

**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

45 Constitution and all instances in the Local 1904 Bylaws) for a period  
46 of twelve (12) months from the date of hire or transfer into a position  
47 on the Local Unit. After that period of time, nonmembers will not be  
48 permitted to attend Membership Meetings, nor will they be permitted  
49 to attend workshops or other events organized by the Local  
50 and designated as 'members-only' by the Officers Group. And...

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

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

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

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

74 Section 3 Any change in the dues structure shall be established through a two-  
75 thirds majority vote of members present at a regular meeting provided  
76 such a vote has been announced at the previous meeting, electronic  
77 notice sent to the membership and posted on the MSUFT Local 1904  
78 website.  
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80 ARTICLE V. AGENCY SHOP PROCEDURES

81 Section 1 As required by New Jersey State regulations, agency fee payers who  
82 choose not to join MSUFT Local 1904 as full members are assessed  
83 85% percent of full-member dues which is paid though an automatic  
84 dues check-off on their regular biweekly and supplemental paychecks  
85 at a rate of 85% of what full members pay in lieu of dues under the  
86 Agency Shop Provision of the Union's collective bargaining  
87 agreement.

88 Section 2 Political Objections by Dissenters: Any person making dues payments,  
89 or agency fee payments to MSUFT Local 1904 in lieu of dues under  
90 Agency Shop provisions in the Union's collective bargaining  
91 agreement, shall have the right to object to the expenditure of his/her  
92 portion of such payments for activities or causes of a political nature  
93 or involving controversial issues of public importance only  
94 incidentally related to wages, hours and conditions of employment.

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

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

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

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129 If the demand and return system proceedings result in a determination  
130 that the amount charged to the objector was in excess of the amount  
131 allowed by statute, the amount in excess shall be stated in the written

132 decision. MSUFT Local 1904 shall then reimburse the objector with  
133 the specified amount within 30 days.

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135 ARTICLE VI—FINANCES

136 Section 1 The elected officers have fiduciary responsibility for all financial  
137 matters of the Local. Because of this the Local will provide through the  
138 National AFT program, professional liability insurance for all elected  
139 officers.

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

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

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

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

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

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162 ARTICLE VII. TERMS OF OFFICE

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

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

173 Section 3 In the event that an elected officer, other than the President, leaves  
174 during their term of office, the President shall appoint someone to

175 fulfill the duties of that position until an election is held as per  
176 Appendix 1.

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

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

185 Section 2 To be eligible for elected office or to serve as a delegate, a person  
186 must be a member in good standing of the MSUFT Local 1904.  
187 Members of the Elections Committee cannot run for any elected office  
188 of the Local.

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190 ARTICLE IX. VOTING RIGHTS

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

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

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202 ARTICLE X. OFFICER HONORARIUMS

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

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

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

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214 ARTICLE XI—COMMITTEES—STANDING AND SPECIAL

215 Section 1 The following Standing Committees are established by these bylaws  
216 and members are appointed as appropriate by the President and  
217 Officers Group. Special committees can be convened by the Officers  
218 on a non-permanent basis as necessary.

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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.

262 Appendix 1: ELECTIONS PROCEDURES

- 263 Section 1 Every two years MSUFT Local 1904 shall elect the following officers:  
264 President, Vice-President for Internal Affairs, Vice-President for  
265 External Affairs, Secretary, Vice President for Personnel, Vice-  
266 President for Negotiations, Faculty Coordinator, Professional Staff  
267 Coordinator, Professional Staff Negotiations Coordinator, Treasurer,  
268 Secretary, Librarian Coordinator and a Specialist Coordinator.  
269 Delegates to the Council of New Jersey State College Locals are  
270 elected by the membership based on the number of available  
271 positions as determined by Council Constitution/Bylaws based upon  
272 MSUFT Local 1904 membership total. The President, by virtue of  
273 office, is a delegate to the Council and a member of its Executive  
274 Council.
- 275 Section 2 For regular biennial elections, an Elections Committee, consisting of  
276 three members, is appointed by the President with the approval of the  
277 Officers by January 31 of an election year and shall conduct elections  
278 of all officers in accordance with the Landrum-Griffin Act and the  
279 procedures outlined here. In the event of an off-year or special  
280 election, the Election Committee is constituted within 30 days of the  
281 office being vacated and functions in the same manner as per regular  
282 elections.
- 283 Section 3 Elections Committee shall conduct all general and special elections of  
284 the MSUFT Local 1904.
- 285 Section 4 Election for officers and delegates shall be held between March 1 and  
286 April 15 of each even numbered year.
- 287 Section 5 Forty-five (45) days prior to the date of the election, the Elections  
288 Committee shall notify all members of the opening of nominations for  
289 office.
- 290 Section 6 To be nominated, a candidate must submit to the Elections Committee  
291 a petition containing the signatures of at least ten (10) MSUFT Local  
292 1904 full-members for each office sought. Said petitions must be  
293 received no later than seven (7) days prior to the election.
- 294 Section 7 The Elections Committee shall report at the first GUM after petitions  
295 are received and solicit nominations from the floor which also require  
296 the requisite ten (10) member signatures. At that point nominations are  
297 closed. There will be no options for write-in candidates on the  
298 resulting ballot.
- 299 Section 8 In elections where there are contested positions, elections will be  
300 conducted via USPS mail with ballots being sent to members home  
301 addresses and will follow accepted elections laws and processes. In  
302 elections where there are no contested positions, elections can be  
303 conducted by electronic means.
- 304 Section 9 A majority of the ballots cast for that office shall determine the  
305 outcome of election of MSUFT Local 1904 Officers. In the event that a

306 candidate does not receive a majority, the Elections Committee shall  
307 conduct a run-off election between the two candidates for the position  
308 who receive the most votes.

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

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

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

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

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

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335 APPENDIX 2: JOB DESCRIPTIONS OF MSUFT LOCAL 1904 ELECTED OFFICERS

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337 **The President:**

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- 339 • All officers serve under the direction of the President. The President  
340 organizes, manages, and oversees the Officers of the Local.
  - 341 • The President is responsible for all actions that represent the Local and serves  
342 as the spokesperson for MSUFT Local 1904.
  - 343 • The President is entrusted by the Local to uphold the bylaws and constitution  
344 and presides at all Membership Meetings of MSUFT Local 1904 unless  
345 otherwise noted.
  - 346 • The President represents the Local on the local, state and national level as  
347 both a spokesperson and as a delegate where appropriate.
  - 348 • The President appoints members to all committees, subject to approval by  
the Officers, and appoints committee chairpersons.



- 349 • The President is responsible for making sure that all employees and
- 350 consultants employed by the Local have specified assigned duties and are
- 351 appropriately supervised.
- 352 • Is ultimately responsible for all communications within the organization and
- 353 with the organization and outside persons and entities.
- 354 • Serves as a delegate to the Council of New Jersey State College Locals
- 355 (CNJSCL) and as a member of the Council Executive Committee represents
- 356 the Local at any special executive meetings called by the CNJSCL.
- 357 • Serves as a delegate at the National American Federation of Teachers (AFT)
- 358 Convention.
- 359 • Represents MSUFT Local 1904 at political and legislative functions as
- 360 appropriate.
- 361 • Attends meetings of the MSU Board of Trustees and addresses the Trustees
- 362 concerning any agenda issues that concern the Local.
- 363 • Serves as an ex-officio member of all standing and special committees.
- 364 • Is co-signer of any legally or financially binding documents of the Local.
- 365 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 366 accordance with the Local's financial procedures.
- 367 • Serves as the a delegate to the American Federation of Teachers New Jersey
- 368 (AFT NJ)
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#### 370 **Vice-President for Internal Affairs**

- 371 • Presides at meetings of the Executive Board of MSUFT Local 1904.
- 372 • Shall perform all duties of the President in his/her absence. If the office of the
- 373 President becomes vacant, the Internal Vice President shall become President
- 374 as per the procedures outlined in Article IV.
- 375 • Assists the President in the performance of her/his duties.
- 376 • Is responsible for the continuing functioning of all MSUFT Local 1904
- 377 committees.
- 378 • Coordinates the MSUFT Local 1904 Scholarship process and chairs the
- 379 Scholarship Committee.
- 380 • Oversees the maintenance and updates of the Union website.
- 381 • Disseminates and coordinates the Local's newsletter and e-bulletins.
- 382 • Assists the President with coordination of campus-based special projects
- 383 • Serves as immediate supervisor of the Office Manager.
- 384 • Responsible for Agendas for Membership and Officers meetings.
- 385 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 386 accordance with the Local's financial procedures.
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#### 389 **Vice-President for External Affairs**

- 390 • Shall be responsible for all matters pertaining to the Council of New Jersey
- 391 State College Locals, state, and national affairs.

- 392 • Informs CNJSCL delegates of times, dates and locations of CNJSCL meetings,  
393 monitoring attendance of CNJSCL delegates and prepares reimbursement and  
394 meeting vouchers.
- 395 • Serves as a liaison to other labor unions and community organizations,  
396 particularly the Essex-West Hudson County Labor Council, NJ AFL CIO, NJ  
397 Citizen Action, and any other affiliated labor councils or organizations.
- 398 • Monitors salary, health care, insurance and pension benefits information.
- 399 • Coordinates all political activities of the Local and serves as the COPE  
400 Committee Chairperson.
- 401 • Represents the Local at political action activities as appropriate.
- 402 • Reports on all State and National legislation affecting the Local.
- 403 • Coordinates, in conjunction with the Vice-President for Negotiations, state-  
404 wide negotiations for regular successor agreements and contracts
- 405 • Serves as a delegate to the AFT National Convention.
- 406 • Serves as the a delegate to the NJ State Federation of Teachers

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

- 408 • Reports directly to the President and is responsible for all matters regarding
- 409 local negotiations.
- 410 • Signs all negotiated agreements between MSUFT Local 1904 and the
- 411 Montclair State University administration.
- 412 • Coordinates and oversees the work of the Faculty/Librarian and Professional
- 413 Staff Local Negotiations Teams and acts as a resource to all matters related to
- 414 negotiations.
- 415 • Serves on the Faculty/Librarian Local Negotiations Team.
- 416 • Serves on Professional Staff Negotiating Local Negotiations Team
- 417 • Consults with MSUFT Local 1904 Officers on matters related to local
- 418 negotiations.
- 419 • Oversees and disseminates the Local Selected Procedures Agreement.
- 420 • Coordinates, in conjunction with the External Vice President, state-wide
- 421 negotiations for regular successor agreements and contracts.
- 422 • Maintains historical records of negotiations and table talk as appropriate
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424 **Vice-President for Personnel (Grievance Officer)**

- 425 • Assists members with all employment related questions and concerns.
- 426 • Serves as the point person relative to grievances and for the protection of the
- 427 contractual rights of the members of the Unit.
- 428 • Serves as chairperson of the Grievance Committee.
- 429 • Determines whether violations of the State-Union Agreement and Local
- 430 Selected Procedures have occurred.
- 431 • Gives advice regarding possible contractual violations.
- 432 • Responds to member inquiries.
- 433 • Maintains personal contact with MSU administration.
- 434 • Maintains records of grievances in the Local office.
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436 **Secretary:**

- 437 • Shall record and is responsible for the dissemination of the minutes of all
- 438 MSUFT Local 1904 meetings and posting them on the Local's website
- 439 • Coordinates internal communications between committees.
- 440 • Is the conduit of official correspondence between the Local, CNJSCL, and/or
- 441 any external entities with whom the Local communicates.
- 442 • To keep and organize a separate file of all resolutions and action items
- 443 passed by the membership or Officers.
- 444 • Oversees the maintenance of the Local's email lists in coordination with the
- 445 Office Manager and Treasurer.
- 446 • Chairs the Membership Committee and oversees the recruitment of full-dues
- 447 paying members.
- 448 • Coordinates the "good and welfare" obligations of the Local

449 **Treasurer:**

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

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480 **Faculty Coordinator:**

- 481 • Shall be responsible for representing Faculty issues at Membership Meetings,
- 482 Officer and Executive Board meetings and as well as any other forum
- 483 requiring Faculty representation.
- 484 • Serves on the Faculty/Librarian Negotiating team.
- 485 • Closely collaborates with MSUFT Local 1904 Vice President for Negotiations
- 486 to establish and actualize local objectives with regard to Faculty issues and
- 487 general MSUFT Local 1904 aims.
- 488 • Works with the President to prepare for and present at the New Faculty
- 489 Experience workshop in the Fall Semester every year.
- 490 • Disseminates information to Faculty about local and state-wide issues in
- 491 coordination with other officers.

- 492 • Coordinates three separate workshops (one for re-appointments, one for
- 493 tenure and one for promotion) each year.
- 494 • Assists in the representation of Faculty issues at the CNJSCL.
- 495 • Communicates regularly with MSUFT Local 1904 Officers the concerns,
- 496 issues, and initiatives surrounding Faculty.
- 497 • Shall be accessible to Faculty who wish to communicate concerns, issues,
- 498 and initiatives and refers members to other officers for assistance as
- 499 necessary.

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501 **Professional Staff Coordinator:**

- 502 • Shall be responsible for representing Professional Staff issues at Membership
- 503 Meetings, Officer and Executive Board meetings and as well as any other
- 504 forum requiring Professional Staff representation.
- 505 • Serves on the Professional Staff Negotiating team.
- 506 • Closely collaborates with MSUFT Local 1904 Professional Staff Negotiator.
- 507 • Works with the Professional Staff Negotiator to establish and actualize local
- 508 objectives with regard to Professional Staff issues and general MSUFT Local
- 509 1904 aims.
- 510 • Coordinates two meetings, one each semester, for Professional Staff as a
- 511 forum for comment, initiatives, and concerns.
- 512 • Disseminates information to Professional Staff about local and state-wide
- 513 issues.
- 514 • Coordinates two separate re-appointment sessions (one for one-year re-
- 515 appointments and one for multi-year re-appointments) each year.
- 516 • Assists in the representation of Professional Staff issues at CNJSCL.
- 517 • Communicates regularly with MSUFT Local 1904 Officers the concerns,
- 518 issues, and initiatives surrounding Professional Staff.
- 519 • Shall be accessible to Professional Staff who wish to communicate concerns,
- 520 issues, and initiatives and refers members to other officers for assistance as
- 521 necessary.

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523 **Professional Staff Negotiations Coordinator**

- 524 • Chairs the Professional Staff Negotiating Team
- 525 • Is lead negotiator on all issues pertaining to Professional Staff.
- 526 • Shall be responsible for all matters regarding local negotiations specific to
- 527 Professional Staff.
- 528 • Assists in the representation of Professional Staff negotiations issues at
- 529 CNJSCL.
- 530 • Provides unit members with negotiations updates at Membership Meetings as
- 531 appropriate.
- 532 • Works with the Professional Staff Coordinator to establish and actualize local
- 533 objectives with regard to Professional Staff issues and general MSUFT Local
- 534 1904 aims.

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536 **Librarian Coordinator:**

- 537 • Shall be responsible for coordinating and maintaining sub-committees on
- 538 Librarian issues, for chairing Librarian Local meetings, for attending meetings
- 539 of the Librarians' Committee of the Council, and for representing Librarians
- 540 on matters other than grievances.
- 541 • Shall be responsible for representing Librarian issues at General
- 542 Union Meetings, Officer and Executive Board meetings.
- 543 • Coordinates at least one (1) meeting per semester for Librarians as a forum for
- 544 comment, initiatives, and concerns.
- 545 • Disseminates information to Librarians about local and CNJSCL issues.
- 546 • Helps to establish and actualize local objectives with regard to Librarian
- 547 issues and general MSUFT Local 1904 aims.
- 548 • Assists in the representation of Librarian issues at CNJSCL.
- 549 • Communicates regularly with MSUFT Local 1904 Officers the concerns,
- 550 issues, and initiatives surrounding Librarians.
- 551 • Shall be accessible to Librarians who wish to communicate concerns, issues,
- 552 and initiatives.
- 553 • Advises and collaborates with the VP for Negotiations on matters involving
- 554 Librarians.
- 555 • Shall be responsible for organizing and presenting Local negotiation items
- 556 pertaining to librarians and serving as a member of the Faculty/Librarian
- 557 Negotiations Team
- 558 • Shall be responsible for all matters regarding local negotiations specific to
- 559 Librarians.
- 560 • Consults with other MSUFT Local 1904 officers on matters related to
- 561 Librarians.

562

563 **Specialist Coordinator:**

- 564 • Shall be responsible for representing Instructional and Clinical Specialist
- 565 issues at Membership Meetings, Officer and Executive Board meetings and as
- 566 well as any other forum requiring representation.
- 567 • Closely collaborates with MSUFT Local 1904 Vice President for Negotiations
- 568 to establish and actualize local objectives with regard to Specialist issues and
- 569 general MSUFT Local 1904 aims.
- 570 • Serves on the Negotiating team for issues surrounding Instructional and
- 571 Clinical Specialists.
- 572 • Disseminates information to Specialist about local and state-wide issues in
- 573 coordination with other officers.
- 574 • Coordinates two meetings a year (one each semester) for Specialists with an
- 575 agenda that includes relevant Specialist issues.
- 576 • Assists in the representation of Specialist issues at the CNJSCL.

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- 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.

582

583 **Montclair State University Senate Liaison:**

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- 586
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- 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.

589

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

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

592 Delegate for each 50 full members)

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- 594
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- 596
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- 598
- 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.

599

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

601 Elected Officer or Committee Member

602 The President or any other Officer who is responsible for overseeing the work of

603 another Officer or Committee members may at any time follow this procedure to

604 ensure that the work of the Local is accomplished in a timely fashion.

605

606 Step 1 –

607 a. The President or presiding officer must meet with and discuss the problems the

608 officer or committee member in question. The President or presiding officer must

609 collect and provide documentation of the problems – this may include, but is not

610 limited to a log of emails, telephone calls or discussions with others regarding the

611 problem and correspondence including emails, memos, letters, etc., – and review

612 this material with the officer or committee member in question.

613

614 b. The President or presiding officer must then must provide the officer or committee

615 member in question with a written corrective action plan and review it. The

616 corrective action plan may include but is not limited to goals and objectives for the

617 completion of work, additional training so the officer or committee member can

618 acquire the skills necessary to carryout the job in question, etc. The officer or

619 committee member may ask for reasonable changes to be made to the corrective

620 action plan.

621

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

624

625 Step 2 –

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

632

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

637

638 sStep 3 –

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

643

1. Uphold the Personnel Committee's decision.

644

2. Present an alternative Corrective Action Plan.

645

3. Take a vote of no confidence regarding the officer or committee  
646 member in question and remove that person from office.

647

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