

BY-LAWS OF THE MONTCLAIR STATE UNIVERSITY FACULTY FEDERATION, INC.
LOCAL 1904, AFT, AFL-CIO

ARTICLE I. DUES.

- Section 1. The annual dues of the Federation shall be per cent of gross regular salary per year.
- Section 2. The dues may be paid by automatic dues check-off, or by a semi-annual payment.
- Section 3. The dues shall cover the period from September 1 through August 31.
- Section 4. Dues shall be paid to the Treasurer.

ARTICLE II. NOMINATION PROCESS

- Section 1. The Executive Council by majority vote will prepare a slate of candidates for the various offices in the Federation. Other slates of officers and/or individual candidates seeking particular offices may submit petitions to the Elections Committee signed by ten percent of the membership nominating themselves. All members so nominated shall appear on the ballot. Provision for write-in candidates shall be included on the ballot. The Elections Committee will prepare the ballot to be utilized.

ARTICLE III. VOTING RIGHTS OF NON-MEMBERS

- Section 1. Non-members of the Federation shall have the right to vote on the contract negotiated with the employer if they are eligible for membership.
- Section 2. Non-members of the Federation shall have the right to vote on a job action if they are members of the bargaining unit, and eligible for membership.
- Section 3. Non-members may vote on all Federation matters except election of officers, internal operational procedures, and policies that effect our relationship with affiliated organizations.

ARTICLE IV. TERMS OF OFFICE

- Section 1. Officers shall be elected by a secret mail ballot in April, to hold office for a term of two years beginning May 1 and concluding April 30.
- Section 2. Upon ratification of this Constitution, officers will be elected to serve until May 1, 1973.

ARTICLE V. RATIFICATION

- Section 1. A copy of this Constitution shall be made available to each person eligible within the unit.
- Section 2. All amendments to this Constitution shall be given a first reading and be approved by a majority vote in order to be given a second reading at the next regular meeting.
- Section 3. Between the first and second readings, the proposed amendment shall be publicized to all members at least ten working days prior to the second reading.
- Section 4. After the second reading, an affirmative vote of three-quarters of those present at a regular Federation meeting shall be required for ratification.

ARTICLE VI. QUORUM

Section 1. A quorum shall be ten per cent of the membership.

APPENDIX: JOB DESCRIPTIONS OF OFFICERS OF LOCAL 1904, AFT

President

Presides at all General Union meetings

Presides at all Executive Council meetings

Coordinates the activities of the other officers

Ex-officio member and substitute on committees where Federation representatives are required

Delegate to the Council of New Jersey State College Locals

Spokesperson for the Federation at faculty/staff and other meetings

Ex-officio member of the University Senate, and attend all general meetings of the Senate

Attend meetings of the University Board of Trustees, and coordinate with the Senate representative to the Board

Member of the Promotions Allocations Committee

Compose and edit Local 1904 Newsletter

Confer with faculty who approach or call with problems or suggestions, and delegates officers to solve problems

Supervises the Administrative Associate.

Internal Vice-President **

The Internal Vice-President shall perform all duties of the President in the absence of that officer. If the office of the President shall become vacant, the Internal Vice-President shall become President for the remainder of the term of the President. He/she shall assist the President in the performance of his/her duties.

Attend all general Federation meetings

Attend all Executive Council meetings

Draw up agenda for Executive Council meetings Organize the department representative structure

Contribute to the writing of regular Federation bulletins

Attend Overview Committee meetings as one of two Federation representatives

Schedule and attend Federation-Administration meetings

Schedule and visit various departments at their monthly meetings Union Representative to the CDC

Revision of Federation Constitution

General organizational duties as President decides

***Position eliminated by constitutional amendment approved May 3, 2000*

Treasurer

Collect annual dues and deposit monies in the Federation checking account

Keep membership lists for National, State and Local AFT units up to date

Pay National, State Council and other dues per capital for each month

Pay office and reimbursement expenses.

Pay Executive Board and Administrative Associate salary expenses.

Keep all records for preparation and filing of State and Federal reporting and tax forms.

Prepare, publish and distribute to the bargaining unit members the annual Treasurer's Report.
Monitor the Keenen/Moore/Uhia/Waller Scholarship Fund in conjunction with the Montclair State University Foundation.
Serve as a liaison with the Union's attorney.
Serve as a liaison with the Union's certified public accountant.

Secretary

Records minutes of the General Union, Executive Board and Officer's meetings.
Prepares and publishes minutes of the General Union Meetings for distribution to bargaining unit members with the Administrative Associate.
Communicates with outside agencies and others as necessary.

Chief Negotiator **

Be responsible for all matters regarding local negotiations
Chair Local Negotiations Team
Serve as Federation representative to Overview Committee
Serve as Federation representative to Allocations Committee
Consult with Federation officers on matters related to local negotiations
Coordinate state and local negotiations

* Assistant Vice President for Personnel Affairs (April 1996)

Provide support for Vice President for Personnel Affairs
Handle grievances as determined by the Vice President for Personnel Affairs
Determine if there are violations of the State and Selected Procedures Agreements, writes up formal notifications to the University President of grievances.
Set up and attend pre-hearing conferences and other meetings related to particular grievances
Give advice regarding possible contract violations
Maintain personal contact with members of the University administration
Try to mediate or solve particular problems of faculty members, professional staff members, and librarians
Attend Executive Council meetings
Attend regular Federation membership meetings

***Position eliminated by constitutional amendment approved May 3, 2000.*

Co-Chairs/Professional Staff Issues Committee **

Represents Professional Staff issues at the General Union Meeting, Executive Board Meeting and the Officers' Meeting.

Conducts at least one (1) meeting per semester for Professional Staff as a forum for comment, initiatives and concerns and to provide information to Professional Staff about Local and Council issues.

Helps establish and achieve local goals with regard to Professional Staff issues and general Local goals.

Helps represent Professional Staff issues at the Council level.

Communicates with Local officers the concerns, issues, initiatives surrounding Professional Staff.

Assists where appropriate, in grievances involving Professional Staff

Is available to Professional Staff who wish to communicate concerns, issues, initiatives.

Assists in ways appropriate to maintain solidarity within the unit.

Participates in and/or advise the Local Negotiating Team on matters involving the Professional Staff.

***Positions eliminated by constitutional amendment approved May 3, 2000.*