

1 **Montclair State University Federation of Teachers**

2 ***Local 1904, American Federation of Teachers, AFL-CIO***

3 ***Bylaws***

4 ***Submitted for revision @ the 3/6/2013 General Union Meeting***

5 **FIRST READING**

6

7 ARTICLE I. CONSTITUTION and BYLAWS

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

10 Section 2 All amendments to the constitution or bylaws shall be given a first
11 reading at a General Union Meeting General Union Meeting and be
12 approved by a majority of members present and voting in order to
13 receive a second reading and vote at the next regular General Union
14 Meeting.

15 Section 3 Between the first and second readings, the proposed amendment/s
16 shall be publicized digitally via email and posted on the Local's
17 website to all members at least 10 working days prior to the second
18 reading.

19 Section 4 After the second reading, a two-thirds majority vote of all members
20 present at a General Union Meeting shall be sufficient for adoption. If
21 any member calls for a secret vote, that request shall be honored. A
22 quorum, as defined in Article III, is required for the vote to be official.
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24 ARTICLE II. STATE-WIDE CONTRACT RATIFICATION VOTING RIGHTS

25 Section 1 All state-wide and local agreements shall be voted on by members in
26 good standing. State-wide contract ratification shall be coordinated by
27 the Council of New Jersey AFT Locals in accordance with current
28 accepted practices. Local agreements will be voted on at General
29 Union Meetings and require a simple majority for ratification.
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31 ARTICLE III. MEETINGS AND QUORUM

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

35 Section 2 A quorum shall be 25 full-members and is required for ratification of
36 motions made at General Union Meetings and constitution and
37 bylaws amendments in accordance with *Robert's Rules*.

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

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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 though 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 General Union 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 though 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

88 Committee and Executive Board. If the Executive Board approves, a
89 rebate of the pro-rated portion of his/her dues or service fees
90 corresponding to such proportion shall thereafter be made to each
91 individual who has timely filed a notice of objection, as provided
92 above.

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

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

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

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120 ARTICLE VI—FINANCES

121 Section 1 The elected officers have fiduciary responsibility for all financial
122 matters of the Local. Because of this the Local will provide through the
123 National AFT program, professional liability insurance for all elected
124 officers.

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

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

132 Section 4 MSUFT Local 1904 records will be reviewed by the Audit and Finance
133 committee every other year in the spring preceding the National
134 Convention in order to remain in compliance with AFT National's
135 requirements for delegate seating at the convention.

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

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

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147 ARTICLE VII. TERMS OF OFFICE

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

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

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

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

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

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

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175 ARTICLE IX. VOTING RIGHTS

- 176 Section 1 Only full dues-paying members can vote in Local elections for
177 Officers or other Local business or contractual matters.
- 178 Section 2 Agency-fee payers of the MSUFT Local 1904 bargaining unit have no
179 voting rights. Agency-fee payers do not have the right to vote on the
180 State-Union Agreements negotiated with the employer nor are they
181 able to vote on agreements between the Local and the Montclair State
182 University Administration. Agency-fee payers cannot vote on dues
183 adjustments, increases or decreases. Agency fee payers are not eligible
184 to vote on a job action such as a strike authorization or other campus-
185 wide slowdown or protest.

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187 ARTICLE X. OFFICER HONORARIUMS

- 188 Section 1 Officers are paid honorariums quarterly. The annual honorariums are
189 posted on the Local’s website.
- 190 Section 2 Adjustments in Officers honorariums are made in the same
191 proportions as state-wide negotiated raises. In the event of state-wide
192 givebacks or furloughs, the Officer honorariums will be adjusted
193 accordingly.
- 194 Section 3 For honorarium adjustments other than those resulting from state-wide
195 negotiated adjustments, the Treasurer will prepare a presentation to
196 the Executive Board for consideration at a regular or special meeting
197 of the Executive Board.

198
199 ARTICLE XI—COMMITTEES—STANDING AND SPECIAL

- 200 Section 1 The following Standing Committees are established by these bylaws
201 and members are appointed as appropriate by the President and
202 Officers Group. Special committees can be convened by the Officers
203 on a non-permanent basis as necessary.
- 204
- 205 Grievance Committee—The Grievance Committee shall consist of the
206 Vice-President for Personnel, and at least one other person each
207 from the faculty, the professional staff and the librarians.
- 208 Negotiations Committees—There are two negotiating committees: the
209 Faculty/Librarian Negotiations committee and the Professional Staff
210 Negotiations committee. The Vice-President for Negotiations shall
211 serve as a member of the Faculty/Librarian Negotiations team and
212 the Professional Staff Negotiating team which is chaired by the
213 Professional Staff Negotiations Coordinator. Both negotiating
214 committees report directly to the Vice-President for Negotiations.
- 215 Membership and Recruitment Committee—The Membership and
216 Recruitment committee is comprised of three members and
217 convened and chaired by the Secretary.
- 218 Elections Committee—See Appendix 1 Section 2.

219 Audit & Finance Committee—The Audit & Finance Committee
220 reviews the financial procedures and practices of the Local. This
221 committee evaluates where the local keeps its accounts and
222 coordinates investments as appropriate. The Treasurer convenes
223 the Audit & Finance Committee. Additionally, this committee
224 conducts the bi-yearly financial reviews of the local. The Treasurer
225 convenes and serves as non-voting chair of the Audit & Finance
226 Committee

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

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

240
241 Section 2 The Officers, commensurate with the time commitment and
242 responsibilities of the committee and committee members, shall
243 establish honorariums for standing and special committees.
244 Honorariums may be paid yearly or quarterly as appropriate and as
245 determined by the Officers and approved by the Executive Board.

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247 Appendix 1: ELECTIONS PROCEDURES

248 Section 1 Every two years MSUFT Local 1904 shall elect the following officers:
249 President, Vice-President for Internal Affairs, Vice-President for
250 External Affairs, Secretary, Vice President for Personnel, Vice-
251 President for Negotiations, Faculty Coordinator, Professional Staff
252 Coordinator, Professional Staff Negotiations Coordinator, Treasurer,
253 Secretary, and Librarian Coordinator. Delegates to the Council of New
254 Jersey State College Locals are elected by the membership based on
255 the number of available positions as determined by Council
256 Constitution/Bylaws based upon MSUFT Local 1904 membership
257 total. The President, by virtue of office, is a delegate to the Council
258 and a member of its Executive Council.

259 Section 2 For regular biennial elections, an Elections Committee, consisting of
260 three members, is appointed by the President with the approval of the
261 Officers by January 31 of an election year and shall conduct elections
262 of all officers in accordance with the Landrum-Griffin Act and the

263 procedures outlined here. In the event of an off-year or special
264 election, the Election Committee is constituted within 30 days of the
265 office being vacated and functions in the same manner as per regular
266 elections.

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

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

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

274 Section 6 To be nominated, a candidate must submit to the Elections Committee
275 a petition containing the signatures of at least ten (10) MSUFT Local
276 1904 full-members for each office sought. Said petitions must be
277 received no later than seven (7) days prior to the election.

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

283 Section 8 In elections where there are contested positions, elections will be
284 conducted via USPS mail with ballots being sent to members home
285 addresses and will follow accepted elections laws and processes. In
286 elections where there are no contested positions, elections can be
287 conducted by electronic means.

288 Section 9 A majority of the ballots cast for that office shall determine the
289 outcome of election of MSUFT Local 1904 Officers. In the event that a
290 candidate does not receive a majority, the Elections Committee shall
291 conduct a run-off election between the two candidates for the position
292 who receive the most votes.

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

304 Section 11 In the event no candidate submits a petition for an office, the
305 position's duties will be fulfilled through action of the Officers until a

- 306 candidate can be identified and elected in a special election. No
307 elected officer can hold two offices.
- 308 Section 12 Successful candidates shall assume office May 1st of an election year.
- 309 Section 13 The results of the election shall be disseminated electronically to
310 members within one week of the election's conclusion.
- 311 Section 14 A petition signed by at least 20% of the membership and stating
312 specific grounds shall be sufficient to require the Elections Committee
313 to conduct a recall election of any officer specified in the petition. The
314 recall election shall be conducted pursuant to the procedures outlined
315 in these procedures. If an officer is recalled, the Elections Committee
316 shall hold a special election using the same procedures described
317 above.

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

320

321 **The President:**

- 322 • All officers serve under the direction of the President. The President
323 organizes, manages, and oversees the Officers of the Local.
- 324 • The President is responsible for all actions that represent the Local and serves
325 as the spokesperson for MSUFT Local 1904.
- 326 • The President is entrusted by the Local to uphold the bylaws and constitution
327 and presides at all General Union Meetings of MSUFT Local 1904 unless
328 otherwise noted.
- 329 • The President represents the Local on the local, state and national level as
330 both a spokesperson and as a delegate where appropriate.
- 331 • The President appoints members to all committees, subject to approval by
332 the Officers, and appoints committee chairpersons.
- 333 • The President is responsible for making sure that all employees and
334 consultants employed by the Local have specified assigned duties and are
335 appropriately supervised.
- 336 • Is ultimately responsible for all communications within the organization and
337 with the organization and outside persons and entities.
- 338 • Serves as a delegate to the Council of New Jersey State College Locals
339 (CNJSCL) and as a member of the Council Executive Committee represents
340 the Local at any special executive meetings called by the CNJSCL.
- 341 • Serves as a delegate at the National American Federation of Teachers (AFT)
342 Convention.
- 343 • Represents MSUFT Local 1904 at political and legislative functions as
344 appropriate.
- 345 • Attends meetings of the MSU Board of Trustees and addresses the Trustees
346 concerning any agenda issues that concern the Local.
- 347 • Serves as an ex-officio member of all standing and special committees.
- 348 • Is co-signer of any legally or financially binding documents of the Local.

- 349 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 350 accordance with the Local's financial procedures.
- 351 • Serves as the a delegate to the American Federation of Teachers New Jersey
- 352 (AFT NJ)
- 353

354 **Vice-President for Internal Affairs**

- 355 • Presides at meetings of the Executive Board of MSUFT Local 1904.
- 356 • Shall perform all duties of the President in his/her absence. If the office of the
- 357 President becomes vacant, the Internal Vice President shall become President
- 358 as per the procedures outlined in Article IV.
- 359 • Assists the President in the performance of her/his duties.
- 360 • Is responsible for the continuing functioning of all MSUFT Local 1904
- 361 committees.
- 362 • Coordinates the MSUFT Local 1904 Scholarship process and chairs the
- 363 Scholarship Committee.
- 364 • Oversees the maintenance and updates of the Union website.
- 365 • Disseminates and coordinates the Local's newsletter and e-bulletins.
- 366 • Assists the President with coordination of campus-based special projects
- 367 • Serves as immediate supervisor of the Office Manager.
- 368 • Responsible for Agendas for General Union and Officers meetings.
- 369 • Is one signatory for any checks over \$1000 prepared by the Treasurer in
- 370 accordance with the Local's financial procedures.
- 371 •
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373 **Vice-President for External Affairs**

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

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

- 392 • Reports directly to the President and is responsible for all matters regarding
- 393 local negotiations.
- 394 • Signs all negotiated agreements between MSUFT Local 1904 and the
- 395 Montclair State University administration.
- 396 • Coordinates and oversees the work of the Faculty/Librarian and Professional
- 397 Staff Local Negotiations Teams and acts as a resource to all matters related to
- 398 negotiations.
- 399 • Serves on the Faculty/Librarian Local Negotiations Team.
- 400 • Serves on Professional Staff Negotiating Local Negotiations Team
- 401 • Consults with MSUFT Local 1904 Officers on matters related to local
- 402 negotiations.
- 403 • Oversees and disseminates the Local Selected Procedures Agreement.
- 404 • Coordinates, in conjunction with the External Vice President, state-wide
- 405 negotiations for regular successor agreements and contracts.
- 406 • Maintains historical records of negotiations and table talk as appropriate
- 407

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

- 409 • Assists members with all employment related questions and concerns.
- 410 • Serves as the point person relative to grievances and for the protection of the
- 411 contractual rights of the members of the Unit.
- 412 • Serves as chairperson of the Grievance Committee.
- 413 • Determines whether violations of the State-Union Agreement and Local
- 414 Selected Procedures have occurred.
- 415 • Gives advice regarding possible contractual violations.
- 416 • Responds to member inquiries.
- 417 • Maintains personal contact with MSU administration.
- 418 • Maintains records of grievances in the Local office.
- 419

420 **Secretary:**

- 421 • Shall record and is responsible for the dissemination of the minutes of all
- 422 MSUFT Local 1904 meetings and posting them on the Local's website
- 423 • Coordinates internal communications between committees.
- 424 • Is the conduit of official correspondence between the Local, CNJSCL, and/or
- 425 any external entities with whom the Local communicates.
- 426 • To keep and organize a separate file of all resolutions and action items
- 427 passed by the membership or Officers.
- 428 • Oversees the maintenance of the Local's email lists in coordination with the
- 429 Office Manager and Treasurer.
- 430 • Chairs the Membership Committee and oversees the recruitment of full-dues
- 431 paying members.
- 432 • Coordinates the "good and welfare" obligations of the Local

433 **Treasurer:**

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

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465 **Faculty Coordinator:**

- 466 • Shall be responsible for representing Faculty issues at General Union
- 467 Meetings, Officer and Executive Board meetings and as well as any other
- 468 forum requiring Faculty representation.
- 469 • Serves on the Faculty/Librarian Negotiating team.
- 470 • Closely collaborates with MSUFT Local 1904 Vice President for Negotiations
- 471 to establish and actualize local objectives with regard to Faculty issues and
- 472 general MSUFT Local 1904 aims.
- 473 • Works with the President to prepare for and present at the New Faculty
- 474 Experience workshop in the Fall Semester every year.

- 475 • Disseminates information to Faculty about local and state-wide issues in
- 476 coordination with other officers.
- 477 • Coordinates three separate workshops (one for re-appointments, one for
- 478 tenure and one for promotion) each year.
- 479 • Assists in the representation of Faculty issues at the CNJSCL.
- 480 • Communicates regularly with MSUFT Local 1904 Officers the concerns,
- 481 issues, and initiatives surrounding Faculty.
- 482 • Shall be accessible to Faculty who wish to communicate concerns, issues,
- 483 and initiatives and refers members to other officers for assistance as
- 484 necessary.
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486 **Professional Staff Coordinator:**

- 487 • Shall be responsible for representing Professional Staff issues at General
- 488 Union Meetings, Officer and Executive Board meetings and as well as any
- 489 other forum requiring Professional Staff representation.
- 490 • Serves on the Professional Staff Negotiating team.
- 491 • Closely collaborates with MSUFT Local 1904 Professional Staff Negotiator.
- 492 • Works with the Professional Staff Negotiator to establish and actualize local
- 493 objectives with regard to Professional Staff issues and general MSUFT Local
- 494 1904 aims.
- 495 • Coordinates two meetings, one each semester, for Professional Staff as a
- 496 forum for comment, initiatives, and concerns.
- 497 • Disseminates information to Professional Staff about local and state-wide
- 498 issues.
- 499 • Coordinates two separate re-appointment sessions (one for one-year re-
- 500 appointments and one for multi-year re-appointments) each year.
- 501 • Assists in the representation of Professional Staff issues at CNJSCL.
- 502 • Communicates regularly with MSUFT Local 1904 Officers the concerns,
- 503 issues, and initiatives surrounding Professional Staff.
- 504 • Shall be accessible to Professional Staff who wish to communicate concerns,
- 505 issues, and initiatives and refers members to other officers for assistance as
- 506 necessary.
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508 **Professional Staff Negotiations Coordinator**

- 509 • Chairs the Professional Staff Negotiating Team
- 510 • Is lead negotiator on all issues pertaining to Professional Staff.
- 511 • Shall be responsible for all matters regarding local negotiations specific to
- 512 Professional Staff.
- 513 • Assists in the representation of Professional Staff negotiations issues at
- 514 CNJSCL.
- 515 • Provides unit members with negotiations updates at General Union Meetings
- 516 as appropriate.

- 517 • Works with the Professional Staff Coordinator to establish and actualize local
518 objectives with regard to Professional Staff issues and general MSUFT Local
519 1904 aims.

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521 **Librarian Coordinator:**

- 522 • Shall be responsible for coordinating and maintaining sub-committees on
523 Librarian issues, for chairing Librarian Local meetings, for attending meetings
524 of the Librarians' Committee of the Council, and for representing Librarians
525 on matters other than grievances.
- 526 • Shall be responsible for representing Librarian issues at General
527 Union Meetings, Officer and Executive Board meetings.
- 528 • Coordinates at least one (1) meeting per semester for Librarians as a forum for
529 comment, initiatives, and concerns.
- 530 • Disseminates information to Librarians about local and CNJSCL issues.
- 531 • Helps to establish and actualize local objectives with regard to Librarian
532 issues and general MSUFT Local 1904 aims.
- 533 • Assists in the representation of Librarian issues at CNJSCL.
- 534 • Communicates regularly with MSUFTm Local 1904 Officers the concerns,
535 issues, and initiatives surrounding Librarians.
- 536 • Shall be accessible to Librarians who wish to communicate concerns, issues,
537 and initiatives.
- 538 • Advises and collaborates with the VP for Negotiations on matters involving
539 Librarians.
- 540 • Shall be responsible for organizing and presenting Local negotiation items
541 pertaining to librarians and serving as a member of the Faculty/Librarian
542 Negotiations Team
- 543 • Shall be responsible for all matters regarding local negotiations specific to
544 Librarians.
- 545 • Consults with other MSUFT Local 1904 officers on matters related to
546 Librarians.

547 **Montclair State University Senate Liaison:**

- 548 • Serves as an information bridge between the Montclair State University
549 Senate and MSUFT Local 1904.
- 550 • Reports to the Local membership at regular General Union Meetings on
551 pertinent issues the University Senate is considering and/or debating.
- 552 • Serves as a non-elected officer of the Local.

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

- 557 • Serve as a delegate of the Local to the state Council, which represents the
558 nine state colleges in the bargaining unit fixed by the Public Employees
559 Relations Commission.

- 560 • Serves on the Local Executive Board.
- 561 • Shall attend at least two State Council meetings per academic year unless
- 562 unusual circumstances arise and the President is notified.

563

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

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

569

570 Step 1 –

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

577

578 b. The President or presiding officer must then must provide the officer or committee
579 member in question with a written corrective action plan and review it. The
580 corrective action plan may include but is not limited to goals and objectives for the
581 completion of work, additional training so the officer or committee member can
582 acquire the skills necessary to carryout the job in question, etc. The officer or
583 committee member may ask for reasonable changes to be made to the corrective
584 action plan.

585

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

588

589 Step 2 –

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

596

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

601

602 Step 3 –

603 a. A special meeting of the Officers Group shall be called to address the matter.

604 Both parties shall have an opportunity to present their case. The Chair of the

605 Personnel Committee shall present the committee's findings and recommendations.

606 At that point the Executive Board shall decide to:

607 1. Uphold the Personnel Committee's decision.

608 2. Present an alternative Corrective Action Plan.

609 3. Take a vote of no confidence regarding the officer or committee

610 member in question and remove that person from office.

611

612 If the Officers Group upholds the Personnel Committee's decision or presents an

613 alternative Corrective Action Plan, and the Officers Group decision is unacceptable

614 to the officer or committee member in question, the Officers Group can vote to

615 remove the individual from office. However, the Officers Group shall give the

616 individual the opportunity to resign before a vote is taken.