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.
Section 2 All amendments to the constitution or bylaws shall be given a first reading at a Membership Meeting and be approved by a majority of members present and voting in order to receive a second reading and vote at the next regular Membership Meeting.
Section 3 Between the first and second readings, the proposed amendment/s shall be publicized digitally via email and posted on the Local’s website to all members at least 10 working days prior to the second reading.
Section 4 After the second reading, a two-thirds majority vote of all members present at a Membership Meeting shall be sufficient for adoption. If any member calls for a secret vote, that request shall be honored. A quorum, as defined in Article III, is required for the vote to be official.

ARTICLE II. STATE-WIDE CONTRACT RATIFICATION VOTING RIGHTS
Section 1 All state-wide and local agreements shall be voted on by members in good standing. State-wide contract ratification shall be coordinated by the Council of New Jersey AFT Locals in accordance with current accepted practices. Local agreements will be voted on at Membership Meetings and require a simple majority for ratification.

ARTICLE III. 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 shall be 25 full-members and is required for ratification of motions made at Membership Meetings and constitution and bylaws amendments 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 Secretary no less than two days before a scheduled meeting. Item/s brought up under New Business at Membership Meetings require no advance notice.
Section 4 Nonmembers will be permitted to attend Membership Meetings (as described in the 2 instances in Article IV, 1 instance in Article V, 3 instances in Article VII, and 3 instances in Article XI of the Local 1904
Constitution and all instances in the Local 1904 Bylaws) for a period of twelve (12) months from the date of hire or transfer into a position on the Local Unit. After that period of time, nonmembers will not be permitted to attend Membership Meetings, nor will they be permitted to attend workshops or other events organized by the Local and designated as ‘members-only’ by the Officers Group. And...

Section 5. Nonmembers will be eligible to participate in new-hire orientations, and in other events designated for recruitment by the Officers Group.

Section 6. If a nonmember becomes a full member in good standing immediately upon the receipt of a completed membership card, signed by the same Agency Fee Payer, by an Officer or Office Manager of the Local, and as such, all rights and responsibilities of a member in good standing will be extended from that time forward, unless and until the same person shall withdraw his/her membership as otherwise provided.

ARTICLE IV. DUES

Section 1 The annual dues of the Montclair State University Federation of Teachers Local 1904 (MSUFT Local 1904) shall be 1% (one percent) of the gross regular salary for full members each year and paid through an automatic dues check-off on their regular biweekly and supplemental paychecks.

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 MSUFT Local 1904 website.

ARTICLE V. AGENCY SHOP PROCEDURES

Section 1 As required by New Jersey State regulations, agency fee payers who choose not to join MSUFT Local 1904 as full members are assessed 85% percent of full-member dues which is paid through an automatic dues check-off on their regular biweekly and supplemental paychecks at a rate of 85% of what full members pay in lieu of dues under the Agency Shop Provision of the Union's collective bargaining agreement.
Section 2  Political Objections by Dissenters: Any person making dues payments, or agency fee payments to MSUFT Local 1904 in lieu of dues under Agency Shop provisions in the Union's collective bargaining agreement, shall have the right to object to the expenditure of his/her portion of such payments for activities or causes of a political nature or involving controversial issues of public importance only incidentally related to wages, hours and conditions of employment.

Section 3  Procedures for Objections: Such objections shall be made by the objector individually notifying the MSUFT Local 1904 President and Treasurer of his/her objection by registered or certified mail, during the period between September 1-15 of each year. Such objection, if any, shall be renewed each year in the same period in the same manner. The approximate proportion of dues and service fees spent by the MSUFT Local 1904 for such purposes shall be determined annually by the Treasurer and certified by the Audit and Finance Committee and Executive Board. If the Executive Board approves, a rebate of the pro-rated portion of his/her dues or service fees corresponding to such proportion shall thereafter be made to each individual who has timely filed a notice of objection, as provided above.

Section 4  Appeals: If an objector is dissatisfied with a specific allocation, an appeal may be made by that person to the Executive Board within 30 days following receipt of such rebate or receipt of notice of such allocation. The MSUFT Local 1904 Executive Board shall render a decision on such appeal within 30 days following its receipt.

If the objector remains dissatisfied, he/she may file an appeal to the American Arbitration Association. An arbitrator will be appointed to resolve all challenges to the representation fee in lieu of dues. All challenges will be consolidated into a single proceeding. MSUFT Local 1904 shall have the burden of establishing the amount of the representation fee in lieu of dues and the accuracy of the underlying calculation of chargeable expenses. The challenger(s) shall be afforded the opportunity to participate in the proceedings and submit evidence in support of their challenge(s). The arbitrator will render a written decision, which shall be served upon each nonmember who has revised a challenge. Proceedings under the “demand and return” system shall be completed after the commencement of payroll deductions of representation fees in lieu of dues for the current dues year.

If the demand and return system proceedings result in a determination that the amount charged to the objector was in excess of the amount allowed by statute, the amount in excess shall be stated in the written
decision. MSUFT Local 1904 shall then reimburse the objector with the specified amount within 30 days.

ARTICLE VI—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 National AFT program, professional liability insurance for all elected officers.

Section 2 The Treasurer keeps the Local’s books in accordance with acceptable financial practices using software capable of generating standard reports which are presented as appropriate at all Membership Meetings.

Section 3 Any checks over $1000 require two signatures. Signatories on our checking account are the President, Vice-President for Internal Affairs and the Treasurer.

Section 4 MSUFT Local 1904 records will be reviewed by the Audit and Finance committee in the spring preceding the National Convention in order to remain in compliance with AFT National’s requirements for delegate seating at the convention.

Section 5 The Local can incur no expenditures without a voucher signed by the President, Vice-President for Internal Affairs or other elected officer where appropriate. No person can approve and sign his/her own expense voucher.

Section 6 The Treasurer is required to keep Union funds in an accredited bank in FDIC insured accounts. The Treasurer in consultation with the Audit and Finance Committee and Officers may put some funds in a Certificate of Deposit or other interest bearing account but cannot invest Union money in any product that is not insured or has a downside risk.

ARTICLE VII. TERMS OF OFFICE

Section 1 Officers shall be elected in a secret ballot conducted during the Spring semester of even-numbered years to hold office for a term of two years commencing on May 1 and concluding on April 30.

Section 2 In the event that the President leaves during his or her term of office, the Vice-President for Internal Affairs becomes President for the remainder of the term provided that the remainder of the term is less than a year. In the event that the President leaves with more than a year remaining in his or her term, the Vice-President for Internal Affairs becomes President until a special election is completed using the election procedures outlined in Appendix 1.

Section 3 In the event that an elected officer, other than the President, leaves during their term of office, the President shall appoint someone to
fulfill the duties of that position until an election is held as per Appendix 1.

ARTICLE VIII. ELECTION of OFFICERS & DELEGATES (procedures in Appendix 1)

Section 1 Elected officers of the Local are those included in Article IV, Section 1 of the Constitution. The President and Vice-President for External Affairs serve as delegates to the AFT National Convention. MSUFT Local 1904 delegates to the Council of NJ State College Locals are elected at the same time as officers and also serve ex-officio as delegates to the National Convention.

Section 2 To be eligible for elected office or to serve as a delegate, a person must be a member in good standing of the MSUFT Local 1904.

Members of the Elections Committee cannot run for any elected office of the Local.

ARTICLE IX. VOTING RIGHTS

Section 1 Only full dues-paying members can vote in Local elections for Officers or other Local business or contractual matters.

Section 2 Agency-fee payers of the MSUFT Local 1904 bargaining unit have no voting rights. Agency-fee payers do not have the right to vote on the State-Union Agreements negotiated with the employer nor are they able to vote on agreements between the Local and the Montclair State University Administration. Agency-fee payers cannot vote on dues adjustments, increases or decreases. Agency fee payers are not eligible to vote on a job action such as a strike authorization or other campus-wide slowdown or protest.

ARTICLE X. OFFICER HONORARIUMS

Section 1 Officers are paid honorariums quarterly. The annual honorariums are posted on the Local’s website.

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

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

ARTICLE XI—COMMITTEES—STANDING AND SPECIAL

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

Negotiations Committees—There are two negotiating committees: the Faculty/Librarian Negotiations committee and the Professional Staff Negotiations committee. The Vice-President for Negotiations shall serve as a member of the Faculty/Librarian Negotiations team and the Professional Staff Negotiating team which is chaired by the Professional Staff Negotiations Coordinator. Both negotiating committees report directly to the Vice-President for Negotiations.

Membership and Recruitment Committee—The Membership and Recruitment committee is comprised of three members and convened and chaired by the Secretary.

Elections Committee—See Appendix 1 Section 2.

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

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

Personnel Committee—The Personnel Committee conducts the evaluation of the Office Manager as per the Employment Agreement and serves as oversight to any other personnel matters concerning Local officers, committee members and employees. The Personnel Committee is comprised of the Vice-President for Internal Affairs who chairs the committee, Treasurer, the President and two other members of the elected Officers.

Section 2 The Officers, commensurate with the time commitment and responsibilities of the committee and committee members, shall establish honorariums for standing and special committees. Honorariums may be paid yearly or quarterly as appropriate and as determined by the Officers and approved by the Executive Board.
Appendix 1: ELECTIONS PROCEDURES

Section 1  Every two years MSUFT Local 1904 shall elect the following officers: President, Vice-President for Internal Affairs, Vice-President for External Affairs, Secretary, Vice President for Personnel, Vice-President for Negotiations, Faculty Coordinator, Professional Staff Coordinator, Professional Staff Negotiations Coordinator, Treasurer, Secretary, Librarian Coordinator and a Specialist Coordinator.

Delegates to the Council of New Jersey State College Locals are elected by the membership based on the number of available positions as determined by Council Constitution/Bylaws based upon MSUFT Local 1904 membership total. The President, by virtue of office, is a delegate to the Council and a member of its Executive Council.

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

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

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

Section 5  Forty-five (45) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for office. To be nominated, a candidate must submit to the Elections Committee a petition containing the signatures of at least ten (10) MSUFT Local 1904 full-members for each office sought. Said petitions must be received no later than seven (7) days prior to the election.

Section 6  The Elections Committee shall report at the first GUM after petitions are received and solicit nominations from the floor which also require the requisite ten (10) member signatures. At that point nominations are closed. There will be no options for write-in candidates on the resulting ballot.

Section 7  In elections where there are contested positions, elections will be conducted via USPS mail with ballots being sent to members home addresses and will follow accepted elections laws and processes. In elections where there are no contested positions, elections can be conducted by electronic means.

Section 8  A majority of the ballots cast for that office shall determine the outcome of election of MSUFT Local 1904 Officers. In the event that a
candidate does not receive a majority, the Elections Committee shall conduct a run-off election between the two candidates for the position who receive the most votes.

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

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

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

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

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

APPENDIX 2: JOB DESCRIPTIONS OF MSUFT LOCAL 1904 ELECTED OFFICERS

The President:

- All officers serve under the direction of the President. The President organizes, manages, and oversees the Officers of the Local.
- The President is responsible for all actions that represent the Local and serves as the spokesperson for MSUFT Local 1904.
- The President is entrusted by the Local to uphold the bylaws and constitution and presides at all Membership Meetings of MSUFT Local 1904 unless otherwise noted.
- The President represents the Local on the local, state and national level as both a spokesperson and as a delegate where appropriate.
- The President appoints members to all committees, subject to approval by the Officers, and appoints committee chairpersons.
The President is responsible for making sure that all employees and consultants employed by the Local have specified assigned duties and are appropriately supervised.

Is ultimately responsible for all communications within the organization and with the organization and outside persons and entities.

Serves as a delegate to the Council of New Jersey State College Locals (CNJSCL) and as a member of the Council Executive Committee represents the Local at any special executive meetings called by the CNJSCL.

Serves as a delegate at the National American Federation of Teachers (AFT) Convention.

Represents MSUFT Local 1904 at political and legislative functions as appropriate.

Attends meetings of the MSU Board of Trustees and addresses the Trustees concerning any agenda issues that concern the Local.

Serves as an ex-officio member of all standing and special committees.

Is co-signer of any legally or financially binding documents of the Local.

Is one signatory for any checks over $1000 prepared by the Treasurer in accordance with the Local’s financial procedures.

Serves as the a delegate to the American Federation of Teachers New Jersey (AFT NJ)

**Vice-President for Internal Affairs**

Presides at meetings of the Executive Board of MSUFT Local 1904.

Shall perform all duties of the President in his/her absence. If the office of the President becomes vacant, the Internal Vice President shall become President as per the procedures outlined in Article IV.

Assists the President in the performance of her/his duties.

Is responsible for the continuing functioning of all MSUFT Local 1904 committees.

Coordinates the MSUFT Local 1904 Scholarship process and chairs the Scholarship Committee.

Oversees the maintenance and updates of the Union website.

Disseminates and coordinates the Local’s newsletter and e-bulletins.

Assists the President with coordination of campus-based special projects

Serves as immediate supervisor of the Office Manager.

Responsible for Agendas for Membership and Officers meetings.

Is one signatory for any checks over $1000 prepared by the Treasurer in accordance with the Local’s financial procedures.

**Vice-President for External Affairs**

Shall be responsible for all matters pertaining to the Council of New Jersey State College Locals, state, and national affairs.
• Informs CNJSCL delegates of times, dates and locations of CNJSCL meetings, monitoring attendance of CNJSCL delegates and prepares reimbursement and meeting vouchers.
• Serves as a liaison to other labor unions and community organizations, particularly the Essex-West Hudson County Labor Council, NJ AFL CIO, NJ Citizen Action, and any other affiliated labor councils or organizations.
• Monitors salary, health care, insurance and pension benefits information.
• Coordinates all political activities of the Local and serves as the COPE Committee Chairperson.
• Represents the Local at political action activities as appropriate.
• Reports on all State and National legislation affecting the Local.
• Coordinates, in conjunction with the Vice-President for Negotiations, state-wide negotiations for regular successor agreements and contracts.
• Serves as a delegate to the AFT National Convention.
• Serves as the a delegate to the NJ State Federation of Teachers.
Vice-President for Negotiations (Chief Negotiator):

- Reports directly to the President and is responsible for all matters regarding local negotiations.
- Signs all negotiated agreements between MSUFT Local 1904 and the Montclair State University administration.
- Coordinates and oversees the work of the Faculty/Librarian and Professional Staff Local Negotiations Teams and acts as a resource to all matters related to negotiations.
- Serves on the Faculty/Librarian Local Negotiations Team.
- Serves on Professional Staff Negotiating Local Negotiations Team.
- Consults with MSUFT Local 1904 Officers on matters related to local negotiations.
- Oversees and disseminates the Local Selected Procedures Agreement.
- Coordinates, in conjunction with the External Vice President, state-wide negotiations for regular successor agreements and contracts.
- Maintains historical records of negotiations and table talk as appropriate.

Vice-President for Personnel (Grievance Officer)

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

Secretary:

- Shall record and is responsible for the dissemination of the minutes of all MSUFT Local 1904 meetings and posting them on the Local’s website.
- Coordinates internal communications between committees.
- Is the conduit of official correspondence between the Local, CNJSCL, and/or any external entities with whom the Local communicates.
- To keep and organize a separate file of all resolutions and action items passed by the membership or Officers.
- Oversees the maintenance of the Local’s email lists in coordination with the Office Manager and Treasurer.
- Chairs the Membership Committee and oversees the recruitment of full-dues paying members.
- Coordinates the “good and welfare” obligations of the Local.
Treasurer:

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

Faculty Coordinator:

- Shall be responsible for representing Faculty issues at Membership Meetings, Officer and Executive Board meetings and as well as any other forum requiring Faculty representation.
- Serves on the Faculty/Librarian Negotiating team.
- Closely collaborates with MSUFT Local 1904 Vice President for Negotiations to establish and actualize local objectives with regard to Faculty issues and general MSUFT Local 1904 aims.
- Works with the President to prepare for and present at the New Faculty Experience workshop in the Fall Semester every year.
- Disseminates information to Faculty about local and state-wide issues in coordination with other officers.
• Coordinates three separate workshops (one for re-appointments, one for tenure and one for promotion) each year.
• Assists in the representation of Faculty issues at the CNJSCL.
• Communicates regularly with MSUFT Local 1904 Officers the concerns, issues, and initiatives surrounding Faculty.
• Shall be accessible to Faculty who wish to communicate concerns, issues, and initiatives and refers members to other officers for assistance as necessary.

Professional Staff Coordinator:
• Shall be responsible for representing Professional Staff issues at Membership Meetings, Officer and Executive Board meetings and as well as any other forum requiring Professional Staff representation.
• Serves on the Professional Staff Negotiating team.
• Closely collaborates with MSUFT Local 1904 Professional Staff Negotiator.
• Works with the Professional Staff Negotiator to establish and actualize local objectives with regard to Professional Staff issues and general MSUFT Local 1904 aims.
• Coordinates two meetings, one each semester, for Professional Staff as a forum for comment, initiatives, and concerns.
• Disseminates information to Professional Staff about local and state-wide issues.
• Coordinates two separate re-appointment sessions (one for one-year re-appointments and one for multi-year re-appointments) each year.
• Assists in the representation of Professional Staff issues at CNJSCL.
• Communicates regularly with MSUFT Local 1904 Officers the concerns, issues, and initiatives surrounding Professional Staff.
• Shall be accessible to Professional Staff who wish to communicate concerns, issues, and initiatives and refers members to other officers for assistance as necessary.

Professional Staff Negotiations Coordinator
• Chairs the Professional Staff Negotiating Team
• Is lead negotiator on all issues pertaining to Professional Staff.
• Shall be responsible for all matters regarding local negotiations specific to Professional Staff.
• Assists in the representation of Professional Staff negotiations issues at CNJSCL.
• Provides unit members with negotiations updates at Membership Meetings as appropriate.
• Works with the Professional Staff Coordinator to establish and actualize local objectives with regard to Professional Staff issues and general MSUFT Local 1904 aims.
**Librarian Coordinator:**

- Shall be responsible for coordinating and maintaining sub-committees on Librarian issues, for chairing Librarian Local meetings, for attending meetings of the Librarians' Committee of the Council, and for representing Librarians on matters other than grievances.

- Shall be responsible for representing Librarian issues at General Union Meetings, Officer and Executive Board meetings.

- Coordinates at least one (1) meeting per semester for Librarians as a forum for comment, initiatives, and concerns.

- Disseminates information to Librarians about local and CNJSCL issues.

- Helps to establish and actualize local objectives with regard to Librarian issues and general MSUFT Local 1904 aims.

- Assists in the representation of Librarian issues at CNJSCL.

- Communicates regularly with MSUFT Local 1904 Officers the concerns, issues, and initiatives surrounding Librarians.

- Shall be accessible to Librarians who wish to communicate concerns, issues, and initiatives.

- Advises and collaborates with the VP for Negotiations on matters involving Librarians.

- Shall be responsible for organizing and presenting Local negotiation items pertaining to librarians and serving as a member of the Faculty/Librarian Negotiations Team.

- Shall be responsible for all matters regarding local negotiations specific to Librarians.

- Consults with other MSUFT Local 1904 officers on matters related to Librarians.

**Specialist Coordinator:**

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

- Closely collaborates with MSUFT Local 1904 Vice President for Negotiations to establish and actualize local objectives with regard to Specialist issues and general MSUFT Local 1904 aims.

- Serves on the Negotiating team for issues surrounding Instructional and Clinical Specialists.

- Disseminates information to Specialist about local and state-wide issues in coordination with other officers.

- Coordinates two meetings a year (one each semester) for Specialists with an agenda that includes relevant Specialist issues.

- Assists in the representation of Specialist issues at the CNJSCL.
• Communicates regularly with MSUFT Local 1904 Officers the concerns, issues, and initiatives surrounding Specialists.
• Shall be accessible to Specialists who wish to communicate concerns, issues, and initiatives and refers members to other officers for assistance as necessary.

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

APPENDIX 3: Job Description of Delegates to the Council of New Jersey State College Locals (Number to be determined by CNJSCL Constitution. 1 CNJSCL Delegate for each 50 full members)
• Serve as a delegate of the Local to the state Council, which represents the nine state colleges in the bargaining unit fixed by the Public Employees Relations Commission.
• Serves on the Local Executive Board.
• Shall attend at least two State Council meetings per academic year unless unusual circumstances arise and the President is notified.

APPENDIX 4: Procedures for Corrective Action, Discipline and/or Removal of an Elected Officer or Committee Member
The President or any other Officer who is responsible for overseeing the work of another Officer or Committee members may at any time follow this procedure to ensure that the work of the Local is accomplished in a timely fashion.

Step 1 –
a. The President or presiding officer must meet with and discuss the problems the officer or committee member in question. The President or presiding officer must collect and provide documentation of the problems – this may include, but is not limited to a log of emails, telephone calls or discussions with others regarding the problem and correspondence including emails, memos, letters, etc., – and review this material with the officer or committee member in question.

b. The President or presiding officer must then must provide the officer or committee member in question with a written corrective action plan and review it. The corrective action plan may include but is not limited to goals and objectives for the completion of work, additional training so the officer or committee member can acquire the skills necessary to carryout the job in question, etc. The officer or committee member may ask for reasonable changes to be made to the corrective action plan.
If a mutually agreeable corrective action plan cannot be derived, then the President or presiding officer shall then bring the matter to the Personnel Committee.

Step 2 –

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

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

Step 3 –

a. A special meeting of the Officers Group shall be called to address the matter. Both parties shall have an opportunity to present their case. The Chair of the Personnel Committee shall present the committee’s findings and recommendations. At that point the Executive Board shall decide to:
   1. Uphold the Personnel Committee’s decision.
   2. Present an alternative Corrective Action Plan.
   3. Take a vote of no confidence regarding the officer or committee member in question and remove that person from office.

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