

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

ARTICLE I. NAME

Section 1. This organization shall be known as the Montclair State University Federation of Teachers Local 1904, AFT, AFL-CIO

Section 2. Hereinafter this organization shall be referred to as MSUFT Local 1904.

ARTICLE II. GUIDING PRINCIPLES

Section 1. To promote the unionization of faculty, professional staff, and librarians at Montclair State University.

Section 2. To participate in Statewide negotiations and conduct Local negotiations on terms and conditions of employment and to otherwise represent full-time and part-time faculty, professional staff, and librarians at Montclair State University.

Section 3. To protect the rights and privileges of full-time and part-time faculty, professional staff, and librarians at Montclair State University by securing the conditions necessary to facilitate the provision of high-quality professional services.

Section 4. To work toward the overall collective good of our members through vigorous advocacy, representation and contract enforcement. This shall be achieved through grievance processing and enforcing state-wide and local policies and practices that MSUFT Local 1904 has been instrumental in crafting.

Section 5. To advocate for the enhancement of and access to quality education at Montclair State University.

Section 6. To remain vigilant and proactive on social justice issues impacting the quality of life and access to public education in New Jersey, as well as the ways in which these social justice issues enhance the terms and conditions of employment at Montclair State University.

Section 7. To support and cooperate with organized labor and the labor movement to promote a quality educational experience at Montclair State University and other higher education and PreK-12 educational institutions throughout New Jersey, the nation and beyond.

ARTICLE III. MEMBERSHIP

Section 1. Membership is open to all full-time and part-time faculty, professional staff, and librarians at Montclair State University. Adjunct faculty are

37 not eligible for membership of MSUFT Local 1904 except as members
38 of the retiree group.

39 Section 2. MSUFT Local 1904 is open to all and there shall be no discrimination
40 on the basis of gender, race, ethnicity, national origin, religion, sexual
41 orientation, age, disability, gender identity, marital status, domestic
42 partnership or political belief pertaining to any aspect of the policies,
43 procedures and practices of MSUFT Local 1904.

44 ARTICLE IV. OFFICERS AND ELECTIONS

45 Section 1. MSUFT Local 1904 shall have the following 12 elected officers which
46 will constitute the Officers Group: a President, a Vice-President for
47 Internal Affairs, a Vice-President for External Affairs, a Vice-President
48 for Negotiations (Chief Negotiator), a Vice-President for Personnel
49 (Grievance Officer), a Treasurer, a Secretary, a Faculty Coordinator, a
50 Professional Staff Coordinator, a Professional Staff Negotiations
51 Coordinator a Librarian Coordinator and a Specialist Coordinator. A
52 Montclair State University Senate Liaison between MSUFT Local
53 1904 and the MSU Senate will be appointed by consensus of the
54 elected officers and approved by the Executive Board.

55 Section 2. The term of office for each elected officer shall be two years. The
56 Officers shall begin their term of office on May 1st after their election
57 and shall serve until the 30th day of April after the next election unless
58 they have resigned, retired or have been recalled.

59 Section 3. Officers shall be elected by a majority of the voters in a secret ballot
60 conducted in even-numbered years during the Spring semester. For any
61 office, if no majority is obtained on a first-ballot, a run-off election shall
62 be held between the two candidates with the highest vote. Such run-off
63 elections shall also be conducted by secret ballot.

64 Section 4. The Elections Committee, consisting of three members and approved
65 by the Executive Board, shall conduct elections of all officers.
66 Appointed by the President, the elections committee shall present a
67 slate of candidates at the March Membership Meeting of even-
68 numbered years. Nominations from the floor may also be made at the
69 Membership Meeting at which the Elections Committee presents its
70 nominations. There shall be no write-in options on the ballot.

71 Section 5. If an officer or representative resigns or retires during her/his term of
72 office, a replacement shall be elected by timely election as described
73 in the MSUFT 1904 By-Laws Article VII, Sections 2 and 3.

74 Section 6. Election to MSUFT Local 1904 office requires that all nominees for
75 office must be full members of MSUFT Local 1904 in good standing at

76 the time of nomination.

77 ARTICLE V. THE EXECUTIVE BOARD

78 Section 1. The Executive Board shall consist of Officers, State Council Delegates,
79 Negotiation Team members, Grievance Committee members, Audit
80 and Finance Committee members and Stewards. The President with the
81 approval of the Officers shall appoint other Executive Board members
82 if the need arises.

83 Section 2. The Executive Board shall review the budget, policies and direction of
84 MSUFT Local1904 as set by officers and the membership at regular
85 meetings. It shall have the power to act in emergency situations where
86 the policy cannot be set by the membership. A quorum of the
87 Executive Board shall consist of 15 members.

88 Section 3 The Executive Board will meet twice yearly, once in the Fall and once
89 in the Spring. The Executive Board can have additional meetings as
90 required.

91 Section 4. The chairperson of the Executive Board shall be the MSUFT Local1904
92 Vice-President for Internal Affairs.

93 Section 5. The Executive Board does not have the power to expend funds or
94 employ personnel but can make recommendations to the Officers for
95 consideration and implementation.

96 Section 6. The Executive Board shall publish its minutes and present as
97 appropriate at Membership Meetings.

98 ARTICLE VI. COMMITTEES

99 Section 1. The following shall be the Standing Committees of MSUFT Local1904:
100 State Council Delegates, Grievance Committee, COPE Committee,
101 Recruitment and Membership Committee, Negotiations Team,
102 Elections Committee, Audit Committee, and Finance Committee. Other
103 standing committees may be created by the officers and approved by
104 the membership as appropriate.

105 Section 2. All full members of MSUFT Local 1904 in good standing are eligible to
106 serve on committees. The President, subject to approval by the
107 Executive Board, shall appoint chairpersons of committees.

108 Section 3. Delegates to the Council of New Jersey State College Locals shall be
109 elected at the same election as all the officers above. The number shall
110 be based on membership as prescribed by the Constitution of the
111 Council of New Jersey State College Locals. The President and Vice-
112 President for External Affairs serve as Council Delegates, ex-officio.

113 ARTICLE VII. MEETINGS

114 Section 1. Membership Meetings are set by the “Dates Reserved for Meetings” as
115 generated by the Provost’s office in consultation with the MSUFT Local
116 1904. The President shall determine the time and place of meetings.

117 Section 2. The President can call a Special Membership Meeting, with the
118 approval of the Officers, when the need arises outside of the regular
119 published dates and/or times.

120 Section 3. There shall be at least six regular membership meetings and two
121 Executive Board meetings during the regular academic year. The
122 Officers will meet regularly.

123 Section 4. *Robert’s Rules of Order, Revised*, governs the conduct in all Officer,
124 Executive Board and Membership Meetings and takes precedence
125 where this constitution and/or bylaws are silent on a particular
126 governance issue.

127 Section 5. Nonmembers will be permitted to attend Membership Meetings (as
128 described in the 2 instances in Article IV, 1 instance in Article V, 3
129 instances in Article VII, and 3 instances in Article XI of the Local 1904
130 Constitution and all instances in the Local 1904 Bylaws) for a period of
131 twelve (12) months from the date of hire or transfer into a position on
132 the Local Unit. After that period of time, nonmembers will not be
133 permitted to attend Membership Meetings, nor will they be permitted
134 to attend workshops or other events organized by the Local
135 and designated as 'members-only' by the Officers Group. And...

136 Section 6. Nonmembers will be eligible to participate in new-hire orientations,
137 and in other events designated for recruitment by the Officers Group.

139 Section 7. If a nonmember becomes a full member in good standing immediately
140 upon the receipt of a completed membership card, signed by the same
141 Agency Fee Payer, by an Officer or Office Manager of the Local, and as
142 such, all rights and responsibilities of a member in good standing will
143 be extended from that time forward, unless and until the same person
144 shall withdraw his/her membership as otherwise provided.

145 ARTICLE IX. AFFILIATIONS

146 Section 1. MSUFT Local 1904 shall maintain affiliation with the following
147 organizations:

148 a. *AFT National* and participates at the AFT National Convention by
149 sending the President and Vice-President for External Affairs on
150 alternating years when the convention is held. Council delegates
151 serve ex-officio as national convention delegates but are sent to the
152 national convention only at the approval of the Officers when
153 appropriate and there are available funds to do so.

- 154 b. *The Council of New Jersey State College Locals (CNJSCL), AFL-CIO.*
- 155 MSUFT Local 1904 shall maintain full and current membership in
- 156 the Council.

- 157 c. *The American Federation of Teachers New Jersey (AFT NJ).*

- 158 d. *The Essex-West Hudson Labor Council*

- 159 e. *The New Jersey AFL-CIO*

- 160 f. Other organizations, as deemed appropriate by the Officers and
- 161 Executive Board.

162 Section 2. Every reasonable effort shall be made by MSUFT Local 1904 to pay the
163 actual expenses of delegates and/or representatives to meetings and
164 conventions of affiliated organizations.

165 Section 3. Delegates to affiliated organizations shall be members of MSUFT Local
166 1904 in good standing.

167 ARTICLE X. DUES and FINANCES

168 Section 1. Dues are collected in accordance with the MSUFT Local 1904 Bylaws
169 as specified in Article IV Section 1 of the MSUFT Local 1904 By-Laws.

170 Section 2. Additional finances may be obtained through interest bearing deposits,
171 investments as advised by the Finance Committee and by various fund-
172 raising activities including but not limited to advertisements on the
173 Local's webpage, newsletters and other published documents.

174 Section 3. Non-member Agency Fee Payers. All members of the bargaining unit
175 who elect not to join MSUFT Local 1904 must make Agency fee
176 payments to MSUFT Local 1904 in lieu of dues under the Agency Shop
177 Provision of the Union's collective bargaining agreement as described
178 in Article V Section 1 of the MSUFT Local 1904 By-Laws.

179 ARTICLE XI. AMENDMENTS

180 Section 1. The Officers, Executive Board or any member in good standing at a
181 regular MSUFT Local 1904 Membership Meeting shall initiate
182 amendments to this Constitution or the Bylaws. The proposed
183 amendment shall be approved by a majority of members present and
184 voting. There shall be a "first reading" at the next scheduled
185 Membership Meeting with a vote scheduled at the first meeting after
186 that. Between the first reading and vote, the proposed amendment shall
187 be forwarded to each member by email. A two-thirds majority vote of
188 all members voting by secret ballot at the scheduled Membership
189 Meeting shall be sufficient for adoption.