

**By-Laws
of the**

**Camden County College Chapter
of United Adjunct Faculty of New Jersey (UAFNJ)**

AFTNJ/ AFT / AFL-CIO

Local 2222

**Approved by a vote of the membership at the annual meeting
held October 26, 2018 at the Philly Diner Runnemede NJ**

ARTICLE I

Name

This organization shall be known as the Camden County College Chapter of the United Adjunct Faculty of New Jersey (UAFNJ), NJSFT, AFTNJ, AFT – Local 2222, AFL-CIO.

ARTICLE II

PURPOSE

The purpose of this organization shall be to improve the terms and conditions of employment of those it represents; to advocate for fair pay, job security and academic freedom and intellectual property rights for all adjunct, contingent and part-time faculty throughout Camden County Community College; to advance education in a democracy and democracy in education; to promote the principle of unity and collective bargaining in higher education; and to defend the civil, professional, and human rights of those it represents.

Ratified 10/26/2018

ARTICLE III

Membership

- Section 1. Adjunct faculty who are teaching at Camden County College are eligible for membership.
- Section 2. A Full member who is not teaching during two consecutive semesters shall be placed on inactive status, but shall retain full membership rights. If the member has not been employed by the College for three or more consecutive semesters, the member will have to rejoin the Chapter after the commencement of his/her reemployment.
Inactive Membership, subject to the terms of the AFT national constitution, shall be open to employees on unpaid leave, who choose to pay the minimal national per capita fees. Inactive members shall be eligible to participate in benefits programs offered by the Local or its affiliates, except where the conditions for offering such benefits do not permit such participation. Inactive members shall not count for delegate purposes, and shall not be entitled to vote or the right to hold office in the local or the chapter.
- Section 3. Retired membership shall be open to any person who has retired from active service while a member of United Adjunct Faculty of New Jersey: Retired members may vote and hold office in the State or National Retiree Chapter but not in the Local Chapter.
- Section 4. In special circumstances, the Executive Board may vote to keep a member active by continuing to pay their dues for the current semester.
- Section 5. Adjunct instructors at Camden County College not yet eligible for membership in the Camden County Chapter of the UAFNJ bargaining unit may join the Chapter and shall be entitled to participate in all membership benefit programs.
- Section 6. No discrimination shall ever be shown toward individual members or applicants for membership because of sex, race, national origin, religious faith, political belief, age, marital status, sexual orientation, or disability.
- Section 7. A member in good standing is defined as a member of the chapter having submitted a dues deduction form (application form, or agreement to pay dues) and having continued to pay full dues to the Chapter.
- Section 8. Adjunct Faculty are defined as: “Part-time faculty, engaged as non-tenure track instructors, teaching less than fifteen contract hours per week, and not employed in some other capacity by the College which, combined with their teaching responsibilities, brings them up to the equivalent of a full-time position.

ARTICLE IV

Officers

Beginning with the 2020 Election

Section 1. The following officers will be elected tri-annually by this Chapter and shall be known as the Executive Board:

1. Chapter Chair
2. Vice Chapter Chair
3. Three Members at Large.
4. Treasurer
5. Secretary

Section 2. Officers shall be elected by full members of the Chapter.

Section 3. Full membership in good standing for at least one year is required to hold office.

Section 4. Duties of Officers

A. Duties of the Chapter Chair

1. to preside at all meetings of the Chapter and of the Executive Board.
2. to be an ex-officio member (not chair) of all committees except the Audit Committee, Election Committee.
3. to sign all necessary papers and documents
4. to represent the Chapter when and where necessary.
5. to make a report to the membership at least once each year summarizing the accomplishments of the Chapter and outlining plans for the next year.
6. to be the ranking member to conventions of Affiliates.
7. to serve as a member of the UAFNJ Executive Board.

B. Duties of the Vice Chapter Chair:

1. The duties of the Vice Chair will be to provide all the duties of the Chair in the absence of that officer. Vice Chair will succeed the Chair

in the event that position becomes vacant for any reason. Additional Duties of the Vice Chair will be as directed by the Executive Board.

C. Duties of the Members at Large:

1. The Members at Large shall coordinate activities among and represent the concerns of the constituencies.

D. The duties of the Secretary shall be:

1. to issue all notices, and disseminate and record all correspondence of the Chapter Chair.
2. to report outside correspondence to the Chapter Chair and the Executive Board.
3. to record the minutes of the Executive Board and General Membership meetings.
4. to keep all non-financial records of the organization.

E. The duties of the Treasurer shall be:

- 1) to receive, record, and deposit in the name of the Chapter all monies from dues and all other sources.
- 2) to forward all per capita dues to the UAFNJ Office on a monthly basis and to other affiliated organizations when appropriate and to keep this Chapter in good standing at all times.
- 3) to submit a financial statement of income and expenses to the Secretary/Treasurer of the UAFNJ and the AFT Secretary-Treasurer within six months of the end of the fiscal year for the Chapter as required by Article IX, Section (9) of the AFT Constitution.
- 4) to be chairman of the Budget Committee.
- 5) to keep adequate records available at all times for the Executive Board and the Audit committee and to make a periodic reporting of such records to the membership and Executive Board.
6. to pay all bills authorized by the adopted budget, retaining voucher or invoice for the same. Expenses not authorized in the budget must be presented to the Executive Board for authorization.

7. to see that all checks are counter signed by the appropriate Individual.

ARTICLE V

Procedure for Elections

Section 1: Election of Officers

- A. Election for Officers and Executive Council/Board shall be held between March 1 and April 30 of every third year.
- B. The term of office shall commence July 1st of the election year.
- C. Nominations:
Members in good standing of this local shall be notified by February 1 of the election year of the due date for nominations and the following information:
 1. The date of the election
 2. The positions to be filled
 3. The deadline for submission of nominations
- D. Elections shall be conducted by mail ballot using the double envelope system unless another secure method of voting is available.
 1. The date ballots are expected to be mailed to the membership
 2. The deadline for ballots to be returned
 3. The Location of the ballot box and the time they will be retrieved. Ballot box (Postal box) will be located convenient to or on the Blackwood Campus.
 4. The time and place of counting ballots.
- E. All nominations shall be submitted to the Election Committee. Any notifications by nominees to either the Election chair or the Board Chair shall be considered as notification to the Election Chair. A nominee, for any elected position, will be required to submit a petition of nomination signed by at least ten (10) full members of the chapter.
- F. Any Full member in good standing shall be eligible to vote.
- G. The Election Committee may make ground rules for any projected election campaigns that shall apply equally to all candidates.
- H. The voting shall be by secret ballot.

- I. Candidates and/or their designated representatives may be present when the ballots are retrieved and accompany the ballots to the place the votes will be counted as observers.
- J. Election results shall be published in the next regular publication of the Chapter and distributed to all members. Ballots, tally sheets and all election material shall be maintained for at least one (1) year from the date of the election. In the event there is no timely publication an email will be sent to the general membership announcing the results of the election including total number of votes cast, votes received by each candidate and the date of the meeting when they will be installed.

Section 2. Delegates to Conventions, etc.

- A. Delegates to conventions shall be appointed by the Executive Board.
- B. The Chapter Chair shall be the Ranking Delegate.
- C. In the absence of the Chapter Chair, the Vice-Chair shall be the Chapter's ranking delegate.

Section 3. Procedure for filling officer vacancies prior to the end of elected terms.

- A. Should an elected Officer be unable to complete his/her term of office, such vacancy will be filled by appointment of the Executive Board for the remainder of the unexpired term.
- B. Officers appointed by the Executive Board shall have voting rights on the Executive Board.

Section 4. Officers shall be subject to recall under the following procedures:

- A. Officers elected by the entire membership: Recall proceeding may be instituted by petition of 1/3 of the number of members who voted in the previous election. The petition shall be filed with the Executive Board, which shall certify the validity of the petition and fix the time and place for a special membership meeting to consider the recall petition. Notice of the time, place, and purpose of the meeting shall be sent to all members at least twenty (20) days in advance of the meeting. At the meeting, the officer in question shall be given ample opportunity to offer a defense. Subsequent to the meeting, a mail ballot shall be cast, and a vote of 2/3 of the eligible to vote membership shall be needed to recall the officer. If the officer is recalled a special election shall be promptly conducted to fill the unexpired term.
- B. Any Duly elected member of the Executive Board is subject to recall by the general membership.
A full voting member must initiate the proceeding alleging specific violations of malfeasance or nonfeasance under oath, referring to specific sections of the laws and statutes of new Jersey or the Federal Government by title and paragraph, or of the bylaws of this chapter by number and paragraph.
The application must be signed by no less than twenty (20) percent of the full voting membership and must be attested as to validity of the signatures.
Upon receipt of the application the Executive Board must convene a hearing within thirty (30) days and allow the Applicant and Respondent to testify and produce witnesses and documentation. The Respondent may be represented by Counsel.
The Board must approve the application by at least 5 affirmative votes with the responding member not voting. Upon finding just cause by the vote, the Board will prepare a specification sheet as to its findings and recommendation to recall, which sheet and defensive statement prepared by the respondent is to be submitted to the general membership for voting by sealed ballot.
The procedure for the vote shall mirror the election voting procedure established in these bylaws.
Upon two thirds (2/3) of the voting membership, finding validity in the specifications and voting to recall the Executive Board member, the member shall be deemed to be recalled and the remaining Executive Board by majority vote shall name a new member to fill the unexpired term.

ARTICLE VI

Committees

Section 1. The following standing committees shall be active in this Chapter: dependent on the needs of the chapter.

1. Membership Committee
2. Budget Committee
3. Negotiations Committee
4. Publicity and Public Relations Committee
5. Grievance Committee

Section 2. The following special committees shall be appointed:

1. Audit Committee
2. Election Committee
3. Special Projects' Committees
4. Human Rights & Community Relation Committee
5. Professional Issues Committee

Section 3. The Chairperson of each of the standing committees, the Audit Committee, and the Election Committee shall be appointed by the Chapter Chair with the consent of the majority of the other elected officers.

Section 4. Members of each committee shall be appointed by the chairperson of each committee with the consent of the majority of the other elected officers.

Section 5. The Chapter Chair shall be an ex-officio member (not chair) of all committees except the Audit Committee, Election Committee.

ARTICLE VII

Duties of Standing Committees

Section 1. The Membership Committee shall plan and execute a dynamic program to insure growth and vitality of the Chapter. It shall present written reports to the Executive Council at least once per year.

Section 2.

1. The Budget Committee shall prepare a budget for adoption by the Executive Board at least one month prior to the beginning of the next fiscal year. The fiscal year of the Chapter shall be the calendar year (January 1 through December 31).
2. The Budget Committee shall meet regularly with the Treasurer to review all bills and invoices and advise on payment of such bills and invoices. However, budgeted items less than two hundred dollars (200.00) shall be paid without prior approval.

Section 3. The Negotiations Committee shall prepare and substantiate salary and other contract proposals. It shall present these proposals for approval of the other elected officers and then shall negotiate these proposals with the employer. Final approval of contract proposals will be by a vote of voting membership as described in Article III of these By-Laws.

Section 4. The Publicity and Public Relations Committee shall prepare and distribute a regular bulletin. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other sources of publicity, i.e. newspapers, radio, television, website, etc. All publications must receive prior approval of the executive board before publication.

Section 5. The Grievance Committee shall act on all grievances submitted in writing to the Executive Board. It shall present to the Executive Board a procedure for handling grievances per the contract. The Executive Board will decide if a grievance is to be pursued and presented to the college administration.

ARTICLE VIII

Duties of Special Committees

Section 1. The Audit Committee shall audit the Treasurer's books and year-end Treasurer's Report. They shall present their report to the membership at the first membership meeting following the beginning of the fiscal year.

Section 2. The Election Committee shall be responsible for the conduct of elections for officers of this Chapter and shall be composed of full members who are not candidates for election.

Section 3. The Human Rights & Community Relations Committee shall plan human rights conferences, workshops, publicity, and other activities which shall combat all forms of discrimination in education and promote integration of both faculty and students.

Section 4. The Professional Issues Committee shall study and consider recommendations for improvements in curricular, teaching techniques, class size, texts, equipment, and other professional matters.

Section 5. Any Special Projects Committees not listed will operate under the direction of the Executive Board.

ARTICLE IX

The Executive Board

- Section 1. The Executive Board shall consist of all elected officers of the Chapter.
- Section 2. The Executive Board shall administer the policies of this Chapter as set forth by the membership. It shall have the power to work for the good of the Chapter in emergency situations where the policy cannot be set by the membership.
- Section 3. The Chairperson of the Executive Board shall be the Chapter Chair.
- Section 4. The Executive Board shall meet monthly, except during the months of June – July - August and December, and the time and place of the monthly Executive Board meeting shall be set by the Executive Board with notification given to the membership at the beginning of the Fall and Spring Semesters. All members shall be notified not less than 48 hours in advance of the meeting and notice shall be posted in all adjunct prep rooms at all campuses. A reminder and general agenda shall be emailed to all members not less than 48 hours before the meeting. It is recommended that this meeting be on a specific day and time of each month and at a location that can accommodate those regular members wishing to attend. Opportunity for Comments from the membership will be a line item on the regular Agenda. A quorum shall consist of a majority of the Executive Board members.
- Section 5. The Executive Board may make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes, to borrow money for Chapter purposes at such rates of interest and terms and conditions as they may determine, to issue notes and other obligations, and to secure any of its obligations by mortgage, pledges or deed of trust of all or any of its property and income. Any liability above Ten Thousand Dollars (\$10,000) must be approved by the general membership.
- Section 6. The Executive Board shall report its activities to the membership at least once an academic year.
- Section 7. The Executive Board shall receive a yearly stipend at the end of each fiscal year to compensate for expenses and time devoted to Chapter business.
- Section 8. Any member wishing to speak before the Executive Board and at regular scheduled meeting must notify the Chair forty-eight hours (48) before the beginning of the meeting and will be limited to a total of three (3) minutes.

Section 9. The Secretary will formulate and distribute the Agenda. Any requests for an item to be placed on the agenda must be received by the Secretary at least ninety-six hours (96) before the meeting. (Except for emergency matters.)

Section 10. The standard agenda will include:
Opening Statement - comments by the Chair
Reports of Committees - Officers
Secretary's Report
Communications
(Minutes)
Treasure's Report
Any Committee Reports
Old Business
New Business
Good and Welfare
Comments by General Members
Comments by Board Members

ARTICLE X

Affiliations

Section 1. This Chapter shall maintain affiliation with and whenever possible send delegates to:

- A. The American Federation of Teachers.
- B. ATF New Jersey.
- C. United Adjunct Faculty of New Jersey.
- D. The Southern New Jersey Central Labor Council.
- E. The New Jersey AFL-CIO.

Section 2. All delegates shall make reports to the Executive Board on meetings attended.

A. All delegates must be members-in-good-standing of the local.

B. In sending members to the above mentioned meetings, preference shall be given to Executive Board Members.

Section 3. Every reasonable effort shall be made by the Chapter to pay the approved expenses of delegates to meetings and conventions of affiliated organizations with prior approval of the Executive Board. Reasonable expenses shall be paid for any delegate. Upon application a full member adjunct may apply for approval for reimbursement up to fifty dollars (\$50.00) for ATF or Skill enhancement.

Section 4. The Chapter, to the best of its ability, shall be active in affairs of affiliate organizations.

ARTICLE XI

Meetings

Section 1. The time and place of membership meetings shall be fixed by the Executive Council. Except in cases of emergencies, the membership shall be notified of such meetings at least ten (10) days in advance of the meeting.

Section 2. There shall be at least one membership meeting a year.

Section 3. A quorum shall consist of a majority of the Executive Council membership and those other full members present.

Section 4. Special membership meetings may be called by the Chapter Chair or by a majority of the Executive Board or by a petition signed by 10% of the full membership.

ARTICLE XII

Finance

- Section 1. “Pass-through” dues structure as required by the AFT Constitution: Increases in affiliate dues can be passed through to the membership to meet these financial obligations by majority vote of the Executive Council.
- Section 2. The dues of the Camden County College Chapter of United Adjunct Faculty of New Jersey shall be in agreement with the dues of the parent local.
- Section 3. Additional Changes in Dues (Other than those cited in Sections 1 and 2)
- A. Additional changes in dues may be initiated by the Executive Board at the recommendation of the Treasurer and approved by a majority vote of the Executive Board.
 - B. Additional dues changes must be ratified by the membership at a notified meeting.

ARTICLE XIII

DUES

- Section 1. Dues shall be based on a percent of members’ salaries in agreement with the amount voted on by the delegates to the UAFNJ Delegate Assembly.
- Section 2. In accordance with the UAFNJ Constitution, dues are set at 2 percent of members’ earnings unless otherwise set by the Chapter Executive Board and approved by the membership.
- Section 3. Those members who have no course assignments for any given semester or semesters shall be considered to be laid off, and shall not pay dues for those semesters. They will remain members of the Chapter unless they have not taught for two (2) consecutive semesters.
- Section 4. Dues shall be paid through payroll deduction or remitted to the Treasurer within twenty (20) days of receipt of notice from the Membership Secretary.
- Section 5. In the event the employer does not abide by the payroll deduction, a new policy will be voted on by the Executive Board and must be ratified by the membership.

ARTICLE XIV

Robert's Rules of Order, Revised, shall govern in all cases not covered by UAFNJ Constitution or by the By-Laws of this **chapter**.

ARTICLE XV

Amendment

Section 1. The By-Laws may be amended by a majority of the Executive Board and a majority of the members present at any meeting, provided that notice of the contemplated change has been announced to the membership at least twenty (20) days in advance of the meeting in which action is to be taken.

ARTICLE XVI

Availability of By-Laws

Section 1. Three (3) copies of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers and to the New Jersey State Federation of Teachers, and to the United Adjunct Faculty of New Jersey

Section 2. Copies shall be available to other affiliated organizations upon request to the Secretary.

Section 3. Copies shall be available for any member of this Chapter upon request to the Secretary.