

Article I - NAME

This organization shall be known as the Bergen Community College chapter of the United Adjunct Faculty of New Jersey, Local 2222, New Jersey State Federation of Teachers, American Federation of Teachers, AFL-CIO.

Article II - OBJECTIVES

Section 1. To bring unit members at Bergen Community College into a relationship of mutual assistance and cooperation;

Section 2. To raise the standards of the education profession by securing conditions essential to the best professional service;

Section 3. To eliminate discrimination in all forms;

Section 4. To promote a close relationship and mutual cooperation with the labor community;

Section 5. To promote and secure a safe and healthy work place for all union membership;

Section 6. To increase adjunct salary to where it is a respectable, livable wage commensurate to the adjunct's educational level, and to provide a salary scale that reflects years of service;

Section 7. To provide health benefits at a cost that is a reasonable percentage of adjunct salary;

Section 8. To provide adjuncts with a reasonable number of paid sick days.

Article III - MEMBERSHIP

Section 1. Full Membership: All currently employed adjunct faculty members of Bergen Community College are eligible to join this chapter of UAFNJ.

Section 2. Full Membership is retained by individuals who are not currently employed at the College, for a maximum of one (fall or spring, exclusive of summer) semester following employment termination.

Section 3. At-Large Membership: Individuals are eligible for at-large membership when their full membership status has ended due to separation from employment by the College as an adjunct for more than two semesters. At-large members may not vote or hold office. Individuals who have relinquished their adjunct status for four semesters or less will be automatically reinstated as Full Members upon resumption of adjunct status.

Section 4. Membership officially begins when union dues are received by the UAFNJ office.

Section 5. An individual must be a full member of the Chapter for at least two (2) continuous semesters prior to the date of the election to be a nominee, elected candidate, or an office holder in United Adjunct Faculty of New Jersey.

Article IV – ELECTION OF OFFICERS

Section 1. The Executive board shall be comprised of five (5) officers: Chapter Chairperson, Chapter Vice-Chairperson, Secretary, Treasurer and Membership Officer. Additional officers may be added as needed by amendment of these by-laws, in accordance with the procedures described in article XII.

Section 2. To be eligible for office, an individual must be an adjunct faculty member for two consecutive semesters prior to the date of the election.

Section 3. The Executive Board shall appoint three (3) members of the Election Committee to conduct all general and special elections of the Chapter.

Section 4. Elections shall occur every three (3) years between the first of April and the first of May.

Section 5. The Election Committee shall solicit nominations from members of the chapter, by e-mail, no later than twenty (20) days prior to the election.

Section 6. A prospective nominee must submit an application for nomination, including a brief biography and a statement of willingness to serve, stating his/her name and the position sought, by e-mail, to the Election Committee, no later than ten (10) days before election.

Section 7. Ballots shall be prepared and distributed by the Election Committee via mail by the opening date of the election, unless a secure electronic means is available.

Section 8. The closing date of an election shall be indicated on the ballot. Ballots are not included in the vote count if they are received after the closing date. Only full-members (Article III, Section 1) shall have voting rights.

Section 9. The candidate that receives a majority of votes in an election shall be the winner. An election that results in a plurality is followed by a run-off election between the two candidates who obtained the most votes in the primary election.

Section 10. The Elections Committee shall direct the Chapter Secretary to cast a deciding vote in favor of an officer who goes unchallenged due to an absence of new nominees.

Section 11. Successful candidates shall assume office on the first (1st) of June.

Section 12. The Executive Board shall be responsible for filling a seat on the Board that suddenly becomes vacant, and shall elect a new candidate by majority vote. The newly seated individual shall complete the time that remains in the term of office.

Article V – DUTIES OF OFFICERS

Section 1. General responsibilities of officers include:

- a. Coordinating the activities of the chapter's committees;
- b. Reporting the transactions, activities and accomplishments of the chapter to the Executive Committee, the Delegate Assembly, and the General Membership
- c. Representing the chapter at meetings of affiliates
- d. Serving on the Executive Board and, as required, on the Negotiations Committee

Section 2. Responsibilities of the Chapter Chairperson include:

- a. Presiding at all meetings of the membership and Executive Board;
- b. Acting as ex-officio member of all committees except the election committee;
- c. Appointing the chairs of all standing and special committees in consultation with the Executive Board;
- d. Administering the Chapter on a continual basis;
- e. Supervising employees of the Chapter;
- f. Signing contracts, co-signing financial documents and directing the disbursements of funds;
- g. Representing the Chapter before the Public, Community organizations and the news media;
- h. Acting as ex-officio member of the Executive Board of the United Adjunct Faculty of New Jersey Local 2222;
- i. Appointing delegates to the State Federation with the approval of the Executive Board;

- j. Presenting an annual report to the general membership.

Section 3. Responsibilities of the Chapter Vice-Chairperson include:

- a. Assuming the duties of the Chairperson in his/her absence;
- b. Co-signing financial documents/instruments;
- c. Performing duties delegated/assigned by the Chairperson or Executive Board.

Section 4. Responsibilities of the Treasurer include:

- a. Collecting, recording and depositing dues money and other income;
- b. Co-signing financial instruments and disbursing the funds as necessary;
- c. Drafting an annual budget to be presented and approved by the Executive Board and/or general membership;
- d. Reporting on expenditures in relation to the budget at each Executive Board meeting;
- e. Reporting on expenditures in relation to the budget at each meeting of the general membership;
- f. Overseeing accurate membership records in collaboration with the Membership Officer and the United Adjunct Faculty of New Jersey;
- g. Maintaining and managing all financial records and documents of the Chapter;
- h. Arranging for independent auditing of Chapter finances as required by the IRS, the United Adjunct Faculty of New Jersey, and/or AFT;
- i. Reporting financial audits to the Executive Board;
- j. Transmitting dues and per-capita payments to AFT agencies as per Chapter obligations;
- k. Performing the duties of the office as required by the Labor Management Reporting and Disclosure Act;
- l. Assuming the responsibilities and assignments delegated by the Chairperson or the Executive Board.

Section 5. Responsibilities of the Secretary include:

- a. Maintaining the non-financial records of the Chapter;
- b. Recording the minutes of meetings of the Executive Board and the general membership;
- c. Assisting the Chairperson with the correspondence of the Chapter;
- d. Performing the duties of the office as required by the Labor Management Reporting and Disclosure Act;
- f. Assuming the responsibilities and assignments delegated by the Chairperson or the Executive Board.

Section 7. Responsibilities of the Membership Officer include:

- a. Serving as chair of the Membership Committee;
- b. Managing the record of membership in collaboration with the Treasurer;
- c. Preparing and coordinating programs designed to benefit the membership;
- d. Performing any duties as delegated by the Chapter Chairperson or the Executive Board.

Article VI: EXECUTIVE BOARD

Section 1. The Executive Board shall meet on a monthly basis, or at the request of the President, or the request of two or more of its members for the purpose of initiating, overseeing, or revising the programs of the Chapter and to conduct other business within its authority.

Section 2. Board members must receive notice of a meeting within forty-eight (48) hours of the meeting time and place.

Section 3. A quorum shall consist of, at least, three (3) members of the Executive Board. The minimum for a vote to be held shall be three members. Executive Board members shall have the right to vote by e-mail or video conferencing if not physically present at the meeting.

Section 4. Unless excused for such absence, by the Executive Board, an Executive Board member shall be removed from the Executive Board if he/she fails to attend 50% of the Executive Board meetings in a year.

Section 5. The Executive Board shall prepare and present to the membership an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.

Section 6. Consistent with the approved budget, the Executive Board shall be empowered to make contracts and incur liabilities, including the purchase of services and equipment and to otherwise engage in financial transactions to the extent permitted by law.

Section 7. The Chairperson shall nominate the chair of all standing committees, who will then be ratified by vote of the Executive Board. Other members of all standing and special committees of the Chapter will be appointed by the board by simple majority. The Executive Board shall receive regular reports of such committees.

Section 8. The Executive Board shall be responsible for adherence to and enforcement of the Constitution of the United Adjunct Faculty of New Jersey, AFT Local 2222, and of the By-Laws of the Bergen Community College Chapter.

Section 9. The Executive Board shall issue regular reports including an annual report to their membership.

Article VII: COMMITTEES

Section 1. The Standing committees of the chapter shall INCLUDE:

- A. Grievance
- B. Membership
- C. Communications
- D. Finance

Section 2. The Grievance Committee shall work to resolve all contractual and non-contractual disputes in the workplace, maintain records of grievances and their disposition, and be responsible for processing grievances and disputes.

Section 3. The Membership Committee shall be responsible for overseeing the recruitment of bargaining unit members. The committee shall work with the Executive Board and Department Liaisons to develop programs and activities to promote the recruitment of membership.

Section 4. The Communication Committee shall design, produce, and distribute regular communications to the membership and other communication material for the Chapter as directed by the Executive Board. The Committee shall be responsible for helping set up a webpage and maintaining a listserv for the Chapter.

Section 5. The Finance Committee shall prepare an annual budget for the approval of the Executive Board. The Treasurer shall serve as the Chair of this committee.

Section 6. The Elections and Negotiations Committees shall be established by the Executive Board as necessary. No person seeking election shall serve on the Elections Committee.

Section 7. The Executive Board may establish any special committees on its own initiative.

Article VIII - MEMBERSHIP MEETING

Section 1. The Executive Board shall determine the time and place of the annual membership meeting and post the date and place at least twenty days before the meeting is held.

Section 2. Other meetings of the membership may be called by the Executive Board or the petition of ten percent (10%) of the members.

Section 3. At least five percent of the membership shall constitute a quorum for all membership meetings.

Section 4. Only full members are permitted to vote.

Section 5. Members have the option of voting at the meeting, or, if unable to attend, of voting online. Non-attending members may vote, but will not be counted towards the establishment of a quorum. Online voting shall extend for three days from the end of the meeting at which the in-person voting occurs, after which voting shall be closed. Minutes of any membership meeting in which a vote is required will be made available as soon as is feasible electronically to all members, but in no case shall they be made available later than twenty-four hours after the close of the in-person meeting. Votes shall not be counted until the end of this three day period. A simple majority of all votes cast (both in person and online) shall carry the vote except where otherwise noted in these by-laws.

Article IX - DUES

Section 1. The dues of the members of the Bergen Chapter of the United Adjunct Faculty of New Jersey shall be set by the United Adjunct Faculty of New Jersey.

Section 2. If the American Federation of Teachers, the New Jersey State Federation of Teachers, or the United Adjunct Faculty of New Jersey raise their per capita dues, the Executive Board may authorize in a manner consistent with the current dues structure the

passing on of such a dues increase to members. The Executive Board must notify members should this occur.

Article X: REMOVAL OF OFFICERS

Section 1. Officers may be removed for malfeasance, nonfeasance, and misfeasance.

Section 2. Upon presentation of a petition of 25% of the membership which states for what acts (s) of malfeasance, nonfeasance, and/or misfeasance an officer's removal is being sought, the Executive Board shall call a membership meeting. A two-thirds (2/3) vote of those present at the meeting in favor of removal is required to remove an officer. Within ten days of a vote in favor of removal, the Executive Board shall appoint a replacement, in accordance with the provisions of Article IV, Section 12 of these by-laws.

Article XI AFFILIATIONS

Section 1 The Bergen Community College Chapter of the UAFNJ shall maintain affiliations with the following organizations:

1. The United Adjunct Faculty of New Jersey, AFT Local 2222
2. The American Federation of Teachers – New Jersey, AFL-CIO
3. The American Federation of Teachers, AFL-CIO
4. The New Jersey State, AFL-CIO

Section 2 Delegates to organizations and their conventions to which the Chapter is affiliated shall be selected consistent with these by-laws, the rules of the organizations, and other applicable laws.

Article XII - AMENDMENTS

Any full member may present proposed Amendments to these by-laws to either the Executive Board or at the annual membership meeting. Upon two-thirds endorsement by either the Executive Board or those present at the annual membership meeting at the time the amendment is introduced, an e-mail ballot shall be conducted by the Elections Committee. The amendment shall be enacted by a majority of the voting membership.

Article XIII - RULES OF PROCEDURE

All meetings shall be governed by the following Simplified Rules of Procedure:

Motions

Matters requiring a vote shall be presented for discussion by a motion.

Motions require a maker and a seconder.

Motions may have no more than one (1) amendments.

If the maker accepts an amendment, the amendment shall be incorporated into the motion.

If the seconder does not accept the amendment, another person must second the amended motion before the amended motion can be moved to discussion.

If the maker does not accept the amendment, the amender becomes the motion maker, and the amended motion must be seconded before debate.

An amended motion may not be amended again.

Debate

The Chairperson shall recognize those who wish to speak.

Speakers shall keep to the topic of the motion.

Speaker shall be respectful all members.

No one may speak more than once if there are others who wish to speak and have not spoken.

When everyone who wants to speak has had an opportunity to speak, the Chairperson shall declare the discussion closed.

The Chairperson may set a reasonable limit on the amount of time a person may speak.

The Chairperson may determine that debate has become repetitious and terminate the debate.

The Chairperson shall have the right to speak at least once on any motion.

The maker of the motion shall have the right to speak first and last.

Voting

Voting shall be by a show of hands except where a written or online ballot is specified or required by these by-laws.

The Chairperson shall appoint two or three persons to count the vote.

Voting shall be by a majority of those present and those taken online unless otherwise specified in the by-laws.

Members who do not vote shall not be counted in the tabulation.