

1 **Montclair State University Federation of Teachers**
2 **Local 1904, American Federation of Teachers, AFL-CIO**
3 **Bylaws**

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6 ARTICLE I. CONSTITUTION and BYLAWS

7 Section 1 A copy of these bylaws and the constitution shall be made available to
8 all unit members va posting on the Local’s website.
9

10 ARTICLE II. MEETINGS AND QUORUM

11 Section 1 Meetings shall be conducted under *Robert’s Rules of Order, Revised*
12 and those rules shall govern in all cases not covered and the Local’s
13 Constitution or these Bylaws.

14 Section 2 A quorum for meetings shall be 25 (twenty-five) members. A quorum
15 is required for ratification of motions, including motions to amend the
16 Local Constitution and Bylaws in accordance with *Robert’s Rules*.

17 Section 3 Meeting agendas shall be distributed electronically to the general
18 membership in advance of meetings as well as being posted to the
19 Local’s website. Any member in good standing can add items to the
20 agenda by notifying the Secretary no less than two days before a
21 scheduled meeting. Item/s brought up under New Business at
22 Membership Meetings require no advance notice.
23

24 ARTICLE III. DUES

25 Section 1 The annual membership dues of the AFT Local 1904 shall be 1% (one
26 percent) of each member’s gross base annual salary, collected through
27 automatic dues deductions.

28 Section 2 AFT National requires that each Local include a dues pass-through in
29 their bylaws to be in compliance with the National’s constitution.
30 Local 1904 dues, as a percentage of salary, covers most by-yearly
31 increases by National, the Council and the State Fed. In the event that
32 our percentage increases do not cover increases in National and State
33 dues, the Local, with the approval of the membership at a
34 Membership Meeting, shall increase dues dollar-for-dollar to match
35 the shortfall.

36 Section 3 Any change in the dues structure shall be established through a two-
37 thirds majority vote of members present at a regular meeting provided
38 such a vote has been announced at the previous meeting, electronic
39 notice sent to the membership and posted on the AFT Local 1904
40 website.
41

42 ARTICLE IV—FINANCES

43 Section 1 The elected officers have fiduciary responsibility for all financial
44 matters of the Local. Because of this the Local will provide through the

- 45 National AFT program, professional liability insurance for all elected
46 officers.
- 47 Section 2 The Treasurer keeps the Local's books in accordance with acceptable
48 financial practices including the capability to generate standard
49 reports which are presented as appropriate at Membership Meetings.
- 50 Section 3 Any checks over \$1000 require two signatures. Signatories on our
51 checking account are the President, Vice-President for Internal Affairs
52 and the Treasurer.
- 53 Section 4 AFT Local 1904 records will be reviewed by the Audit and Finance
54 committee in the spring preceding the National Convention in order
55 to remain in compliance with AFT National's requirements for
56 delegate seating at the convention.
- 57 Section 5 The Local can incur no expenditures without a voucher signed by the
58 President, Vice-President for Internal Affairs or other elected officer
59 where appropriate. No person can approve and sign his/her own
60 expense voucher.
- 61 Section 6 The Treasurer is required to keep Union funds in an accredited bank
62 in FDIC insured accounts. The Treasurer in consultation with the
63 Audit and Finance Committee and Officers may put some funds in a
64 Certificate of Deposit or other interest bearing account but cannot
65 invest Union money in any product that is not insured or has a
66 downside risk.

67
68 ARTICLE V. TERMS OF OFFICE AND FILLING OF VACANCIES

- 69 Section 1 Officers shall be elected by secret ballot of the membership,
70 conducted during the Spring semester of even-numbered years to hold
71 office for a term of two years commencing on May 1 and concluding
72 on April 30.
- 73 Section 2 In the event that the President leaves during his or her term of office,
74 the Vice-President for Internal Affairs becomes President for the
75 remainder of the term provided that the remainder of the term is less
76 than a year. In the event that the President leaves with more than a
77 year remaining in his or her term, the Vice-President for Internal
78 Affairs becomes President until a special election is completed using
79 the election procedures outlined in Appendix 1.
- 80 Section 3 In the event that an elected officer, other than the President, leaves
81 during their term of office, the President shall appoint someone to
82 fulfill the duties of that position until an election is held as per
83 Appendix 1.

84
85 ARTICLE VI. ELECTION of OFFICERS & DELEGATES (procedures in Appendix 1)

- 86 Section 1 Elected officers of the Local are those included in Article IV, Section I
87 of the Constitution. The President and Vice-President for External
88 Affairs serve as delegates to the AFT National Convention. AFT Local

89 1904 delegates to the Council of NJ State College Locals are elected at
90 the same time as officers and also serve ex-officio as delegates to the
91 National Convention.

92 Section 2 To be eligible for elected office or to serve as a delegate, a person
93 must be a member in good standing of the AFT Local 1904. Members
94 of the Elections Committee cannot run for any elected office of the
95 Local.

96
97 ARTICLE VII. VOTING RIGHTS

98 Section 1 Only members can vote in Local elections for Officers or other Local
99 business or contractual matters.

100 Section 2 Non-members of the AFT Local 1904 bargaining unit have no voting
101 rights. Non-members do not have the right to vote on the State-Union
102 Agreements negotiated with the employer nor are they able to vote on
103 agreements between the Local and the Montclair State University
104 Administration. Non-members cannot vote on dues adjustments,
105 increases or decreases. Non-members are not eligible to vote on a job
106 action such as a strike authorization or other campus-wide slowdown
107 or protest.

108 Section 3 All state-wide and local agreements shall be voted on by members in
109 good standing. State-wide contract ratification shall be coordinated by
110 the Council of New Jersey AFT Locals in accordance with current
111 accepted practices. Local agreements will be voted on at Membership
112 Meetings and require a simple majority for ratification.

113
114 ARTICLE VIII. OFFICER STIPENDS

115 Section 1 Officers are paid stipends quarterly. The annual stipends shall be
116 posted on the Local's website.

117 Section 2 Adjustments to Officer stipends are made in the same proportions as
118 state-wide negotiated raises. In the event of state-wide givebacks or
119 furloughs, Officer stipends will be adjusted accordingly.

120 Section 3 For stipend adjustments other than those resulting from state-wide
121 negotiated adjustments, the Treasurer will prepare a presentation to
122 the Executive Board for consideration at a regular or special meeting
123 of the Executive Board.

124
125 ARTICLE IX. COMMITTEES: STANDING AND SPECIAL

126 Section 1 The following Standing Committees are established by these bylaws
127 and members are appointed as appropriate by the President and
128 Officers Group. Special committees can be convened by the Officers
129 on a non-permanent basis as necessary.
130 Grievance Committee—The Grievance Committee shall consist of the
131 Vice-President for Personnel, and at least one other person each
132 from the faculty, the professional staff and the librarians.

133 Negotiations Committees—There are two negotiating committees: (i) the
134 Faculty/Librarian/Specialist Negotiations Committee, and (ii) the
135 Professional Staff Negotiations Committee. The Professional Staff
136 Negotiations Coordinator shall serve as chairperson of the Professional
137 Staff Negotiations Committee. Both Negotiating Committees report
138 directly to the Vice-President for Negotiations. The Vice-President
139 for Negotiations may convene both Committees together for the
140 purpose of consideration and negotiation of issues that
141 substantially affect the constituencies of both Committees.

142 Membership and Recruitment Committee—The Membership and
143 Recruitment Committee is composed of three members and shall
144 be convened by the Secretary, who shall serve as Chairperson of
145 the Committee.

146 Elections Committee—See Appendix 1 Section 2.

147 Audit & Finance Committee—The Audit & Finance Committee
148 reviews the financial procedures and practices of the Local. This
149 committee evaluates where the local keeps its accounts and
150 coordinates investments as appropriate. The Treasurer convenes
151 the Audit & Finance Committee. Additionally, this committee
152 conducts the financial reviews of the local. The Treasurer
153 convenes and serves as non-voting chair of the Audit & Finance
154 Committee

155 COPE (Committee on Political Education) Committee—The COPE
156 Committee is concerned with all Local matters concerned with
157 political action and politics. The Vice-President for External Affairs
158 shall chair this committee which shall have at least three members.
159 The COPE Committee has a separate constitution and procedures
160 which are voted on by regular COPE contributors.

161 Personnel Committee—The Personnel Committee conducts the
162 evaluation of the Office Manager as per the Employment
163 Agreement and serves as oversight to any other personnel matters
164 concerning Local officers, committee members and employees.
165 The Personnel Committee is composed of the Vice-President for
166 Internal Affairs who serves as chairperson of the Committee,
167 Treasurer, the President and two additional elected Officers.

168 Section 2 The Officers, commensurate with the time commitment and
169 responsibilities of the committee and committee members, shall
170 establish stipends for standing and special committees. Stipends may
171 be paid yearly or quarterly as appropriate and as determined by the
172 Officers and approved by the Executive Board.

173

174 Appendix 1: ELECTIONS PROCEDURES

175 Section 1 Every two years AFT Local 1904 shall elect the following officers:
176 President, Vice-President for Internal Affairs, Vice-President for

177 External Affairs, Secretary, Vice President for Personnel, Vice-
178 President for Negotiations, Faculty Coordinator, Professional Staff
179 Coordinator, Professional Staff Negotiations Coordinator, Treasurer,
180 Secretary, Librarian Coordinator and a Specialist Coordinator.
181 Delegates to the Council of New Jersey State College Locals are
182 elected by the membership based on the number of available
183 positions as determined by Council Constitution/Bylaws based upon
184 AFT Local 1904 membership total. The President, by virtue of office, is
185 a delegate to the Council and a member of its Executive Council.

186 Section 2 For regular biennial elections, an Elections Committee, consisting of
187 three members, is appointed by the President with the approval of the
188 Officers by January 31 of an election year and shall conduct elections
189 of all officers in accordance with the Landrum-Griffin Act and the
190 procedures outlined here. In the event of an off-year or special
191 election, the Election Committee is constituted within 30 days of the
192 office being vacated and functions in the same manner as per regular
193 elections.

194 Section 3 Elections Committee shall conduct all general and special elections of
195 the AFT Local 1904.

196 Section 4 Election for officers and delegates shall be held between March 1 and
197 April 15 of each even numbered year.

198 Section 5 Forty-five (45) days prior to the date of the election, the Elections
199 Committee shall notify all members of the opening of nominations for
200 office.

201 Section 6 To be nominated, a candidate must submit to the Elections Committee
202 a petition containing the signatures of at least ten (10) AFT Local 1904
203 full-members for each office sought. Said petitions must be received
204 no later than seven (7) days prior to the election.

205 Section 7 The Elections Committee shall report at the first GUM after petitions
206 are received and solicit nominations from the floor which also require
207 the requisite ten (10) member signatures. At that point nominations are
208 closed. There will be no options for write-in candidates on the
209 resulting ballot.

210 Section 8 In elections where there are contested positions, elections will be
211 conducted via USPS mail with ballots being sent to member home
212 addresses and will follow accepted elections laws and processes. In
213 elections where there are no contested positions, elections can be
214 conducted by electronic means.

215 Section 9 A majority of the ballots cast for that office shall determine the
216 outcome of election of AFT Local 1904 Officers. In the event that a
217 candidate does not receive a majority, the Elections Committee shall
218 conduct a run-off election between the two candidates for the position
219 who receive the most votes.

220 Section 10 Delegates to the Council shall be the candidates for those offices who
 221 receive the most votes. The number of delegates shall be determined
 222 by the Council Constitution/Bylaws based upon the total membership
 223 of the Local. If the Local is entitled to more delegates than there are
 224 officers, those positions should be included on the regular elections
 225 ballot. If a tie vote occurs such that candidates for Delegates cannot
 226 be selected, a run-off election shall be conducted to resolve the tie. In
 227 the event that an elected officer declines to be a delegate to the
 228 Council, then the candidate with the next highest vote count will be
 229 elected.

230 Section 11 In the event no candidate submits a petition for an office, the
 231 position’s duties will be fulfilled through action of the Officers until a
 232 candidate can be identified and elected in a special election. No
 233 elected officer can hold two offices.

234 Section 12 Successful candidates shall assume office May 1st of an election year.

235 Section 13 The results of the election shall be disseminated electronically to
 236 members within one week of the election’s conclusion.

237 Section 14 A petition signed by at least 20% of the membership and stating
 238 specific grounds shall be sufficient to require the Elections Committee
 239 to conduct a recall election of any officer specified in the petition. The
 240 recall election shall be conducted pursuant to the procedures outlined
 241 in these procedures. If an officer is recalled, the Elections Committee
 242 shall hold a special election using the same procedures described
 243 above.

244
 245 APPENDIX 2: JOB DESCRIPTIONS OF AFT LOCAL 1904 ELECTED OFFICERS

246 **The President:**

- 247 • All officers serve under the direction of the President. The President
- 248 organizes, manages, and oversees the Officers of the Local.
- 249 • The President is responsible for all actions that represent the Local and serves
- 250 as the spokesperson for AFT Local 1904.
- 251 • The President is entrusted by the Local to uphold the bylaws and constitution
- 252 and presides at all Membership Meetings of AFT Local 1904 unless otherwise
- 253 noted.
- 254 • The President represents the Local on the local, state and national level as
- 255 both a spokesperson and as a delegate where appropriate.
- 256 • The President appoints members to all committees, subject to approval by
- 257 the Officers, and appoints committee chairpersons.
- 258 • The President is responsible for making sure that all employees and
- 259 consultants employed by the Local have specified assigned duties and are
- 260 appropriately supervised.
- 261 • Is ultimately responsible for all communications within the organization and
- 262 with the organization and outside persons and entities.

- 263 • Serves as a delegate to the Council of New Jersey State College Locals
- 264 (CNJSCL) and as a member of the Council Executive Committee represents
- 265 the Local at any special executive meetings called by the CNJSCL.
- 266 • Serves as a delegate at the National American Federation of Teachers (AFT)
- 267 Convention.
- 268 • Represents AFT Local 1904 at political and legislative functions as
- 269 appropriate.
- 270 • Attends meetings of the MSU Board of Trustees and addresses the Trustees
- 271 concerning any agenda issues that concern the Local.
- 272 • Serves as an ex-officio member of all standing and special committees.
- 273 • Is co-signer of any legally or financially binding documents of the Local.
- 274 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 275 accordance with the Local’s financial procedures.
- 276 • Serves as a delegate to the American Federation of Teachers New Jersey (AFT
- 277 NJ)

Vice-President for Internal Affairs

- 278
- 279 • Presides at meetings of the Executive Board of AFT Local 1904.
- 280 • Shall perform all duties of the President in his/her absence. If the office of the
- 281 President becomes vacant, the Internal Vice President shall become President
- 282 as per the procedures outlined in Article IV.
- 283 • Assists the President in the performance of her/his duties.
- 284 • Is responsible for the continuing functioning of all AFT Local 1904
- 285 committees.
- 286 • Coordinates the AFT Local 1904 Scholarship process and chairs the
- 287 Scholarship Committee.
- 288 • Oversees the maintenance and updates of the Union website.
- 289 • Disseminates and coordinates the Local’s newsletter and e-bulletins.
- 290 • Assists the President with coordination of campus-based special projects
- 291 • Serves as immediate supervisor of the Office Manager.
- 292 • Responsible for Agendas for Membership and Officers meetings.
- 293 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 294 accordance with the Local’s financial procedures.

Vice-President for External Affairs

- 295
- 296 • Shall be responsible for all matters pertaining to the Council of New Jersey
- 297 State College Locals, state, and national affairs.
- 298 • Informs CNJSCL delegates of times, dates and locations of CNJSCL meetings,
- 299 monitoring attendance of CNJSCL delegates and prepares reimbursement and
- 300 meeting vouchers.
- 301 • Serves as a liaison to other labor unions and community organizations,
- 302 particularly the Essex-West Hudson County Labor Council, NJ AFL CIO, NJ
- 303 Citizen Action, and any other affiliated labor councils or organizations.
- 304 • Monitors salary, health care, insurance and pension benefits information.

- 305 • Coordinates all political activities of the Local and serves as the COPE
- 306 Committee Chairperson.
- 307 • Represents the Local at political action activities as appropriate.
- 308 • Reports on all State and National legislation affecting the Local.
- 309 • Coordinates, in conjunction with the Vice-President for Negotiations, state-
- 310 wide negotiations for regular successor agreements and contracts
- 311 • Serves as a delegate to the AFT National Convention.
- 312 • Serves as the a delegate to the NJ State Federation of Teachers
- 313 **Vice-President for Negotiations (Chief Negotiator):**
- 314 • Reports directly to the President and is responsible for all matters regarding
- 315 local negotiations.
- 316 • Signs all negotiated agreements between AFT Local 1904 and the Montclair
- 317 State University administration.
- 318 • Coordinates and oversees the work of the Faculty/Librarian/Specialist and
- 319 Professional Staff Local Negotiations Committees and acts as a resource to all
- 320 matters related to negotiations.
- 321 • Serves on the Faculty/Librarian/Specialist Local Negotiations Committee.
- 322 • Serves on Professional Staff Negotiating Local Negotiations Committee
- 323 • Consults with AFT Local 1904 Officers on matters related to local
- 324 negotiations.
- 325 • Oversees and disseminates the Local agreements.
- 326 • Coordinates, in conjunction with the External Vice President, the positions of
- 327 the Local in State-wide negotiations.
- 328 • Maintains historical records of Local negotiations and table talk as
- 329 appropriate
- 330 **Vice-President for Personnel (Grievance Officer)**
- 331 • Assists members with all employment related questions and concerns.
- 332 • Serves as the point person relative to grievances and for the protection of the
- 333 contractual rights of the members of the Unit.
- 334 • Serves as chairperson of the Grievance Committee.
- 335 • Determines whether violations of the State-Union Agreement and Local
- 336 Selected Procedures have occurred.
- 337 • Gives advice regarding possible contractual violations.
- 338 • Responds to member inquiries.
- 339 • Maintains personal contact with MSU administration.
- 340 • Maintains records of grievances in the Local office.
- 341 **Secretary:**
- 342 • Shall record and is responsible for the dissemination of the minutes of all AFT
- 343 Local 1904 meetings and posting them on the Local's website
- 344 • Coordinates internal communications between committees.
- 345 • Is the conduit of official correspondence between the Local, CNJSCL, and/or
- 346 any external entities with whom the Local communicates.

- 347 • To keep and organize a separate file of all resolutions and action items
- 348 passed by the membership or Officers.
- 349 • Oversees the maintenance of the Local's email lists in coordination with the
- 350 Office Manager and Treasurer.
- 351 • Chairs the Membership Committee and oversees the recruitment of full-dues
- 352 paying members.
- 353 • Coordinates the "good and welfare" obligations of the Local

354 **Treasurer:**

- 355 • Shall receive all monies due to the local and deposit funds in the appropriate
- 356 AFT Local 1904 account.
- 357 • Records all income, and disbursements using accepted accounting practices
- 358 in an electronic accounting system as approved by the Local's accountant
- 359 and the Audit and Finance Committee.
- 360 • Prepares and disperses checks for all monthly dues obligations including
- 361 AFT, CNJSCL, the State Federation and any other dues per capita payments
- 362 required.
- 363 • Prepares and disperses officer honoraria, staff salaries, operating expenses
- 364 and reimbursements in accordance with state and federal tax laws and
- 365 regulations.
- 366 • Maintains and organizes all records for annual financial reports, reviews and
- 367 yearly tax filings.
- 368 • Backs-up financial records and keeps those backups offsite from where the
- 369 records are kept. The passwords for backups are known to the Office
- 370 Manager, President, Internal VP and accountants.
- 371 • Reviews the annual IRS tax forms as prepared by our accountants and signs
- 372 those forms for submission.
- 373 • Prepares and disseminates an annual report of AFT Local 1904 finances to
- 374 the membership.
- 375 • Serves as Liaison with National AFT to ensure that AFT Local 1904 is in good
- 376 financial standing.
- 377 • Chairs the AFT Local 1904 Audit and Finance Committee.
- 378 • Establishes and maintains AFT Local 1904 financial policies for review by the
- 379 Officers and Executive Board.
- 380 • Responsible for presenting a budget to the Officers in August and presenting
- 381 to the Executive Board that budget during their Fall semester meeting.
- 382 • Makes an end of fiscal year presentation to the Executive Board at their
- 383 Spring meeting and the membership at an appropriate Membership Meeting.

384 **Faculty Coordinator:**

- 385 • Shall be responsible for representing Faculty issues at Membership Meetings,
- 386 Officer and Executive Board meetings and as well as any other forum
- 387 requiring Faculty representation.
- 388 • Serves on the Faculty/Librarian/Specialist Negotiating Committee.

- 389 • Closely collaborates with AFT Local 1904 Vice President for Negotiations to
- 390 establish and actualize local objectives with regard to Faculty issues and
- 391 general AFT Local 1904 aims.
- 392 • Works with the President to prepare for and present at the New Faculty
- 393 Experience workshop in the Fall Semester every year.
- 394 • Disseminates information to Faculty about local and state-wide issues in
- 395 coordination with other officers.
- 396 • Coordinates three separate workshops (one for re-appointments, one for
- 397 tenure and one for promotion) each year.
- 398 • Assists in the representation of Faculty issues at the CNJSCL.
- 399 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
- 400 and initiatives surrounding Faculty.
- 401 • Shall be accessible to Faculty who wish to communicate concerns, issues,
- 402 and initiatives and refers members to other officers for assistance as
- 403 necessary.

404 **Professional Staff Coordinator:**

- 405 • Shall be responsible for representing Professional Staff issues at Membership
- 406 Meetings, Officer and Executive Board meetings and as well as any other
- 407 forum requiring Professional Staff representation.
- 408 • Serves on the Professional Staff Negotiating Committee.
- 409 • Closely collaborates with AFT Local 1904 Professional Staff Negotiator.
- 410 • Works with the Professional Staff Negotiator to establish and actualize local
- 411 objectives with regard to Professional Staff issues and general AFT Local
- 412 1904 aims.
- 413 • Coordinates two meetings, one each semester, for Professional Staff as a
- 414 forum for comment, initiatives, and concerns.
- 415 • Disseminates information to Professional Staff about local and state-wide
- 416 issues.
- 417 • Coordinates two separate re-appointment sessions (one for one-year re-
- 418 appointments and one for multi-year re-appointments) each year.
- 419 • Assists in the representation of Professional Staff issues at CNJSCL.
- 420 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
- 421 and initiatives surrounding Professional Staff.
- 422 • Shall be accessible to Professional Staff who wish to communicate concerns,
- 423 issues, and initiatives and refers members to other officers for assistance as
- 424 necessary.

425 **Professional Staff Negotiations Coordinator**

- 426 • Shall be responsible for all matters regarding local negotiations specific to
- 427 Professional Staff.
- 428 • Assists in the representation of Professional Staff negotiations issues at
- 429 CNJSCL.
- 430 • Provides unit members with negotiations updates at Membership Meetings as
- 431 appropriate.

- 432 • Works with the Professional Staff Coordinator to establish and actualize local
433 objectives with regard to Professional Staff issues and general AFT Local
434 1904 aims.

435 **Librarian Coordinator:**

- 436 • Shall be responsible for coordinating and maintaining sub-committees on
437 Librarian issues, for chairing Librarian Local meetings, for attending meetings
438 of the Librarians' Committee of the Council, and for representing Librarians
439 on matters other than grievances.
- 440 • Shall be responsible for representing Librarian issues at General
441 Union Meetings, Officers' Group Meetings, and Executive Board Meetings.
- 442 • Coordinates at least one (1) meeting per semester for Librarians as a forum for
443 comment, initiatives, and concerns.
- 444 • Disseminates information to Librarians about local and CNJSCL issues.
- 445 • Helps to establish and actualize local objectives with regard to Librarian
446 issues and general AFT Local 1904 aims.
- 447 • Assists in the representation of Librarian issues at CNJSCL.
- 448 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
449 and initiatives surrounding Librarians.
- 450 • Shall be accessible to Librarians who wish to communicate concerns, issues,
451 and initiatives.
- 452 • Advises and collaborates with the VP for Negotiations on matters involving
453 Librarians.
- 454 • Shall be responsible for organizing and presenting Local negotiation items
455 pertaining to librarians and serving as a member of the
456 Faculty/Librarian/Specialist Negotiations Committee.
- 457 • Shall be responsible for all matters regarding local negotiations specific to
458 Librarians.
- 459 • Consults with other AFT Local 1904 officers on matters related to Librarians.

460 **Specialist Coordinator:**

- 461 • Shall be responsible for representing Instructional and Clinical Specialist
462 issues at Membership Meetings, Officer and Executive Board meetings and as
463 well as any other forum requiring representation.
- 464 • Closely collaborates with AFT Local 1904 Vice President for Negotiations to
465 establish and actualize local objectives with regard to Specialist issues and
466 general AFT Local 1904 aims.
- 467 • Serves on the Faculty/Librarian/Specialist Negotiating Committee.
- 468 • Disseminates information to Specialists about local and State-wide issues in
469 coordination with the other Officers.
- 470 • Coordinates two meetings a year (one each semester) for Specialists with an
471 agenda that includes relevant Specialist issues.
- 472 • Assists in the representation of Specialist issues at the CNJSCL.
- 473 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
474 and initiatives surrounding Specialists.

- 475 • Shall be accessible to Specialists who wish to communicate concerns, issues,
476 and initiatives and refers members to other officers for assistance as
477 necessary.

478 **Montclair State University Senate Liaison:**

- 479 • Serves as an information bridge between the Montclair State University
480 Senate and AFT Local 1904.
- 481 • Reports to the Local membership at regular Membership Meetings on
482 pertinent issues the University Senate is considering and/or debating.
- 483 • Serves as a non-elected officer of the Local.

484

485 APPENDIX 3: Job Description of Delegates to the Council of New Jersey State
 486 College Locals (Number to be determined by CNJSCL Constitution. 1 CNJSCL
 487 Delegate for each 50 full members)

- 488 • Serve as a delegate of the Local to the state Council, which represents the
489 nine state colleges in the bargaining unit fixed by the Public Employees
490 Relations Commission.
- 491 • Serves on the Local Executive Board.
- 492 • Shall attend at least two State Council meetings per academic year unless
493 unusual circumstances arise and the President is notified.

494

495 APPENDIX 4: Procedures for Corrective Action, Discipline and/or Removal of an
 496 Elected Officer or Committee Member

497 The President or any other Officer who is responsible for overseeing the work of
 498 another Officer or Committee members may at any time follow this procedure to
 499 ensure that the work of the Local is accomplished in a timely fashion.

500 **Step 1 –**

501 a. The President or presiding officer must meet with and discuss the problems the
 502 officer or committee member in question. The President or presiding officer must
 503 collect and provide documentation of the problems – this may include, but is not
 504 limited to a log of emails, telephone calls or discussions with others regarding the
 505 problem and correspondence including emails, memos, letters, etc., – and review
 506 this material with the officer or committee member in question.

507 b. The President or presiding officer must then must provide the officer or committee
 508 member in question with a written corrective action plan and review it. The
 509 corrective action plan may include but is not limited to goals and objectives for the
 510 completion of work, additional training so the officer or committee member can
 511 acquire the skills necessary to carry out the job in question, etc. The officer or
 512 committee member may ask for reasonable changes to be made to the corrective
 513 action plan.

514 If a mutually agreeable corrective action plan cannot be derived, then the President
 515 or presiding officer shall then bring the matter to the Personnel Committee.

516 **Step 2 –**

517 a. When a matter is brought before the Personnel Committee, the committee shall
 518 convene a meeting to review the matter. Both parties shall be provided the

519 opportunity to present their case and provide evidence regarding the matter,
520 including the calling of witnesses and submission of documentation. The process
521 shall be similar to a Step One Hearing as outlined in the Grievance Procedure
522 specified in the State-Union Agreement.

523 b. The Personnel Committee shall then meet privately to discuss the matter and
524 come to a formal decision that shall be presented in writing to both parties. Should
525 either party be unsatisfied with the decision, they are entitled to bring the matter
526 before the entire Officers Group.

527 **Step 3 –**

528 a. A special meeting of the Officers Group shall be called to address the matter.
529 Both parties shall have an opportunity to present their case. The Chair of the
530 Personnel Committee shall present the committee's findings and recommendations.
531 At that point the Executive Board shall decide to:

- 532 1. Uphold the Personnel Committee's decision.
- 533 2. Present an alternative Corrective Action Plan.
- 534 3. Take a vote of no confidence regarding the officer or committee
535 member in question and remove that person from office.

536 If the Officers Group upholds the Personnel Committee's decision or presents an
537 alternative Corrective Action Plan, and the Officers Group decision is unacceptable
538 to the officer or committee member in question, the Officers Group can vote to
539 remove the individual from office. However, the Officers Group shall give the
540 individual the opportunity to resign before a vote is taken.