

Montclair State University Federation of Teachers
Local 1904, American Federation of Teachers, AFL-CIO
Bylaws

ARTICLE I. CONSTITUTION and BYLAWS

Section 1 A copy of these bylaws and the constitution shall be made available to all unit members via posting on the Local's website.

ARTICLE II. MEETINGS AND QUORUM

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

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

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

ARTICLE III. DUES

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

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

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

ARTICLE IV—FINANCES

Section 1 The elected officers have fiduciary responsibility for all financial 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 Organizing Coordinator, who shall serve as
145 Chairperson of 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, Vice President for Personnel, Vice-President for
178 Negotiations, Faculty Coordinator, Faculty Negotiator, Professional
179 Staff Coordinator, Professional Staff Negotiator, Treasurer, Recording
180 Secretary, Librarian Coordinator, Specialist Coordinator, and
181 Organizing Coordinator. Delegates to the Council of New Jersey State
182 College Locals are elected by the membership based on the number of
183 available positions as determined by Council Constitution/Bylaws
184 based upon AFT Local 1904 membership total. The President, by
185 virtue of office, is a delegate to the Council and a member of its
186 Executive Council.

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

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

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

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

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

206 Section 7 The Elections Committee shall report at the first Membership Meeting
207 after petitions are received and solicit nominations from the floor
208 which also require the requisite ten (10) member signatures. If the
209 meeting is being held remotely, an online form may be employed to
210 collect the signatures while nominations are being solicited from the
211 floor. At that point nominations are closed. There will be no options
212 for write-in candidates on the resulting ballot.

213 Section 8 Elections shall be conducted by electronic means.

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

219 Section 10 Delegates to the Council shall be the candidates for those offices who
220 receive the most votes. The number of delegates shall be determined

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

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

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

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

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

243

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

245 **The President:**

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

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

277 **Vice-President for Internal Affairs**

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

294 **Vice-President for External Affairs**

- 295 • Shall be responsible for all matters pertaining to the Council of New Jersey
- 296 State College Locals, state, and national affairs.
- 297 • Informs CNJSCL delegates of times, dates and locations of CNJSCL meetings,
- 298 monitoring attendance of CNJSCL delegates and prepares reimbursement and
- 299 meeting vouchers.
- 300 • Serves as a liaison to other labor unions and community organizations,
- 301 particularly the Essex-West Hudson County Labor Council, NJ AFL CIO, NJ
- 302 Citizen Action, and any other affiliated labor councils or organizations.
- 303 • Monitors salary, health care, insurance and pension benefits information.
- 304 • Coordinates all political activities of the Local and serves as the COPE
- 305 Committee Chairperson.
- 306 • Represents the Local at political action activities as appropriate.
- 307 • Reports on all State and National legislation affecting the Local.

- 308 • Coordinates, in conjunction with the Vice-President for Negotiations, state-
309 wide negotiations for regular successor agreements and contracts
- 310 • Serves as a delegate to the AFT National Convention.
- 311 • Serves as the a delegate to the NJ State Federation of Teachers

312 **Vice-President for Negotiations (Chief Negotiator):**

- 313 • Reports directly to the President and is responsible for all matters regarding
314 local negotiations.
- 315 • Signs all negotiated agreements between AFT Local 1904 and the Montclair
316 State University administration.
- 317 • Coordinates and oversees the work of the Faculty/Librarian/Specialist and
318 Professional Staff Local Negotiations Committees and acts as a resource to all
319 matters related to negotiations.
- 320 • Serves on the Faculty/Librarian/Specialist Local Negotiations Committee.
- 321 • Serves on Professional Staff Negotiating Local Negotiations Committee
- 322 • Consults with AFT Local 1904 Officers on matters related to local
323 negotiations.
- 324 • Oversees and disseminates the Local agreements.
- 325 • Coordinates, in conjunction with the External Vice President, the positions of
326 the Local in State-wide negotiations.
- 327 • Maintains historical records of Local negotiations and table talk as
328 appropriate

329 **Vice-President for Personnel (Grievance Officer)**

- 330 • Assists members with all employment related questions and concerns.
- 331 • Serves as the point person relative to grievances and for the protection of the
332 contractual rights of the members of the Unit.
- 333 • Serves as chairperson of the Grievance Committee.
- 334 • Determines whether violations of the State-Union Agreement and Local
335 Selected Procedures have occurred.
- 336 • Gives advice regarding possible contractual violations.
- 337 • Responds to member inquiries.
- 338 • Maintains personal contact with MSU administration.
- 339 • Maintains records of grievances in the Local office.

340 **Recording Secretary:**

- 341 • Records and is responsible for the dissemination of the minutes of all AFT
342 Local 1904 meetings, including Membership Meetings and Officer and
343 Executive Board Meetings, and posts them on the Local's website.
- 344 • Maintains and organizes a separate file of all resolutions and action items
345 passed by the membership or Officers.
- 346 • Prepares documents for membership and officer meetings.
- 347 • Posts pertinent documents to the Local's web page/s.
- 348 • Maintains, manages, and organizes document archives.

349 **Treasurer:**

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

379 **Faculty Coordinator:**

- 380 • Shall be responsible for representing Faculty issues at Membership Meetings,
381 Officer and Executive Board meetings and as well as any other forum
382 requiring Faculty representation.
- 383 • Closely collaborates with AFT Local 1904 Faculty Negotiator, AFT Local
384 1904 Vice President for Negotiations to establish and actualize local
385 objectives with regard to Faculty issues and general AFT Local 1904 aims.
- 386 • Works with the President to prepare for and present at the New Faculty
387 Program workshop in the Fall Semester of every year.
- 388 • Disseminates information to Faculty about local and state-wide issues in
389 coordination with other officers.
- 390 • Coordinates workshops for reappointment, tenure, and promotion.
- 391 • Assists in the representation of Faculty issues at the CNJSCL.

- 392 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
393 and initiatives surrounding Faculty.
- 394 • Shall be accessible to Faculty who wish to communicate concerns, issues,
395 and initiatives and refers members to other officers for assistance as
396 necessary.

397 **Faculty Negotiator:**

- 398 • Is responsible for all matters regarding local negotiations specific to the
399 Faculty.
- 400 • Assists in the representation of Faculty negotiations issues at CNJSCL.
- 401 • Provides unit members with negotiations updates at Membership Meetings,
402 as appropriate.
- 403 • Works with the AFT Local 1904 Faculty Coordinator to establish and
404 actualize local objectives with regard to Faculty issues and general AFT Local
405 1904 aims.
- 406 • Assists the AFT Local 1904 Vice President for Negotiations.
- 407 • Serves as a member of the State-Wide negotiating team during Master
408 Contract Negotiations, attending statewide negotiations and/or planning
409 meetings, as needed.
- 410 • Assists the Faculty Coordinator and other Officers in their work with Faculty
411 members as necessary.

412 **Professional Staff Coordinator:**

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

433 **Professional Staff Negotiator**

- 434 • Shall be responsible for all matters regarding local negotiations specific to
- 435 Professional Staff.
- 436 • Assists in the representation of Professional Staff negotiations issues at
- 437 CNJSCL.
- 438 • Provides unit members with negotiations updates at Membership Meetings as
- 439 appropriate.
- 440 • Works with the Professional Staff Coordinator to establish and actualize local
- 441 objectives with regard to Professional Staff issues and general AFT Local
- 442 1904 aims.
- 443 • Serves as a member of the State-Wide negotiating team during Master
- 444 Contract Negotiations, attending statewide negotiations and/or planning
- 445 meetings, as needed.
- 446 • Assists the Professional Staff Coordinator and other officers in their work with
- 447 Professional Staff members, as necessary.

448 **Librarian Coordinator:**

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

473 **Specialist Coordinator:**

- 474 • Shall be responsible for representing Instructional and Clinical Specialist
- 475 issues at Membership Meetings, Officer and Executive Board meetings and as
- 476 well as any other forum requiring representation.

- 477 • Closely collaborates with AFT Local 1904 Vice President for Negotiations to
- 478 establish and actualize local objectives with regard to Specialist issues and
- 479 general AFT Local 1904 aims.
- 480 • Serves on the Faculty/Librarian/Specialist Negotiating Committee.
- 481 • Disseminates information to Specialists about local and State-wide issues in
- 482 coordination with the other Officers.
- 483 • Coordinates two meetings a year (one each semester) for Specialists with an
- 484 agenda that includes relevant Specialist issues.
- 485 • Assists in the representation of Specialist issues at the CNJSCL.
- 486 • Communicates regularly with AFT Local 1904 Officers the concerns, issues,
- 487 and initiatives surrounding Specialists.
- 488 • Shall be accessible to Specialists who wish to communicate concerns, issues,
- 489 and initiatives and refers members to other officers for assistance as
- 490 necessary.

491 **Organizing Coordinator:**

- 492 • Leads efforts to organize and mobilize the membership in carrying out
- 493 campaigns consistent with the objectives of the Local.
- 494 • Coordinates the stewards and refers any pertinent items to the appropriate
- 495 officer.
- 496 • Oversees the recruitment of members and chairs the Membership
- 497 Committee.
- 498 • Oversees the maintenance of the Local's email lists in coordination with the
- 499 Office Manager and Treasurer.

500 **Montclair State University Senate Liaison:**

- 501 • Serves as an information bridge between the Montclair State University
- 502 Senate and AFT Local 1904.
- 503 • Reports to the Local membership at regular Membership Meetings on
- 504 pertinent issues the University Senate is considering and/or debating.
- 505 • Serves as a non-elected officer of the Local.

506

507 APPENDIX 3: Job Description of Delegates to the Council of New Jersey State

508 College Locals (Number to be determined by CNJSCL Constitution. 1 CNJSCL

509 Delegate for each 50 full members)

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

516

517 APPENDIX 4: Procedures for Corrective Action, Discipline and/or Removal of an

518 Elected Officer or Committee Member

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

522 **Step 1 –**

523 a. The President or presiding officer must meet with and discuss the problems the
524 officer or committee member in question. The President or presiding officer must
525 collect and provide documentation of the problems – this may include, but is not
526 limited to a log of emails, telephone calls or discussions with others regarding the
527 problem and correspondence including emails, memos, letters, etc., – and review
528 this material with the officer or committee member in question.

529 b. The President or presiding officer must then must provide the officer or committee
530 member in question with a written corrective action plan and review it. The
531 corrective action plan may include but is not limited to goals and objectives for the
532 completion of work, additional training so the officer or committee member can
533 acquire the skills necessary to carry out the job in question, etc. The officer or
534 committee member may ask for reasonable changes to be made to the corrective
535 action plan.

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

538 **Step 2 –**

539 a. When a matter is brought before the Personnel Committee, the committee shall
540 convene a meeting to review the matter. Both parties shall be provided the
541 opportunity to present their case and provide evidence regarding the matter,
542 including the calling of witnesses and submission of documentation. The process
543 shall be similar to a Step One Hearing as outlined in the Grievance Procedure
544 specified in the State-Union Agreement.

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

549 **Step 3 –**

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

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

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