

1                   **Montclair State University Federation of Teachers**  
2                   **Local 1904, American Federation of Teachers, AFL-CIO**  
3                   **CONSTITUTION**  
4                   **Submitted for revision @ the 3/6/2013 General Union Meeting**  
5                   **FIRST READING**

6                   ARTICLE I. NAME

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

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

10                  ARTICLE II. GUIDING PRINCIPLES

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

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

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

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

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

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

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

36                  ARTICLE III. MEMBERSHIP

37                 Section 1.     Membership is open to all full-time and part-time faculty, professional  
38                 staff, and librarians at Montclair State University. Adjunct faculty are  
39                 not eligible for membership of MSUFT Local 1904 except as members

40 of the retiree group.

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

46 ARTICLE IV. OFFICERS AND ELECTIONS

47 Section 1. MSUFT Local 1904 shall have the following 11 elected officers which  
48 will constitute the Officers Group: a President, a Vice-President for  
49 Internal Affairs, a Vice-President for External Affairs, a Vice-President  
50 for Negotiations (Chief Negotiator), a Vice-President for Personnel  
51 (Grievance Officer), a Treasurer, a Secretary, a Faculty Coordinator, a  
52 Professional Staff Coordinator, a Professional Staff Negotiations  
53 Coordinator and a Librarian Coordinator. A Montclair State  
54 University Senate Liaison between MSUFT Local 1904 and the MSU  
55 Senate will be appointed by consensus of the elected officers and  
56 approved by the Executive Board.

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

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

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

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

76 Section 6. Election to MSUFT Local 1904 office requires that all nominees for  
77 office must be full members of MSUFT Local 1904 in good standing at  
78 the time of nomination.

80 ARTICLE V. THE EXECUTIVE BOARD

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

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

91 Section 3 The Executive Board will meet twice yearly, once in the Fall and once  
92 in the Spring. The Executive Board can have additional meetings as  
93 required.

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

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

99 Section 6. The Executive Board shall publish its minutes and present as  
100 appropriate at General Union Meetings.

101 ARTICLE VI. COMMITTEES

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

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

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

116 ARTICLE VII. MEETINGS

117 Section 1. General Union Meetings are set by the "Dates Reserved for Meetings"

118 as generated by the Provost's office in consultation with the MSUFT  
119 Local 1904. The President shall determine the time and place of  
120 meetings.

121 Section 2. The President can call a Special General Union Meeting, with the  
122 approval of the Officers, when the need arises outside of the regular  
123 published dates and/or times.

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

127 Section 4. *Robert's Rules of Order, Revised*, governs the conduct in all Officer,  
128 Executive Board and General Union Meetings and takes precedence  
129 where this constitution and/or bylaws are silent on a particular  
130 governance issue.

131 ARTICLE IX. AFFILIATIONS

132 Section 1. MSUFT Local 1904 shall maintain affiliation with the following  
133 organizations:

134 a. *AFT National* and participates at the AFT National Convention by  
135 sending the President and Vice-President for External Affairs on  
136 alternating years when the convention is held. Council delegates  
137 serve ex-officio as national convention delegates but are sent to the  
138 national convention only at the approval of the Officers when  
139 appropriate and there are available funds to do so.

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

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

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

145 e. *The New Jersey AFL-CIO*

146 f. Other organizations, as deemed appropriate by the Officers and  
147 Executive Board.

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

151 Section 3. Delegates to affiliated organizations shall be members of MSUFT Local  
152 1904 in good standing.

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ARTICLE X. DUES and FINANCES

- 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.
- 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.
- 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

- 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.