shall:

- a. Work to resolve contractual and non-contractual disputes.
- b. Determine the validity of each grievance.
- c. Maintain records of grievances and their disposition.
- d. Process grievances and disputes.
- e. Make decisions regarding disputes to be taken to arbitration.

Section 3. The Sunshine Committee shall:

Conduct activities that promote the social well being of the membership, are attractive to potential members and promote community among organized labor in the society at large.

Section 4. The Election Committee shall:

See ARTICLE V above

Section 5. The Negotiations Committee shall:

- a. Serve as a resource to the Executive Board on all matters related to collective bargaining.
- b. Regularly attend negotiating sessions.
- c. Conduct research, surveys and other activities, which shall assist the Local with collective bargaining.

Section 6. The Finance Committee shall:

- a. Assist the Executive Board in preparation of the Annual Budget.
- b. Identify, and with the approval of the Executive Board, pursue activities to generate revenue for the good and welfare of the Local.

ARTICLE IX: 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 ten percent (10%) 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) day's 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 fifteen percent (15%) of the members in good standing. All such meetings shall be adequately advertised and properly conducted according to the provisions of this Constitution.

ARTICLE X: 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 XI: AMENDMENTS

Section 1. Thirty percent (30%) 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 thirty (30) 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.

BY-LAWS

ARTICLE I: REVENUES

Section 1. The dues of this Organization will be \$13.00 per pay period.

Section 2. Local dues shall increase by the amount 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.

ARTICLE II: 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) days in advance of the meetings.