By-Laws Of

Brookdale Community College Chapter,

United Adjunct Faculty of New Jersey

Local 2222, American Federation of Teachers,

AFL-CIO

ARTICLE I: DESIGNATION

The organization will be known as the Brookdale Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, AFT (American Federation of Teachers), AFL‑CIO. This organization may also be referred to as the Brookdale Adjunct Faculty Chapter (BAFC)

ARTICLE II: OBJECTIVES

Section 1. To bring adjunct faculty at Brookdale 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 promote the interests of the community served by the membership;

Section 4. To advance the economic, social, and political well-being of the membership;

Section 5. To secure and promote full union rights for all union employees who are eligible for membership;

Section 6. To promote democracy and equality in society at large;

Section 7. To eliminate discrimination in education in all forms;

Section 8. To promote and secure a safe and healthy work-place for all union membership.

ARTICLE III. MEMBERSHIP

Section 1 All Adjunct Faculty members employed at Brookdale Community College during any semester or term in an academic year are eligible to join this chapter of the UAFNJ

Section 2 Any member not currently employed during an academic year may retain full membership by paying a fee set at the general membership meeting. The initial fee is $20 per academic year.

Section 3. A member may be expelled from the organization if he or she is brought up on charges, in writing, by two (2) or more members in good standing. An affirmative vote of a majority of the Executive Board will result in an expulsion hearing. The accused member will have the right to examine and question the charges and be represented by a person of his/her choice. At the conclusion of the expulsion hearing, a three-fourths (3/4) vote of the Executive Board is required for expulsion. The expelled member may appeal the decision by requesting a vote at the next membership meeting or election. A simple majority of the voting members will be sufficient to overrule the decision of the Executive Board.

Section 4. No discrimination shall ever be shown toward individual members or applicants for membership due to age, gender, race, national origin, religious faith or practice, political belief, marital status, sexual orientation, or disability.

ARTICLE IV: ELECTION OF OFFICERS

Section 1. The officers of the Brookdale Community College Chapter of United Adjunct Faculty of New Jersey chapter set forth in Section 2 shall be elected every three (3) years for a three (3) year term.

Section 2. The officers of the Chapter shall be:

* President
* Vice-President
* Secretary
* Treasurer
* Membership Chair

One individual may serve as both Secretary and Treasurer, and in that event, the officer shall be the Secretary-Treasurer.

Section 3. The above officers shall constitute the Executive Board.

Section 4. The President shall have the power to establish committees and appoint Chairs of the committees.

Section 5. Except for the initial officers of the Chapter, to be eligible for office, a person must be in good standing of the Chapter for a period of at least two (2) consecutive semesters prior to the date of the election.

Section 6. At the time of an election, the President, in consultation with the Executive Board, shall appoint an Elections Committee and Chair to conduct all general elections of the Chapter.

Section 7. In order to be nominated for office, a member must be in “good standing” and send an e-mail to the Elections Committee stating his/her name, department, and the office for which to be nominated. A person may nominate himself or be nominated by another person. All such communications must be received no later than twenty (20) days before the advertised election date.

Section 8. Should the slate of officers be the same, and no challenges come forth, the Chair of the Elections Committee shall direct the Secretary of the Chapter to cast one vote and such officers who are presented shall be declared elected.

Section 9. The Elections Committee shall notify all members of the Chapter by e-mail of the opening of nominations for each office. The Committee shall have the responsibility of notifying membership, in writing, of the rules and regulations governing the election and the deadlines for submitting votes. The Committee shall have the responsibility of preparing a slate and organizing the election system electronically. The method to vote shall be dispersed no later than seven (7) days prior to the election. Only those votes received by the date listed as the deadline on the ballot notice will be counted.

Section 10. The winner for each position shall be the candidate who received the majority, i.e., a simple majority, of votes cast for that position. Only full members are permitted to vote. In the event of a tie, the Elections Committee shall conduct a run-off among the candidates with the most votes for that position;

Section 11. Successful candidates shall assume office on the date specified on the ballot.

Section 12. All vacancies which occur during a regular term of election with the exception of the President shall be filled by appointment by the President with a simple majority approval of the Executive Board. That person, so appointed, shall serve in the acting roles until the next regular election;

Section 13. The President with the approval of the Executive Board shall have the power to suspend elections if the elections occur in a negotiating year;

Section 14. In the case of the President becoming incapacitated or resigning, the Vice-President assumes the Presidency. The Executive Board will appoint a replacement for the empty position from their ranks, or if no one comes forth, to then appoint an interested party from the general membership.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The General Responsibilities of Officers are to:

* Meet regularly and carry out the policies of the organization;
* Coordinate the activities of the organization’s committees;
* Report to the Executive Board and Delegate Assembly the transactions, activities, and accomplishments of the Chapter.

Section 2. The Chapter President shall:

1. Preside at all meetings of the membership and Executive Board;
2. Be an ex-officio member of all committees with the exception of the Elections Committee;
3. Appoint, in consultation with the Executive Board, the chairs of all standing committees and/or special committees;
4. Be responsible for the ongoing administration of the Chapter;
5. Supervise any employees of the Chapter;
6. Be authorized to sign contracts, co-sign financial documents and direct regular disbursements of funds;
7. Represent the Chapter before the Public, Community Organizations, and the News Media;
8. Be, by virtue of office, a Vice-President to the United Adjunct Faculty of New Jersey, Local 2222, and therefore, a member of **its** Executive Board;
9. Appoint any delegates, with the approval of the Executive Board, to AFTNJ, AFT, and UAFNJ meetings and conventions.
10. Be the ranking delegate at the meeting of affiliates or his/her designee shall be the ranking delegate at the meeting of affiliates.
11. Make an annual report to the general membership.

Section 3. The Vice-President shall:

1. Assume the duties of the Chair/President when necessary;
2. Be authorized to co-sign financial instruments and regular disbursements of funds
3. Act as Chairperson of the Negotiations Committee.
4. Act as the Board’s liaison member to the Grievance Committee;
5. Perform such duties as delegated/assigned by the President and/or Executive Board.

Section 4. The Secretary shall:

1. Maintain the non-financial files and records of the Chapter;
2. Be the custodian of the charter of the Chapter;
3. Record and keep accurate minutes of the meetings of the Executive Board and general membership;
4. Assist the President handling all correspondence of the Chapter and oversee the webpage
5. Perform the duties of the office as required by the Labor Management Reporting and Disclosure Act;
6. Be authorized to co-sign financial instruments and regular disbursements of funds
7. Perform such duties as delegated/assigned by the President and/or Executive Board

Section 5. The Treasurer shall:

1. Receive, record, and deposit all dues monies and other income in the name of the Chapter;
2. Oversee accurate membership records;
3. Co-sign, with any other officer, financial instruments and make regular disbursement of funds;
4. Maintain all financial records of the Chapter;
5. Arrange for an independent audit of the finances of the Chapter as directed by UAFNJ
6. Report such audits to the Executive Board;
7. Transmit dues and per capita payments to the various UAFNJ agencies as per Chapter obligations;
8. Perform the duties of the office as required by the Labor Management Reporting and Disclosure Act; and
9. Perform such duties as delegated/assigned by the President and/or Executive Board.
10. Shall serve as chair of the Budget Committee

Section 6. The Membership Chair shall:

1. Oversee recruitment of membership
2. Prepare and coordinate programs to benefit the membership
3. Maintain, in collaboration with the Treasurer, an up to date membership list with names, departments, phone numbers, addresses, and e-mail addresses and send the list to the Secretary/Treasurer of UAFNJ once every semester
4. Be authorized to co-sign financial instruments and regular disbursements of funds

Section 7. There shall be no limits set on the number of terms an Officer may run.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board shall meet at least once a semester (Fall and Spring) at the call of the President or of two (2) or more members of the Board.

Section 2. A quorum shall consist of at least three (3) members of the Executive Board.

Section 3. Board members must receive notice of the meeting time and place at least forty-eight (48) hours prior to a meeting

Section 4. The Executive Board shall establish stipends, benefits, or expense reimbursements for any office or Board member. A majority of the Executive Board must approve.

Section 5. Subject to the Budget, the Executive Board shall be empowered to make contracts, incur liabilities, including the purchase of services or equipment and to otherwise engage in financial transactions to the extent permitted by law.

Section 6. The Executive Board, in consultation with the President of the Chapter, shall approve all standing committees and their Chairs.

Section 7. The Executive Board shall issue regular reports including an annual report to the membership.

Section 8. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the Chapter and United Adjunct Faculty of New Jersey.

ARTICLE VII: COMMITTEES

Section 1. The four (4) Standing Committees of the Chapter shall be:

1. Grievance
2. Elections
3. Budget
4. Negotiations (per contract years).

Section 2. The Grievance Committee will work to resolve all contractual and non- contractual disputes in the workplace. The Committee will be responsible to process grievances and maintain records of grievances and their disposition. The Vice-President shall be the Executive Board liaison member to this Committee. Immediately after its first meeting, this Committee will identify and recommend its own chairperson to the Executive Board for concurrence. In the event that a chairperson is not identified and recommended, the Executive Board will designate one.

Section 3. The Chairperson of the Elections Committee shall be appointed by the Executive Board. The Elections committee will coordinate and execute the elections of new officers according to the process delineated in Article IV.

Section 4. The Budget Committee shall prepare an annual budget for the approval of the Executive Board. The Treasurer shall be the chairperson of the Committee.

Section 5.. The President with the approval of the Executive Board will appoint membership to the Negotiations Committee**.**

 Section 6. The Executive Board, on initiative, may establish, in consultation with the President any special or ad hoc committees.

Section 7. The Executive Board shall approve the chair and membership of all standing and special or ad hoc committees of the Chapter and receive regular reports of such committees.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section 1. The Executive Board shall determine the time and place of the annual membership meeting and post the date and location at least fifteen (15) days before the meeting is to be held. The meeting may be held in person or virtually. At the discretion of the Executive Board, the annual membership meeting may be held in sections to maximize membership attendance.

Section 2. A quorum shall be at least ten (10) percent of the membership measured through those present in person at one meeting or through the combined attendance of those participating in sectioned meetings.

Section 3. Members shall have the opportunity to submit agenda items by e-mail or in writing to the Secretary ten (10) days before the meeting.

Section 4. Only full members in good standing are permitted to vote.

Section 5. Final version of the meeting agenda will be sent to the membership at least 5 business days in advance of the meeting.

Section 6. Other meetings of the membership may be called by the Executive Board or the petition of ten percent (10%) of the members.

ARTICLE IX: AFFILIATIONS

Section 1. The Chapter shall maintain affiliation with the following organizations:

* American Federation of Teachers, AFL-CIO
* New Jersey State Federation of Teachers, AFL-CIO (a.k.a., AFT New Jersey)
* The New Jersey State AFL-CIO
* The United Adjunct Faculty of NJ

ARTICLE X: RULES OF ORDER

Section 1. Robert’s Rules of Order (revised) shall govern in all cases not covered by the Constitution or By-Laws.

ARTICLE XI: AMENDMENTS

Section 1. Proposed amendments to the By-Laws may be presented by any full member in good standing to the Executive Board in writing at least ten (10) days prior to a general membership meeting. The Secretary shall send out a notice of the proposal to membership seven (7) days before the meeting. After either a two-thirds (2/3) approval of those present and voting at a membership meeting or a two-thirds (2/3) approval of those voting electronically, the bylaws will be amended.

ARTICLE XII: DUES

Section 1. The dues of the Chapter will be two (2) % of gross salary earned as a bargaining unit member at Brookdale Community College.

Adopted: December 20, 2022 by majority vote of members present and voting.