

Constitution

AFT LOCAL 2373

Local 2373, AFT, AFL-CIO

Article I: Name

The name of this organization shall be AFT Local 2373 of the American Federation of Teachers.

Article II: Objectives

The objectives of AFT Local 2373, shall be:

1. To represent members and constituents in negotiations with employing authorities at all levels.
2. To receive, process, and act on complaints and grievances from members and constituents.
3. To promote academic freedom in all its ramifications, viz.:
 - (a) To oppose censorship of, interference with, and control of the process of higher education by pressure groups or special interest groups.
 - (b) To seek for members and constituents an intellectual climate which will permit them to carry out freely teaching and research functions associated with professorship.
 - (c) To limit all arbitrary authority which is inimical to the democratic process, to freedom of inquiry and debate, and to fair employer-employee relationships.
4. To foster excellent education at the higher level by all means available: teaching, research, scholarship, and other academic pursuits.
5. To maintain contact with legislative bodies and governmental officials in order to work for goals promoting the welfare of members and constituents and the attainment of high standards of education at Rowan University.
6. To attain fair practices in the field of employment, recontracting, tenure, promotion, and working conditions.
7. To promote democracy through example and by insisting that it be practiced as well as preached in all areas of college life.
8. To bring members and constituents into relations of mutual assistance and cooperation.
9. To eliminate all forms of discrimination based on race, sex, age, religion, ethnic origin, life style, or political ideology.
- 10.

Article III: Membership

Section 1. Membership in AFT Local 2373 shall be open to those employees who are members of the bargaining unit including librarians, full and part-time professional staff, and full and part-time faculty. Membership is also open to adjunct faculty and librarians. In case of a discrepancy, the Executive Board will rule and the ruling shall be ratified by a majority vote at the next membership meeting.

Section 2. A Member may be expelled or suspended for a specific duration to be determined by the Executive Board for reasons that shall be specified in the By-Laws. If the member does not accept the decision, he or she may have the Board's decision submitted to the first regular meeting of AFT 2373. The decision reached by the Board may be changed by a two-thirds (2/3) majority of the members present at the meeting.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, sex, gender identity, sexual expression, sexual orientation, disability, age, religious faith, national origin, political activities, beliefs, or social, political or economic status.

Article IV: Nomination and Election Procedures

Section 1. Elections Committee

- a) Elections Committee is formed as per Constitution Article IX, Sections 3 and 4.
- b) Members of the Elections Committee who choose to run for office must tender their resignation immediately from said committee.
- c) The Elections Committee shall oversee the process of nomination and election. Elections shall be held in accordance with the Taft-Hartley Law, and shall be consistent with the standards developed under Title IV of the Labor-Management Reporting and Disclosure Act (Landrum-Griffin).

Section 2. Nominations

- a) Any member in good standing (full dues-paying member) may run for office upon nomination by five members in good standing at a regular membership meeting or by submission of a nominating petition containing the signatures of five members in good standing.
- b) The dates of the nomination sessions (held at two consecutive regular membership meetings) will be announced to the membership in advance and included in the agenda as part of New Business.

Section 3. Timelines and Campaigning

- a) All nominees for office may submit to the Elections Committee an autobiography and/or statement on or before February 28 in the year of the election. The autobiography and/or statement shall be distributed to the membership. In addition, there will be an online "Meet the Candidates" forum in early March.
- b) Section 401(g) of the Labor-Management Reporting and Disclosure Act of 1959 prohibits the use of union and employer funds to promote the candidacy of any person in a union officer election. This prohibition applies to facilities, equipment, supplies, and cash, as well as campaigning on time paid for by either a union or employer and to the use of the newsletter for campaign purposes.
- c) Elections shall be held between March 10 and March 25 once every two years for all officers and elected personnel.
- d) Successful candidates will assume office on June 1 following their election.

Section 4. Ballots and Voting

- a) Ballots for all elections shall be distributed at least two weeks prior to the date of the balloting or to the deadline for return by mail, as the case may be.
- b) Voting in all elections must be by secret ballot.
- c) The Elections Committee is charged with the responsibility for the security of ballots and for initial determination of the eligibility of each voter. Appeals from their decisions regarding ineligibility may be made to the Executive Board in accordance with provisions in the Constitution and in the By-Laws.
- d) Lot shall determine the order of the names of candidates for each office on the ballot after a drawing under the supervision of the Elections Committee.

- e) If there are not at least two (2) candidates for each position, the Elections Committee will provide a place on the ballot for a write-in candidate.
- f) In the event no candidate is nominated or submits a petition for an office, the position's duties will be fulfilled through the action of the Officers until a newly appointed executive committee is able to identify and elect a candidate. The newly appointed executive committee should consider write-in votes that are full members.
- g) All ballots shall be kept for a period of one year after an election, at which time they shall be destroyed.
- h) Any member whose ballot is challenged may appeal on the day of the election to the Executive Board. The effect shall be considered with due dispatch as provided by the By-Laws.
- i) Elections will be conducted via USPS mail with ballots sent to members' home addresses and with return ballots sent either to a PO Box with the Elections Committee having sole access or to the Elections Committee in care of the Council of New Jersey State College Locals. However, voting electronically, via a website is allowed.

Section 5. Counting of Ballots and Election Results

- a) Any candidate listed on a ballot, or one representative designated by him/her, may observe in person the counting of the ballots upon notification to the Elections Committee not less than 48 hours in advance of the date of the in-person voting or of the deadline for return of mail ballots, as the case may be.
- b) Elections to office must be by a majority of votes cast. In case no candidate for a given office receives a majority on the first ballot, a run-off election shall be held as soon as possible between the two candidates receiving the largest number of votes, but in no case later than two weeks from the date of the counting of the ballots in the original election.
- c) Committees shall be chosen by a plurality.
- d) Results of elections shall be posted outside the AFT office immediately after counting of the votes, but no later than 48 hours after the balloting, weekends not included. All candidates for office shall be notified as speedily as possible of outcomes affecting them.
- e) Requests for recounts shall be directed to the Executive Board. A negative decision may be appealed to the next general membership meeting. Further appeals must be considered a disputed election and directed to the Public Review Board of the American Federation of Teachers.
- f) Disputed elections shall be decided in accordance with procedures established by the national office of the American Federation of Teachers.

Section 6. Vacancies

Vacancies occurring between elections shall normally be filled within thirty (30) days, summer vacancies shall normally be filled within thirty (30) days of the beginning of the fall term, by a special election under regular election procedures to fill out the rest of the unexpired term as per Sections 1 and 3. However, with the approval of the next membership meeting, the Executive Board may designate an acting officer to serve in the office vacated until the next regular scheduled election is held.

Article V: Officers and Duties

Section 1. Officers (members of the Executive Board) of this local shall be: President; Vice President 1; Vice President 2; Secretary; Treasurer; Delegates to the Council of NJ State College Locals; Delegates to the local Central Labor Council (CLC); Legislative (COPE) Representative; Negotiator; *Negotiator 2, Membership Chairperson; Conflict Resolution and Grievance Chairperson; *Conflict Resolution Liaison,

Lecturer Coordinator, Librarian Coordinator, Community Awareness Chair, Professional Staff Co–Chair I, Professional Staff Co–Chair II, *Professional Staff Liaison/Communications Liaison, Adjunct Coordinator, Professional Staff Peer Review Chair, and Past President.

***Denotes position appointed by President in consultation with Executive Committee**

Section 2. The duties of the President shall be as follows:

- a) To act as chairperson for all special and general membership meetings.
- b) To act as chairperson for sessions of the Executive Board.
- c) To be an ex–officio member of all standing and special committees.
- d) To be co–signer of any legally or financially binding documents of AFT 2373.
- e) To serve on any negotiating committee.
- f) To employ and dismiss with the approval of the Executive Board all clerical and professional staff of the AFT Office. The President is responsible for the direction, supervision, and performance of this staff. Any vacant position within the AFT 2373 office will be announced at general membership meetings and distributed via electronic means through email and the AFT website.
- g) To represent the viewpoint of AFT Local 2373 before legislative groups.
- h) To be responsible with the Budget Committee for preparation of the annual operating budget.
- i) To notify the membership of action on resolutions.
- j) To serve as a delegate to the Council of New Jersey State College Locals and to the local Labor Council.
- k) With the approval of the Executive Board, to appoint additional representatives to any bargaining team of the CNJSCL.
- l) To serve as a delegate to any state Council of Locals or national AFT Convention and to any state or national AFL–CIO convention to which we are entitled to send delegates.

Section 3. The duties of the Vice–President 1 shall be as follows:

- a) To serve in place of the President, when the latter is not available to chair meetings.
- b) To serve on any local negotiating committees, or to designate an AFT member if necessary.
- c) To be a member of the Executive Board and an ex–officio member of the Conflict Resolution and Grievance Committee.
- d) To function as co–signer in the absence of the President.
- e) To serve as a delegate to the Council of State College Locals.
- f) To represent the AFT in monthly meetings with Provost.
- g) To participate in meetings with elected officials, i.e. United States Senator.
- h) To testify, when needed, to New Jersey Senate or Assembly committees on higher education issues such as higher education funding and tenure.
- i) To respond to questions from members at the request of the President

Section 4. The duties of the Vice President 2 shall be as follows:

- a) To serve as a member of the Executive Board.
- b) To serve as the designated Parliamentarian at all Executive and General Membership meetings.
- c) To function as co–signer in the absence of the President.
- d) To serve as a delegate to the Council of State College Locals.

- e) To represent the AFT in monthly meetings with the Provost.
- f) To act as liaison between the Union and the University Board of Trustees.
- g) To assist and advise President and Vice President 1 in matters of University policy and Board of Trustees activities.
- h) To provide leadership for constitution and by-laws revisions. To make recommendations for changes as needed.

Section 5. The duties of the Treasurer shall be as follows:

- a) To be responsible for maintaining and safekeeping of all financial records of the local.
- b) To be a co-signer, with the President, on any financially binding document of the local.
- c) To submit a yearly financial report on or before March 1 of each year and to make available all financial records upon request to any member.
- d) To serve on the Executive Board.
- e) To serve as an ex-officio member of the Budget Committee, and forward recommendations by the Budget Committee to the Executive Board.
- f) To make financial reports to the Executive Board and General Membership on request and for each executive and general membership meeting.
- g) To present the year-end financial audit to the membership as soon as it is available at the next general membership meeting and have it posted on the AFT website.
- h) To receive and to cause to be deposited all monies of the Federation in a federally insured bank.
- i) To be bonded in the amount of \$1,000. Premiums will be paid out of the local treasury.
- j) To co-sign, with the President, all checks and financial disbursements.
- k) To pay all approved bills and to transmit dues to state and national Federations.

Section 6. The duties of the Secretary shall be as follows:

- a) To serve on the Executive Board.
- b) To take notes at and make minutes of each special and general meeting and of each Executive Board meeting.
- c) To be responsible for preparation of and distribution to the members the local minutes of all special and general meetings.
- d) To maintain an up-to-date file of all minutes of special and general meetings and of Executive Board meetings.
- e) To keep a separate file of all resolutions
- f) In case the Treasurer is unavailable, the Secretary shall be authorized to co-sign checks and disbursements.
- g) To arrange, in consultation with the President, for all meetings of the Executive Board and for all special and general meetings.
- h) To inform the Executive Board and the membership of the time, place, and agenda for all Executive Board, special and general meetings.
- i) To review with the President all incoming correspondence, and to assist the President in making appropriate disposition of such correspondence.
- j) To assist the President in preparing outgoing correspondence.
- k) To maintain accurate files of all correspondence.
- l) On behalf of the membership, to correspond with members on matters of personal concern.

Section 7. The duties of the COPE Chairperson shall be as follows:

- a) To keep informed on all legislation affecting the Union.
- b) To coordinate the operations of the Union toward the passage of favorable legislation.
- c) To cause to be introduced legislation authorized by the membership meetings.
- d) To represent the viewpoint of the Union before legislative bodies.
- e) To serve on the Executive Board
- f) To hold regular meetings of the GSFCT COPE.
- g) To serve as a delegate to the Camden Central Labor Union.
- h) To serve as liaison with CLU-COPE.

Section 8. The duties of the Delegates to the local Central Labor Council shall be as follows:

- a) To represent the AFT Local 2373 at meetings of the local Central Labor Council and to serve as a liaison with it.
- b) To serve on the Executive Board.

Section 9. The duties of the Delegates to the Council of New Jersey State College Locals (CNJSCL) shall be as follows:

- a) To serve as the delegate of the Local to the state council representing the nine state colleges in the bargaining unit fixed by the Public Employees Relations Commission.
- b) To serve on the Executive Board.

Section 10. The duties of the Negotiator shall be as follows:

- a) To conduct all local negotiations and to serve as Chairperson of the local Bargaining Committee.
- b) To maintain an archive of all past and currently active agreements both at the local and state levels.
- c) To work collaboratively with all constituent groups (faculty, librarians, professional staff, teaching faculty, adjuncts, etc.) to update existing agreements and propose new agreements, as needed.
- d) To work collaboratively with the faculty senate committees to update and propose new agreements as needed.
- e) To ensure that the Academic Affairs Local Agreement website is updated as necessary.
- f) To serve as a delegate to any bargaining team of the CNJSCL.
- g) To serve as a delegate to the CNJSCL.
- h) To serve as an alternate delegate to the AFTNJ.
- i) To serve on the Executive Board.
- j) To report to the Executive Board and membership meetings.

Section 11. The duties of the Negotiator 2 shall be as follows:

- a) To assist Negotiator in all local and statewide negotiations including preparation of relevant documents.
- b) To perform tasks as designated by the Negotiator.
- c) To serve on the Executive Board
- d) To assume any other duties of Negotiator in their absence.

Section 12. The duties of the Membership Chairperson shall be as follows:

- a) To coordinate the activities of department representatives for the recruitment of new members and to keep all members of the bargaining unit informed.
- b) To serve on the Executive Board.
- c) To report to the Executive Board and membership meetings.

Section 13. The duties of the Conflict Resolution and Grievance Chairperson shall be as follows:

- a) To serve on Executive Board.
- b) To assist members with all employment related questions and concerns, with the advice and counsel of the President, Vice President 1, Vice President 2, and Negotiator.
- c) To serve as the point person relative to disputes and if necessary, grievances.
- d) To serve as chairperson of the Conflict Resolution and Grievance Committee.
- e) To provide advice and counsel regarding potential violations of the State–Union Agreement, Local Agreements and Procedures that have occurred, with the advice and counsel of the President, Vice President 1, Vice President 2, and Negotiator.
- f) To provide advice regarding possible contractual violations, with the advice and counsel of the President, Vice President 1, Vice President 2, and Negotiator.
- g) To update the Grievance Handbook as necessary, and ensure an up-to-date version of the handbook is posted on the AFT local website in a secure location.
- h) To respond to member inquiries, with the advice and counsel of the President, Vice President 1, Vice President 2, and Negotiator.
- i) To serve as a delegate to the CNJSCL.
- j) To maintain personal contact with Rowan University administration.
- k) To maintain records of conflicts, disputes, and grievances in the Local office.
- l) To serve as chairperson of the Conflict Resolution and Grievance Committee (Professional Staff Co–Chair 1, Co–Assistant Grievance Chair 1, Co–Assistant Grievance Chair 2, Adjunct Coordinator and Lecturer Coordinator).
- m) To recommend two Assistant Conflict Resolution and Grievance (ACRG) members, with the advice and consent of the Executive Board. ACRG 1 shall deal with faculty and librarian issues, while ACRG II shall cover any issues from any constituency.
- n) To report to the Executive Board and membership meetings.

Section 14. The duties of the Conflict Resolution Liaison shall be as follows:

- a) To address internal conflicts between and among AFT members.
- b) To maintain records of conflicts and disputes in the Local office.
- c) To serve on the Executive Board.
- d) To report to the Executive Board and membership meetings.

Section 15. The duties of the Professional Staff Co–Chair I shall be as follows:

- a) To serve on Executive Board.
- b) Act as chairperson for all Professional Staff (PS) special and general membership meetings
- c) Act as chairperson for meetings of the Professional Staff Advisory Committee (PSAC)

- d) Serve as a member of the Executive Committee, including submitting reports, attending meetings, and representing PS concerns
- e) Serve on any local bargaining or negotiating committee
- f) Submit the PS budget recommendations to the Budget Committee, and request and monitor all PS-related expenses
- g) Notify the membership of action on resolutions pertaining to PS
- h) Serve as a delegate to the Council of New Jersey State College Locals
- i) Answer or direct questions and concerns from the membership
- j) Maintain a database of PS personnel for purposes of tracking hire dates, recontracting, promotions, change in employment status, and other information pertinent to PS personnel.
- k) To serve on the Conflict Resolution and Grievance Committee and be the point of contact for addressing concerns of professional staff members.

Section 16. The duties of the Professional Staff Co-Chair II shall be as follows:

- a) Serve in place of the Co-Chair I, when the latter is not available to chair meetings
- b) Collaborate with the Co-Chair I to further all issues and matters related to the PS
- c) Serve as a member of the Executive Committee, including attending meetings and representing PS concerns
- d) Coordinate the Orientation Program for newly hired PS
- e) Serve on any local Bargaining or negotiating committee
- f) Serve as a member of the Conflict Resolution and Grievance Committee.
- g) Answer or direct questions and concerns from the membership

Section 17. The duties of the Professional Staff Peer Review Chair shall be as follows:

- a) Review draft job postings and provide comment
- b) Make initial contact with hiring manager regarding the promotional committee and search process
- c) Educate hiring manager, committee members, and applicants regarding the search process outlined in the Professional Staff Promotion Procedures Agreement
- d) Track status of searches, follow-up to ensure search is conducted in a timely manner
- e) Collect internal applications
- f) Consult with hiring manager to determine the kind of knowledge and expertise required/desired for the position and solicit suggestions for committee members
- g) Work with the hiring manager to form the search committee, includes recruiting committee members and confirming union status as needed
- h) Resolve conflict regarding misinterpretation or misunderstanding of the promotional agreement and bring irregularities (i.e. blatant and/or habitual disregard of the agreement) to the attention of the union leadership as needed
- i) Recruit non-voting AFT members and coach AFT members regarding their roles
- j) Attend first meeting for each promotional committee and conduct the "charge"
- k) Maintain records of search activity including final results of the search
- l) Prepare reports detailing search activity twice per academic year.

Section 18. The duties of the Professional Staff Liaison/Communication Liaison shall be as follows:

- a) To facilitate communication among professional staff members.

- b) To answer or direct questions and concerns from professional staff.
- c) To serve on the Executive Board.
- d) To report to the Executive Board and membership meetings.

Section 19: The duties of the Community Awareness Chairperson shall be as follows:

- a) Provide AFT Local Exec reports on a regular basis or as needed relating to activities of the committee
- b) Recruit AFT Members to serve on Committee
 - 1. Coordinate efforts of Committee
 - 2. Recruit individuals; AFT Members and Rowan University employees to serve as site coordinators for donation campaigns
 - 3. Provide instructions for site coordinators and electronic signs for donation boxes
- c) Recruit Members and when appropriate other entities from the Rowan University Community to participate in outreach and philanthropic opportunities
- d) Hold meetings to devise tentative schedule for academic year; virtual and in person
 - 1. Consider all suggestions by AFT membership for outreach activities
 - 2. Explore possible involvement in regional in-state outreach activities
 - 3. Procure items necessary to conduct outreach (i.e. making arrangements for university tents)
 - 4. Ensure volunteers are aware of their responsibilities for outreach
- e) Devise and maintain the Committee's budget
 - 1. Responsible for submitting receipts for expenses to local
 - 2. Responsible for submitting yearly receipts to The Council of NJ State College Locals for reimbursements
- f) Research and order promotional items for Committee's activities
 - 1. e.g. Backpacks for project backpack, tote bags/bottles for Glassboro Unity Day
- g) Devise and disseminate information to the membership and the university community at large; i.e. all user emails of the outreach activities
- h) Coordinate with charitable or local entities activities of the Committee on the behalf of the AFT

Section 20. The duties of the Adjunct Coordinator shall be as follows:

- a) To serve on Executive Board.
- b) To serve on all local negotiating committees, representing adjunct issues.
- c) To serve as adjunct delegate to the CNJSCL.
- d) To serve as delegate to any adjunct bargaining team of the CNJSCL.
- e) To serve on local bargaining committees, representing adjunct issues.
- f) To assist the Conflict Resolution and Grievance Chair with adjunct faculty complaints and concerns.
- g) To attend local and statewide meetings, campaigns, and events concerning adjunct issues and to report on such matters to the adjunct membership.
- h) To represent adjunct faculty issues before various legislative groups.
- i) To coordinate with adjunct membership recruitment.
- j) To collect information as necessary to identify adjunct issues and concerns.
- k) To convene meetings of the adjuncts as necessary.
- l) To analyze adjunct utilization reports (i.e. A-459 legislation mandate) and make recommendations to the local.

- l) To serve as a member of the Conflict Resolution and Grievance Committee.

Section 21. The duties of the Lecturer Coordinator shall be as follows:

- a) To serve on Executive Board.
- b) To serve on all local negotiating committees, representing lecturer issues.
- c) To serve as lecturer delegate to the CNJSCL.
- d) To serve as delegate to any lecturer bargaining team of the CNJSCL.
- e) To serve on local bargaining committees, representing lecturer issues.
- f) To assist the Conflict Resolution and Grievance Chair with lecturer faculty complaints and concerns.
- g) To attend local and statewide meetings, campaigns, and events concerning lecturer issues and to report on such matters to the lecturer membership.
- h) To represent lecturer faculty issues before various legislative groups.
- i) To coordinate with lecturer membership recruitment.
- j) To collect information as necessary to identify lecturer issues and concerns.
- k) To convene meetings of the lecturers as necessary.
- l) To serve as a member of the Conflict Resolution and Grievance Committee.

Section 22. The duties of the Librarian Coordinator shall be as follows:

- a) To serve on Executive Board.
- b) To serve on all local negotiating committees, representing librarian issues.
- c) To serve as delegate to the CNJSCL.
- d) To serve as delegate to the CNJSCL library committee.
- e) To assist the Conflict Resolution and Grievance Chair with librarian faculty complaints and concerns.
- f) To attend local and statewide meetings, campaigns, and events concerning librarian issues and to report on such matters to the librarian membership.
- g) To coordinate with librarian membership recruitment.
- h) To collect information as necessary to identify librarian issues and concerns.
- i) To convene meetings of the librarians as necessary.

Section 23. The duties of the Executive Board shall be as follows:

- a) To administer the affairs of the organization subject to the decisions of a membership meeting which is in turn subject to the decision of a membership referendum.
- b) To specify whether each applicant meets membership requirements as named in the Constitution.

Section 24. The Executive Board

- a) The term of office for members of the Executive Board shall be two years.
- b) An Executive Board quorum shall consist of more than 50%.
- c) The President shall prepare a written or electronic agenda for each meeting of the Executive Board, subject to the approval of the Executive Board members. It shall be presented to them at least one week in advance, shall be posted on the AFT 2373 website, and shall be made available electronically to any member upon request. Any member of the Executive Board may add an item to the agenda by notifying the President at least two weeks in advance of the scheduled meeting.

- d) The President may call a meeting of the Executive Board or one-third (1/3) of the membership of the Board may require that the President call a meeting of the Board.
- e) The frequency of meetings of the Executive Board shall be stated in the By-Laws, but no less than twice a semester.
- f) Meetings of the Executive Board shall be open as per the By-Laws to all members in good standing. They shall be open to constituents and others upon majority vote of the Board. Executive sessions are forbidden.
- g) Meetings of the Executive Board may take place live or may be held virtually via an online platform.
- h) Any member of the Executive Board who fails to attend meetings for two consecutive meetings, per consecutive months, unless excused by a majority of the Executive Board, shall be considered to have resigned from the Executive Committee and from his/her office.
- i) In the event an executive committee member is unable to fulfill their role and duties--due to either resignation or removal from that position--they will be required to return their stipend on a pro-rated basis as determined by the treasurer (or the president if the treasurer is unavailable or affected by this provision).
- j) Executive Board meetings will be closed to non-Executive Board members, unless approved by the Executive Board at the start of the meeting.

Section 25. Expenses incurred in AFT Local 2373 business will be reimbursed if approved by the Executive Board.

Section 26. No member shall run as a candidate for more than one elected office. Committee assignments are excluded from this prohibition.

Section 27. AFT New Jersey State Federation Delegates

- a) AFT New Jersey State Federation Delegates shall be in the following order:
 1. The local's President by virtue of office.
 2. Any elected local Council delegate who has been elected to a Council office.
 3. Any remaining elected local Council delegates in rank order based on the number of votes they received in the election.
- b) Alternate delegates to the Council of New Jersey State College Locals and the New Jersey State Federation shall be elected members of the Local's executive committee by virtue of office.

Article VI: Membership Meetings

Section 1.

- a) There shall be one general membership meeting in September, one in February, and a minimum of four at other times as called by the President.
- b) Membership meetings may take place live or may be held virtually via an online platform.
- c) A special general membership meeting may be called by the President, by a majority of the Executive Committee, or at the request of 10% of the membership.
- d) A week's notice of all general meetings must be given to the members, along with the reason for calling them and a detailed agenda complete with all attachments and documents pertaining to the agenda.

- e) Not less than 10% of the membership shall constitute a quorum at all general membership meetings.
- f) Only members in good standing (dues-paying members or members who recently signed a membership card) will be allowed to attend general membership meetings unless invited by the President as a guest.

Section 2.

- a) Only members in good standing shall have the right to vote on any question presented at these meetings.
- b) The President shall arrange the order of business.
- c) The members present at the meeting may change the order of the agenda by a motion to suspend the rules with a two-thirds vote for each item to be taken up out of its proper order.
- d) A membership meeting shall have the power to discuss and to decide matters brought before it and to make binding recommendations to the Executive Board.
- e) At the end of the Agenda, new business may be brought to the attention of the membership.

Article VII: Department Representatives

Section 1. Department Representatives shall be chosen by a method specified in the By-Laws.

Section 2. The term of office of a Department Representative shall be two years and he/she shall take office on June 1. The term shall run concurrent with terms of elected positions.

Section 3. The duties of a Department Representative shall be as follows:

- a) To act as liaison officer between the Executive Board and members of his/her department.
- b) To distribute literature and to give information relating to union activities.
- c) To assist in recruiting new AFT members.
- d) To be available to assist the Conflict Resolution and Grievance Committee with conflicts, disputes, and grievances, and their preparation and processing.
- e) To assist with the preparation and processing of conflicts, disputes, and grievances initiated by members of his/her department.
- f) To provide the names and contact information of faculty, professional staff, librarians, and coaches in their departments and offices to the AFT.
- g) To convene from time to time meetings of AFT members in the department to discuss issues of common concern.

Article VIII: Public Review Board

Appeals from a decision of the Executive Board or a membership meeting of this organization may be taken to the Public Review Board established by the American Federation of Teachers.

Article IX: Committees

Section 1. Such committees as are specified in the By-Laws shall be established; the By-Laws shall also specify the size of each committee.

Section 2. The term of office of each committee member shall be one year.

Section 3. The President shall call for volunteers for committee service on or before March 1. If a larger number of volunteers than the number specified in the By-Laws present themselves, an election shall be held at a membership meeting on or around March 15 by secret ballot, conducted by the Election Committee.

Section 4. If insufficient people volunteer, the Executive Board may appoint the remainder.

Section 5. The chairperson shall be elected by a majority vote of the committee members except when elected by the membership of the Union.

Section 6. At least two members of the Negotiating Committee and the Conflict Resolution and Grievance Committee shall be replaced each year if possible.

Section 7. Only members of the AFT Local 2373 may serve on committees.

Article X: Recall

Recall petitions for any officer, chairperson, committee member, or department representative must be signed by 25% of the membership. Upon submission of said petition, the Executive Board shall submit it to a referendum. A 2/3 majority of those voting shall be required to recall such a person.

Article XI: Referenda

Provisions for referenda shall be set down in the By-Laws, except that provisions specifically mentioned in this Constitution may not be altered.

Article XII: Affiliations

Delegates to conventions of affiliated organizations shall follow the notice of nomination and election rules that conform to Title IV of the Labor-Management Reporting and Disclosure Act (Landrum-Griffin), under the direction of the Elections Committee in accordance with the Taft-Hartley Law.

Article XIII: Dues and Assessments

Section 1. The amount of dues shall be specified in the By-Laws.

Section 2. In cases of emergency, a membership meeting may vote by a 2/3 majority an assessment not exceeding an amount to be specified in the By-Laws. This money must go into a separate special account and may be used only for the purpose for which it was voted. Any funds left over after the emergency has been met shall be returned on a pro-rata basis to the members who contributed.

Section 3. Anyone who wishes to contribute to the Union treasury may do so, and the President is authorized to solicit contributions in case of need.

Article XIV: Amendments

Section 1. Amendments to this Constitution may be proposed either by a majority of the Executive Board or by a petition signed by 10% of the members.

Section 2. As per Robert's Rules of Order (68), Constitutional amendments shall be presented to the general membership at a regularly scheduled meeting ("prior notice"), then adopted by two-thirds vote of

the body at a subsequent general membership meeting (second reading). The complete text of each proposed constitutional amendment shall be circulated among the members of the local (either electronically or via print copy) at least two weeks prior to the meeting at which the proposed amendment is to be presented.

Article XV: By-Laws

By-Laws to implement this Constitution shall be enacted by a two-thirds (2/3) majority of the membership meeting. Proposed changes in or additions to the By-Laws must be placed on the agenda of the meeting and the members must be notified one week in advance.

Article XVI: Definitions and Interpretations

Section 1. The vote necessary to adopt policies or enact measures shall be by majority of those voting except where a different requirement is clearly indicated.

Section 2. All disputes in connection with the meaning, construction, or interpretation of any part of this Constitution shall be decided by the Executive Board, subject to a vote of a membership meeting or a referendum.

Section 3. Roberts' Rules of Order shall govern the conduct of all meetings of all bodies, except where otherwise provided in the Constitution or in the By-Laws.

Article XVII: Supremacy of the Constitution

Section 1. This Constitution and every part thereof shall take precedence over any by-law, motion, resolution, or any other act or measure adopted by any body or agency of the AFT Local 2373.

Section 2. No part of this Constitution may be eliminated, suspended, revised, or limited in force and effect by any by-laws, motion, resolution, or any other act or measure, except by an amendment of this Constitution duly adopted.

Article XVIII: Availability of the Constitution

Section 1. An electronic copy of this Constitution and all future amendments shall be submitted to the Secretary-Treasurer of the National Office of the American Federation of Teachers as well as any changes to the Constitution. The provisions in the AFT 2373 Constitution shall not be in conflict with the AFT National Constitution. An electronic copy will also be filed with the Council for New Jersey State College Locals (CNJSCL) office.

Section 2. Electronic copies shall be made available to other affiliated organizations upon request.

Section 3. Electronic copies shall be available for any member of AFT 2373 upon request to the Secretary or member of the Executive Board.

Section 4. AFT 2373 will file three copies of the Constitution and By-Laws with the AFT National secretary-treasurer and forward any changes in its constitution to the same office. The provisions in this constitution must not be in conflict with the AFT National constitution.

Article XIX: Ratification

Each article of this Constitution, when ratified by a two-thirds (2/3) majority of a General membership meeting, shall take effect immediately.

Article XX: Attendance at AFT Conventions

Section 1. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Convention of the AFT to the National Office as soon as possible but not later than fifteen (15) days before the convening of the National Convention, or by the deadline set by the AFT National Office if earlier.

Section 2. AFT Convention Delegates shall be in the following order by virtue of office: President, Vice President 1, Vice President 2, Negotiator, Conflict Resolution and Grievance Chair, Professional Staff Co-Chair 1, COPE Chair, Membership Chair, and Community Awareness Chair. Remaining vacancies will be filled by the elected local CNJSCL delegates in rank order based on number of votes received. Alternate delegates shall be elected members of the Local's Executive Board by virtue of office.

BY-LAWS

Article I: Definitions

Section 1. The word "Member" as used in the Constitution and By-Laws shall mean a member in good standing. A member is in good standing by virtue of paying union dues or recently submitting a membership card.

Section 2. "Complaint" shall refer to an oral, written, or electronic communication, which may be handled informally by the President or other officer designated by him/her through conversations with college authorities.

Section 3. "Grievance" shall refer to a formal, written, or electronic communication with substantiating documentation. It shall be submitted to the Conflict Resolution and Grievance Committee. Grievances shall be handled in accordance with the procedures negotiated with the employing authority.

Article II: Complaints and Grievances

Section 1. Because a collective bargaining contract is valueless unless rigidly enforced, the President, the Executive Board, and the Conflict Resolution and Grievance Committee (Professional Staff Co-Chair 1, Co-Assistant Grievance Chair 1, Adjunct Coordinator and Lecturer Coordinator) are hereby empowered and directed to process vigorously all complaints and grievances received from members and give them all the assistance to which they are entitled by virtue of membership dues and/or constituency.

Section 2. The President may handle oral complaints by telephone at his/her discretion. If time is not of the essence, he/she may request that the complaints be written and submitted as a grievance to go through regular channels.

Section 3. The complainant or grievant who feels that due speed or attention has not been exercised may appeal to the membership at a regular or special meeting.

Article III: Committees

Section 1. The following committees shall be standing committees and shall each have a minimum of three (3) members: Bargaining; COPE/Legislative Action; Department Chairs; Educational Issues; Elections; Good and Welfare; Conflict Resolution and Grievance; Human Rights; Membership; Part-time Staff; Professional Staff; Publicity; Resolutions; Scholarship.

Section 2. Committees shall have the right to establish their own quorums and procedures, subject to review and recommendations by a General membership meeting or a referendum. Recommendations shall be binding only if passed by a two-thirds (2/3) majority.

Section 3. Ad Hoc Committees may be appointed from time to time by the President.

Section 4. Committee chairpersons shall attend meetings of the Executive Board when items appear on the agenda pertinent to their committees.

Section 5. Space for at least one first year member of the bargaining unit shall be reserved for each committee.

Section 6. If possible, each Committee shall be comprised of a cross-section of AFT members to reflect the various constituents of Rowan University, such as full-time faculty, part-time faculty, adjunct faculty, lecturers, professional staff, librarians, Cooper Medical School of Rowan University, and Rowan University at Camden.

Article IV: Professional Staff, Lecturers, Adjunct Faculty and Adjunct Librarian Representation and Alternates to CNJSCL

Section 1. One delegate to Council of NJ State College Locals shall be elected from among members who are professional staff.

Section 2. One delegate to Council of NJ State College Locals shall be elected from among members who are part-time faculty or part-time professional staff and shall serve on the Executive Board.

Section 3. One delegate to Council of NJ State College Locals shall be elected from among members who are adjunct faculty or adjunct librarians and shall serve on the Executive Board.

Section 4. Five alternates to the representatives to the CNJSCL shall be elected by regular election procedures and shall serve on the Executive Board.

Article V: Department Representatives

Section 1. Department representatives shall be elected by majority vote of the Union members of a department. If requested by a majority of the Union members of the department, a member of the Elections Committee shall supervise the election.

Section 2. Department representatives shall function as a Committee of the Union, chaired by the Membership Chairperson. Additionally, the Committee of Department Representatives shall elect three representatives to serve on the Executive Board.

Article VI: Expulsion or Suspension of Members

Section 1. A member may be expelled for crossing a picket line of the AFT local 2373 for the purpose of strike-breaking, or of aiding and abetting strike-breaking tactics. A member who has a legitimate reason for going on campus during a strike should evidence his or her good faith by requesting a pass from the captain of pickets or the chairperson of the strike committee. Expulsion shall take place only upon affirmative vote of two-thirds (2/3) of a membership meeting.

Section 2. The following constitutes grounds for suspension from membership: dues in arrears for more than 60 days after the due date. The Executive Board may take this action upon notification by the Treasurer of such dues delinquency.

Article VII: Executive Board Meetings

The Executive Board shall meet at least twice a semester from September through May and at least once during the period of June to August.

Article VIII: Conduct of Referenda

Section 1. The Elections Committee shall have the option of using either mail balloting, in-person voting or online voting for all referenda, provided that secrecy of balloting is maintained and that eligibility of each voter is rigidly observed.

Section 2. Ballots or sample ballots for all referenda shall be distributed at least one week prior to the date of the balloting or to the deadline for return by mail, as the case may be.

Section 3. Voting in all referenda must be by secret ballot.

Section 4. The Elections Committee is charged with the responsibility for the security of ballots and for initial determination of the eligibility of each voter. Appeals from their decisions regarding ineligibility may be made to the Executive Board in accordance with provisions in the Constitution and in the By-Laws.

Section 5. Ballots for in-person voting may be distributed by mail in advance of the referendum or at the polling place at the time of the balloting, as determined by the Elections Committee.

Section 6. Results of referenda shall be posted outside the AFT office immediately after counting of the votes, but no later than 48 hours after the balloting, weekends not included.

Section 7. All ballots shall be kept for one year and then destroyed.

Section 8. Referenda may be initiated by a majority vote of the Executive Board, by a petition containing the signatures of 10% of the membership, or by a majority vote at a membership meeting.

Section 9. Referenda made in pursuance of the Constitution and By-Laws shall take precedence over decisions of the Executive Board and of membership meetings.

Section 10. Requests for recounts shall be directed to the Executive Board. A negative decision may be appealed to the next membership meeting. Further appeals must be considered a disputed election and directed to the Public Review Board of the American Federation of Teachers.

Article IX: Dues and Assessments

Section 1. The dues of this organization shall be equal to 1% of salary for full-time and part-time faculty, professional staff, librarians, and coaches; and 0.8% of salary for adjunct faculty.

Section 2. AFT per capita must be paid by the 15th of each month for the preceding month to remain in good standing with AFT. Failure to pay per capita for a three-month period places the local in bad standing. Per capita must be paid through the two (2) months immediately preceding the convention date (Article XX) to participate in the AFT convention. Per capita payments are subject to audit by the AFT secretary-treasurer's Office.

Article X: Resolutions

A resolution shall remain in effect regardless of a change in the administration of the Union until revoked by a majority of those attending a regular membership meeting.

Article XI: Election of Officers

Section 1. Elections to office must be by a majority of votes cast. In case no candidate for a given office receives a majority on the first ballot, a run-off election shall be held as soon as possible between the two candidates receiving the largest number of votes, but in no case later than two weeks from the date of the counting of the ballots in the original election.

Section 2. Committees shall be chosen by a plurality.

Article XII: Financial Audit

Section 1. The Executive Board shall conduct a yearly audit and the Treasurer will present the financial report to the membership at the last regularly scheduled general membership meeting on Main Campus (or online) in the spring, or the first regularly scheduled general membership meeting on Main campus (or online) in the fall if the report cannot be finalized at that time.

Section 2. Books shall be open to the membership.

Section 3. An official audit shall be held once every three years duly by a Certified Public Accountant.

Section 4. If deemed necessary and duly voted upon by one-half of the membership at a regular meeting, an official audit by an impartial party can be called for.

Article XIII: Agency Shop Fees

Section 1. Agency Fees

All affiliates that receive agency or fair share fees from non-members for representing such members under an agency shop agreement shall adopt procedures for such employees to receive annual notice of the fees charged, the basis for the calculation of the fees and the opportunity to contest the fee levels. These procedures should comply with the requirements of federal and state law.

Section 2. Political Objections by Dissenters

Any person making dues payments or service fee payments to the union in lieu of dues under agency shop provision 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.

Article XIV: Compensation for Executive Board Members

Section 1. Any changes to the compensation of Executive Board Members should be made with approval of the Executive Board, presented to the general membership at the next regularly scheduled meeting, and ratified by majority vote at a subsequent meeting before taking effect. Any increases in compensation will be effective in the first semester following approval by the general membership. Any decreases in compensation will be effective in the first semester of the next elected term following approval by the general membership. In the event an executive committee member is unable to fulfill their role and duties--due to either resignation or removal from that position--they will be required to return their stipend on a pro-rated basis as determined by the treasurer (or the president if the treasurer is unavailable or affected by this provision).

Position	Compensation per year
President	9 s.h. (AFT), 9 s.h. (Rowan)
Vice President 1	6 s.h.
Vice President 2	4 s.h.
Secretary	3 s.h.
Treasurer	6 s.h.
Adjunct Coordinator	4 s.h.
Lecturer Coordinator	4 s.h.
Librarian Coordinator	3 s.h.
Negotiator	3 s.h. (AFT), 9 s.h. (Rowan)
Negotiator 2	6 s.h.
Membership Chairperson	4 s.h.
Conflict Resolution and Grievance Chairperson	12 s.h.
Assistant Conflict Resolution and Grievance I	4 s.h.
Assistant Conflict Resolution and Grievance II	4 s.h.
Conflict Resolution Liaison	4 s.h.
Webmaster	3 s.h.
Professional Staff Co-Chair I	4 s.h.
Professional Staff Co-Chair II	2 s.h.
Professional Staff Liaison/Communications Liaison	4 s.h.
Past President	9 s.h.
Community Awareness Chair	2 s.h.
No compensation (as of Summer 2014)	
Delegates to the Council of NJ State College Locals	0 s.h.
Delegates to the local Central Labor Council (CLC)	0 s.h.
Elections Chairperson	0 s.h.
Health and Safety Chairperson	0 s.h.
Legislative (COPE) Representative	0 s.h.
Peer Review Chair	0 s.h.
PSAUDRC	0 s.h.

The credit hour amount shall be determined by the Associate/Full Overload rate for the academic year in which service is provided. Total compensation can be redistributed to include members of committees overseen by Executive Board Members if workload warrants, pending approval by the President and Treasurer.

Article XV: Compensation for Attending Off-Campus Meetings

Section 1. Definition and Compensation

Any active member who attends a meeting in an official AFT capacity, either by virtue of office or as a member of a committee or delegation, will receive a \$100 meeting stipend for attendance and reimbursement for reasonable and allowable travel costs. All travel must be authorized by the President with the counsel and advice of the Treasurer. Any compensation changes will be effective in the first semester following approval by the general membership.

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