

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 not eligible for membership of MSUFT Local 1904 except as members 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 General Union Meeting of even-
68 numbered years. Nominations from the floor may also be made at the
69 General Union 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.

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ARTICLE V. THE EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of Officers, State Council Delegates, Negotiation Team members, Grievance Committee members, Audit and Finance Committee members and Stewards. The President with the approval of the Officers shall appoint other Executive Board members if the need arises.
- Section 2. The Executive Board shall review the budget, policies and direction of MSUFT Local1904 as set by officers and the membership at regular meetings. It shall have the power to act in emergency situations where the policy cannot be set by the membership. A quorum of the Executive Board shall consist of 15 members.
- Section 3. The Executive Board will meet twice yearly, once in the Fall and once in the Spring. The Executive Board can have additional meetings as required.
- Section 4. The chairperson of the Executive Board shall be the MSUFT Local1904 Vice-President for Internal Affairs.
- Section 5. The Executive Board does not have the power to expend funds or employ personnel but can make recommendations to the Officers for consideration and implementation.
- Section 6. The Executive Board shall publish its minutes and present as appropriate at General Union Meetings.

ARTICLE VI. COMMITTEES

- Section 1. The following shall be the Standing Committees of MSUFT Local1904: State Council Delegates, Grievance Committee, COPE Committee, Recruitment and Membership Committee, Negotiations Team, Elections Committee, Audit Committee, and Finance Committee. Other standing committees may be created by the officers and approved by the membership as appropriate.
 - Section 2. All full members of MSUFT Local 1904 in good standing are eligible to serve on committees. The President, subject to approval by the Executive Board, shall appoint chairpersons of committees.
 - Section 3. Delegates to the Council of New Jersey State College Locals shall be elected at the same election as all the officers above. The number shall be based on membership as prescribed by the Constitution of the Council of New Jersey State College Locals. The President and Vice-President for External Affairs serve as Council Delegates, ex-officio.
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ARTICLE VII. MEETINGS

- Section 1. General Union Meetings are set by the “Dates Reserved for Meetings” as generated by the Provost’s office in consultation with the MSUFT Local 1904. The President shall determine the time and place of meetings.
- Section 2. The President can call a Special General Union Meeting, with the approval of the Officers, when the need arises outside of the regular published dates and/or times.
- Section 3. There shall be at least six regular membership meetings and two Executive Board meetings during the regular academic year. The Officers will meet regularly.
- Section 4. *Robert’s Rules of Order, Revised*, governs the conduct in all Officer, Executive Board and General Union Meetings and takes precedence where this constitution and/or bylaws are silent on a particular governance issue.

ARTICLE IX. AFFILIATIONS

- Section 1. MSUFT Local 1904 shall maintain affiliation with the following organizations:
 - a. *AFT National* and participates at the AFT National Convention by sending the President and Vice-President for External Affairs on alternating years when the convention is held. Council delegates serve ex-officio as national convention delegates but are sent to the national convention only at the approval of the Officers when appropriate and there are available funds to do so.
 - b. *The Council of New Jersey State College Locals (CNJSCL), AFL-CIO.* MSUFT Local 1904 shall maintain full and current membership in the Council.
 - c. *The American Federation of Teachers New Jersey (AFT NJ).*
 - d. *The Essex-West Hudson Labor Council*
 - e. *The New Jersey AFL-CIO*
 - f. Other organizations, as deemed appropriate by the Officers and Executive Board.
- Section 2. Every reasonable effort shall be made by MSUFT Local 1904 to pay the actual expenses of delegates and/or representatives to meetings and conventions of affiliated organizations.
- Section 3. Delegates to affiliated organizations shall be members of MSUFT Local 1904 in good standing.

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ARTICLE X. DUES and FINANCES

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

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

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

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ARTICLE XI. AMENDMENTS

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

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