

**BY LAWS**  
**FOR**  
**COUNTY COLLEGE OF MORRIS**  
**CHAPTER**  
**OF THE**  
**UNITED ADJUNCT FACULTY OF NEW JERSEY**

**ARTICLE I: DESIGNATION**

The organization will be known as the County College of Morris Chapter of United Adjunct Faculty of New Jersey, Local 2222, American Federation of Teachers, AFL-CIO.

**ARTICLE II: OBJECTIVES**

- Section 1. To bring unit members at County College of Morris into a relationship of mutual assistance and cooperation;
- Section 2. To raise the standards of the education profession by securing conditions essential to the best professional service;
- Section 3. To promote the interests of the community served by the membership;
- Section 4. To advance the economic, social, and political well-being of the membership;
- Section 5. To secure and promote full union rights for all union employees who are eligible for membership;
- Section 6. To promote democracy and equality in society at large;
- Section 7. To eliminate discrimination in education in all forms;
- Section 8. To promote and secure a safe and healthy work-place for all union

Section 1. To promote and secure a safe and healthy work place for all union membership.

**• ARTICLE III. MEMBERSHIP**

- Section 1. All adjunct faculty at County College of Morris who have taught at least one semester are eligible for full membership in the County College of Morris Chapter of United Adjunct Faculty of New Jersey.
- Section 2. Beginning unit members who are not employed by County College of Morris during a semester may retain their membership for a maximum of two (2) years by paying dues of thirty dollars (\$30) per semester.
- Section 3. A member may be expelled from the organization if he or she is brought up on charges, in writing, by two (2) or more members in good standing. An affirmative vote of a majority of the Executive Board will result in an expulsion hearing. The accused member will have the right to examine and question the charges and be represented by a person of his/her choice. At the conclusion of the hearing, a three-fourths (3/4) vote of the Executive Board is required for expulsion. The expelled member may appeal the decision by requesting a vote at the next membership meeting or election. A simple majority of the voting members will be sufficient to overrule the decision of the Executive Board.
- Section 4. No discrimination shall ever be shown toward individual members or applicants for membership due to age, gender, race, national origin, religions faith or practice, political belief, marital status, sexual orientation, or disability.

**ARTICLE IV: ELECTION OF OFFICERS**

- Section 1. The officers of the County College of Morris Chapter of United Adjuncts of New Jersey chapter set forth in Section 2 shall be elected every three (3) years for a three (3) year term.
- Section 2. The officers of the Chapter shall be:
  - - - Chair/President
  - - - Vice-Chair/Executive Vice-President
  - - - Secretary
  - - - Treasurer

One individual may serve as both Secretary and Treasurer, and in that event, the officer shall be the Secretary-Treasurer.

- Section 3. The above officers shall constitute the Executive Committee.
- Section 4. The Chapter Chair/President shall have the power to establish committees and appoint Chairs of the committees.
- Section 5. Except for initial officers of the Chapter, to be eligible for office, a person must be in good standing of the Chapter for a period of at least two (2) consecutive

semesters prior to the date of the election.

- Section 6. At the time of an election, the Chapter Chair/President, in consultation with the Executive Committee, shall appoint an Elections Committee and Chair to conduct all general elections of the Chapter.
- Section 7. In order to be nominated, a member must send a letter or e-mail to the Elections Committee stating his/her name, department, and the office for which to be nominated. All such communications must be received no later than twenty (20) days prior to the date of the election.
- Section 8. Should the slate of officers be the same, and no challenges come forth; the Chair of the Elections Committee shall direct the Secretary of the Chapter to cast one vote and such officers who are presented shall be declared elected.
- Section 9. The Chair of the Elections and the committee shall have the responsibility of notifying, in writing, all members of the Chapter, the rules and regulations governing the election and the deadlines for submitting votes. In addition, the Committee shall have the responsibility of preparing ballots, and dispersing them no later than twelve (12) days prior to the election. Ballots must be returned in a self-addressed, stamped, sealed envelope. Only those ballots received by the date listed as the deadline on the ballot will be counted. In the case of no challenges, the slate as indicated will be e-mailed to members having their e-mail addresses on file and the slate as stated shall be declared elected.
- Section 10. The winner for each position shall be the candidate who received the majority of votes cast for that position. In the event of a tie, the Elections Committee shall conduct a run-off among the candidates with most votes for that position;
- Section 11. Successful candidates shall assume office on the date specified on the ballot.
- Section 12. All vacancies which occur during a regular term of election with the exception of the Chair/President shall be filled by appointment by the Chair/President with the approval of the Executive Board. That person, so appointed, shall serve in the acting roles until the next regular election;
- Section 13. The Chair/President with the approval of the Executive Committee and/or the Executive Committee shall have the power to suspend elections, if the elections occur in a negotiating year;
- Section 14. In the case of the Chair/President becoming incapacitated or resigning the First Vice-President assumes the Chair/Presidency. The Executive Committee will appoint a replacement for the empty position from their ranks, or if no one comes forth, to then appoint an interested party from the general membership.

#### **ARTICLE V: DUTIES OF OFFICERS**

Section 1. The General Responsibilities of Officers are to:

- - - a. Meet regularly and carry out the policies of the organization;
    - b. Coordinate the activities of the organization's committees;
    - c. Report to the Executive Committee and Delegate Assembly the transactions activities, and accomplishments of the Chapter; and
    - d. Serve as the ranking delegates at the meeting of affiliates by virtue of

their Office.

- e. All Executive Board members automatically serve on the Negotiations Committee.

Section 2. The Chapter Chairperson/President shall:

- - - a. Preside at all meetings of the membership and Executive Board;
    - b. Be an ex-officio member of all committees with the exception of the
  - 
  - Elections Committee;
  - 
  - - c. Appoint, in consultation with the Executive Committee, the chairs of all standing committees and/or special committees;
    - d. Be responsible for the ongoing administration of the Chapter;
    - e. Supervise any employees of the Chapter;
    - f. Be authorized to sign contracts, co-sign financial documents and direct regular disbursements of funds;
    - g. Represent the Chapter before the Public, Community Organizations, and the News Media;
    - h. Be, by virtue of office, a Vice-President to the United Adjunct Faculty of New Jersey, Local 2222, and therefore, a member of the Executive Board;
    - i. Appoint any delegates, with the approval of the Executive Board, to the State Federation; and
    - j. Make an annual report to the general membership.

Section 3. The Executive Vice-President shall:

- - - a. Assume the duties of the Chair/President when necessary;
    - b. Be empowered to co-sign financial documents/instruments;
    - c. Act as Chairperson of the Negotiations Committee;
    - d. Act as Chairperson of the Grievance Committee;
    - e. Serve as a member of the Legislative Committee; and
    - f. Perform such duties as delegated/assigned by the President and/or Executive Committee.

Section 4. The Secretary shall:

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- a. Maintain the non-financial files and records of the Chapter;
- b. Be the custodian of the charter of the Chapter;
- c. Record and keep accurate minutes of the meetings of the Executive Board and general membership;
- d. Assist the Chair/President handling all correspondence of the Chapter;
- e. Perform the duties of the office as required by the Labor Management Reporting and Disclosure Act;
- f. Act as Chairperson of the Membership Committee;
- g. Be empowered to co-sign financial instruments; and
- h. Perform such duties as delegated/assigned by the President and/or Executive Committee;

Section 5. The Treasurer shall:

- - - a. Receive, record, and deposit all dues monies and other income in the name of the Chapter;
    - b. Oversee accurate membership records;
    - c. Co-sign financial instruments and make regular disbursement of funds;
    - d. Maintain all financial records of the Chapter;
    - e. Arrange for an independent audit of the finances of the Chapter as directed by the IRS and/or AFT;
    - f. Report such audits to the Executive Committee;
    - g. Transmit dues and per capita payments to the various AFT agencies as per Chapter obligations;
    - h. Perform the duties of the office as required by the Labor Management Reporting and Disclosure Act; and
    - i. Perform such duties as delegated/assigned by the President and/or Executive Committee.
- Section 6. All officers elected by the general membership of the Chapter and Committee Chairs shall serve as members of the Executive Board.
- Section 7. There shall be no limits set on the number of terms an Officer may run.

#### **ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD**

- Section 1. The Executive Board shall meet at least once a semester (Fall and Spring) at the call of the Chair/President or of two (2) or more members of the Board.
- Section 2. A quorum shall consist of at least three (3) members of the Executive Board.
- Section 3. At least forty-eight (48) hours prior to a meeting, Board members must receive of the meeting time and place.
- Section 4. The Executive Board shall establish stipends, benefits or expense

Section 4. The Executive Board shall determine expenses, benefits or expense reimbursements for any office or Board member. A majority of the Executive Board must approve.

- Section 5. Subject to the Budget, the Executive Board shall be empowered to make contracts, incur liabilities, including the purchase of services or equipment and to otherwise engage in financial transactions to the extent permitted by law.
- Section 6. The Executive Board, in consultation with the Chair/President of the Chapter, shall approve all standing committees and their Chairs.
- Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the Chapter and United Adjunct Faculty of New Jersey.

#### • **ARTICLE VII: COMMITTEES**

Section 1. The Standing Committees of the Chapter shall be:

- - - a. Grievance
    - b. Membership
    - c. Elections
    - d. Budget
    - e. Negotiations (per contract years).
- Section 2. The Grievance Committee will work to resolve all contractual and non-contractual disputes in the workplace. The Committee will be responsible to process grievances and maintain records of grievances and their disposition. The Vice Chair/Executive Vice-President shall be the Chair of this Committee.
- Section 3. The Membership Committee will oversee the recruitment of all bargaining unit members into the Chapter. The Secretary of the Chapter shall be the Chair of this Committee.
- Section 4. The Chairperson of the Elections Committee shall be appointed by the Executive Board.
- Section 5. The Budget Committee shall prepare an annual budget for the approval of the Executive Board. The Treasurer shall be the Chair of this Committee.
- Section 6. The Executive Board, on initiative, may establish, in consultation with the Chair/President any special committees.

#### • **ARTICLE VIII: MEMBERSHIP MEETINGS**

- Section 1. The Executive Board shall determine the time and place of the annual membership meeting and post the date and location at least fifteen (15) days before the meeting is to be held. In the discretion of the Executive Board, the annual membership meeting may be held in sections to maximize membership attendance.
- Section 2. The presence of at least ten (10) percent of the membership shall constitute a quorum for all membership meetings.
- Section 3. Members shall have the opportunity to submit agenda items by e-mail or in writing to the Secretary ten (10) days before the meeting.
- Section 4. Only full members in good standing are permitted to vote.

• **ARTICLE IX: AFFILIATIONS**

- Section 1. The Chapter shall maintain affiliation with the following organizations:
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  - - a. American Federation of Teachers, AFL-CIO
    - b. New Jersey State Federation of Teachers, AFL-CIO
    - c. The New Jersey State AFL-CIO

**ARTICLE X: RULES OF ORDER**

- Section 1. Robert's Rules of Order (revised) shall govern in all cases not covered by the Constitution or By-Laws.

**ARTICLE XI: AMENDMENTS**

- Section 1. Proposed amendments to the By-Laws may be presented by any full member in good standing to the Executive Board in writing at least ten (10) days prior to a general membership meeting. Upon a two-thirds (2/3) endorsement by either the Executive Board or those present at the membership meeting, the By-Laws shall be amended.

**ARTICLE XII: DUES**

- Section 1. Dues of the Chapter will be two (2) % of a salary earned as a bargaining unit member at County College of Morris.
- Section 2. Agency Fee for all non-members of the Chapter will be 1.7% of a salary earned as a bargaining unit member at County College of Morris.
- Section 3. Chapter dues shall increase by the amount of any increase in per capita and insurance premiums owed to the AFT, The State Federation, the Local Labor Council of the AFL-CIO, or the UAFNJ.

Adopted: (date) by majority vote of members present and voting