

# UNITED ADJUCNT FACULTY OF NEW JERSEY – LOCAL 2222 CHAPTER BY-LAWS

Mercer County Community College Chapter  
United Adjunct Faculty of New Jersey (UAFNJ),  
Local 2222, American Federation of Teachers (AFT), AFL-CIO

## Bylaws

As adopted by members on June 19, 2019

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### Article 1 Name of Union

This organization shall be known as the Mercer County Community College Chapter of United Adjunct Faculty of New Jersey (UAFNJ), Local 2222, American Federation of Teachers, AFL-CIO.

### Article 2 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 New Jersey; 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.

### Article 3 Membership

#### Section 1. Classes of Membership

This Chapter is the bargaining unit for adjunct faculty members at Mercer County Community College. There shall be the following classes of membership:

**a. Full Membership:**

(1) All adjunct faculty members at Mercer County Community College shall be eligible for full membership, while they are actively employed at MCCC.

(2) Individuals may continue to pay dues and retain full membership for two semesters immediately following active employment at MCCC.

(3) This Chapter may extend the period of time that an inactive employee may retain Chapter membership, per Chapter bylaws, provided that such bylaws shall not be inconsistent with any other membership provision in the United Adjunct Faculty of New Jersey Constitution (UAFNJ).

**b. At-large Membership:**

(1) Individuals whose full membership has ended due to separation from employment at MCCC shall be eligible for at-large membership. At-large members may not vote or hold office at the Chapter level, but may do so at the UAFNJ Local-wide level.

(2) At-large membership shall terminate with: (a) re-employment in a UAFNJ bargaining unit; or (b) the passage of two years from the date of separation at MCCC.

**c. Associate Membership:**

(1) Associate membership shall be open to any person not eligible for Full, At-large or Retired membership who is employed in contingent academic instruction at an institution of higher education where no bargaining unit exists, or where the bargaining agent is not affiliated with UAFNJ; or who is the surviving spouse or equivalent of a deceased member of UAFNJ.

(2) Application for Associate membership shall be made according to procedures adopted by the UAFNJ Executive Board.

(3) Associate members may attend meetings of an existing Chapter of UAFNJ and participate in activities not otherwise prohibited by provisions of the UAFNJ Constitution. Associate members shall be eligible to participate in benefits programs offered by UAFNJ or its affiliates, unless conditions do not permit such participation.

(4) Associate members may not vote in any UAFNJ election or referendum and may not hold elective office. They shall not be included in membership counts for purposes of representation, financial allocations or delegates to the Delegate Assembly, state federation convention or AFT Convention.

**d. 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 UAFNJ or its affiliates, unless conditions 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 UAFNJ.

**e. Retired membership** shall be open to any person who has retired from active service while a member of UAFNJ; Retired members may vote and hold office in the UAFNJ's Retiree chapter.

f. **Honorary Membership, without vote or the right to hold office in the UAFNJ**, may be granted to such persons as the UAFNJ Executive Board or the Delegate Assembly may determine, in recognition of the service or dedication of such persons to the purposes of UAFNJ as specified in Article two of the UAFNJ Constitution.

## Section 2. General Provisions

a. Membership status shall officially begin with the registration by the Chapter, either through receipt of a payroll deduction authorization card or membership application accompanied by a dues payment.

b. Membership in good standing shall be maintained through the uninterrupted payment of dues. Membership shall terminate if dues are not fully paid within one hundred and eighty (180) days of the beginning of the semester. If membership is terminated because of the failure to make timely payment of dues, a member may be reinstated upon approval of the application by the Chapter's Executive Board.

c. No discrimination shall be shown individual members or applicants for membership because of age, color, race, creed, religious faith, national origin, gender, sexual preference, marital status, disability, or political activities or belief;

## Section 3. Dues

Annual dues shall be assessed as follows:

a. **Full membership: two percent of salary**, which shall include the prevailing per capita amounts for the American Federation of Teachers, State Federation, and AFL-CIO, state affiliates, insurance premiums and base dues to Local 2222 (UAFNJ). Whenever the dues of a required affiliate increases, the dues of the Local shall automatically cover the increased amount.

b. **At-large and Associate members:** dues shall be set as the equivalent of AFT national and state per-capita plus base dues to the Local; the dollar amount of such dues shall be proposed by the UAFNJ Executive Board and voted upon by the Delegate Assembly at its annual meeting;

c. **Retired members:** the Chapter shall charge no dues, but may solicit **voluntary financial contributions equivalent to Associate member dues;**

d. **Honorary members:** no dues.

## Article 4 Officers

### Section 1. Officer Positions

This Chapter shall have six officers: President, Vice-President, Treasurer, Secretary, Grievance Officer and Membership Officer. All officers are elected, and serve on the Chapter's Executive Board.

## **Section 2. General Responsibilities of Officers**

The officers shall meet regularly and carry out the policies of the Chapter; shall coordinate all transactions and activities of the Chapter, except those of the Elections Coordinator. In addition, the officers shall be responsible for effective communication between the Chapter and the Local, including its Executive Board, Delegate Assembly and committees.

## **Section 3. Duties of the President**

The President shall:

- a. Be the principal executive officer of the organization; supervise all employees of the organization; shall appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee; receive reports and respond to correspondence of the organization; make an annual report to the organization's membership; and be able to delegate the responsibilities of the office except where otherwise specified by the bylaws.
- b. Be the presiding officer at Executive Board meetings and at membership meetings; and shall set the agenda at such meetings;
- c. Be one of the two responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds, subject to the approval of the Executive Board;
- d. Be an ex-officio member of all standing committees and special committees, except the Elections Committee;
- e. Be the Chapter representative to the UAFNJ Executive Board (per UAFNJ Constitution, Article 5, Section 1);
- f. Be, by office, the ranking delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies; the ranking delegate to the Central Labor Council, and the state AFL-CIO body;
- h. Represent the organization before bodies of the employer, executive and legislative officials; the public, community organizations, and the news media.

## **Section 4. Duties of the Vice President**

The Vice President shall:

- a. Assume the President's duties in the event of the absence, illness, or death of the President;
- b. Co-sign financial instruments in the absence of the President or Treasurer;
- c. Create, revise or implement Executive Board-approved Union forms, website content, and/or social media, print or digital; prepare or oversee the preparation of other forms or modes of official communications, as requested by the President;
- d. Set agendas for Executive Board meetings; prepare and disseminate such agendas for Executive Board sessions;
- e. Perform other duties as delegated by the President or assigned by the Executive Board.

## **Section 5. Duties of the Treasurer**

The Treasurer shall:

- a. Maintain all financial records of the organization; arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and the Membership Officer;
- b. Receive, record and deposit all dues monies and other income in the name of the organization; transmit per-capita payments on a regular basis to the Local's Secretary-Treasurer and similar officers of all other bodies with which the organization is affiliated;
- c. Be one of the two responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds, subject to the approval of the Executive Board;
- d. Closely coordinate with the Chapter's Secretary, and perform other duties as delegated by the President or assigned by the Executive Board;
- e. Submit an annual financial statement to the UAFNJ Executive Board;
- f. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the financial guidelines developed by the AFT.

## **Section 6. Duties of the Secretary**

The Secretary shall

- a. Be the custodian of legal documents relating to the membership and the organization;
- b. Record and maintain all non-financial files and records, including membership records and minutes of all meetings of the membership and the Executive Board;
- c. Assist the President and with the correspondence of the organization; closely coordinate with the Chapter's Treasurer; and perform other duties as delegated by President or assigned by the Executive Board;
- d. Receive and certify reports on Chapter elections; ensure that results of such elections are made known to the Chapter membership and that Chapter election reports are filed with the UAFNJ Secretary-Treasurer within two weeks following the date of the election;
- e. In the event the Chapter bylaws are amended, the Secretary shall file a copy with the Secretary-Treasurer of UAFNJ.

## **Section 7. Grievance Officer**

The Grievance Officer shall:

- a. Be responsible for processing of grievances and disputes; and maintain records of grievances and disposition;
- b. Communicate with and work with UAFNJ Local representatives to resolve contractual and noncontractual disputes in the workplace.
- c. Upon a grievant's request, accompany the member to grievance meetings with departmental heads, and, to meet on behalf of the grievant, when necessary.

## **Section 8. Membership Officer**

The Membership Officer shall:

- a. Oversee recruitment of bargaining unit members;
- b. Work with the Executive Board and UAFNJ representatives to promote membership;

c. Closely coordinate with the college administration to receive updated lists of all adjuncts on a semester basis.

## **Article 5 Executive Board**

### **Section 1. Composition**

a. The Executive Board comprises elected officers of the Chapter: the President, Vice President, Treasurer, Secretary, Grievance Officer and Membership Officer.

b. A quorum of the Executive Board shall be a majority of its members.

c. Unless excused, an Executive Board member shall be removed from the Board for failure to attend 25% of Board meetings in a year.

d. Members of the Executive Board shall be compensated equally for their duties and responsibilities (below). Individual compensation for each year in office shall conform with UAFNJ practices, not exceeding the contractual amount received by an instructor (the starting rank) for teaching a three-credit course in that year.

### **Section 2. Duties, Powers and Responsibilities of the Executive Board**

The Board shall:

a. Be responsible for adherence to the Chapter's bylaws and the UAFNJ Constitution. During their term of office, Board members constitute the official delegates and / or alternates to the UAFNJ Delegate Assembly;

b. Meet monthly and additionally as requested by the President or at the request of two members of the Board; adopt rules of procedure for its own operation; and issue regular reports, including annual report, to members;

c. Reviews and approves appointment of chair and membership of all standing and special committees, upon recommendation of the President; and receives regular reports from these committees;

d. Establish the Chapter's fiscal year, and prepare an annual budget, which is to be presented to members one month prior to start of the fiscal year and made available to members at all times;

e. Review and approve all financial transactions by the President and the Treasurer;

f. Appoint an Elections Coordinator to conduct Chapter elections.

g. Fill officer vacancies on an acting basis until the next regular election, except in the case of a recall (See Article 6).

## **Article 6 Election of officers**

a. Every three years the Chapter will hold elections for the following officers: the President, Vice President, Treasurer, Secretary, Grievance Officer and Membership Officer. Upon election, the officers serve on the Chapter's Executive Board. During their term of office, they will be the official delegates and / or alternates to the UAFNJ Delegate Assembly.

b. An Elections Coordinator appointed by the Executive Board will conduct general and special elections in the Chapter, and will maintain the Chapter's election records, including eligible member list, cast ballots, spoiled ballots and the tally sheet, must be preserved for a period of one year.

c. Elections of officers are to be held between Oct. 1 and Nov. 30. Successful candidates take office immediately upon the Elections Coordinator's certification of the election.

d. A candidate must be a Chapter or at-large member in good standing.

e. Members will be notified of opening of nominations 45 days prior to date of election. The nomination and election notice may be publicized in Chapter and Local publications and by other means.

f. Candidates must be nominated by petition signed by at least five (5) members. The Elections Coordinator must receive such petition no later than 25 days prior to election.

g. Members will be permitted to vote no later than 15 days prior to the end of election.

h. The Chapter's Secretary will publish election results to the Chapter members and will file the UAFNJ Chapter Election Report with the UAFNJ Secretary-Treasurer within two weeks following the date of the election.

i. A petition signed by at least 30% of membership and stating specific grounds is sufficient to require the Elections Coordinator to conduct recall election of any officer specified in the petition. The recall election will be based on procedures in f. above. If officer is recalled, a special election will be held using procedures in Secs. f., g. and h.

## **Article 7 Special and Ad Hoc Committees**

The President shall appoint such committees as may be necessary, subject to approval of the Executive Board. Such committees are to be dismissed upon completion of their appointed charges.

## **ARTICLE 8 Membership meetings and Referenda**

### **Section 1. Authority**

The highest level of policy making in the Chapter shall be through referendum of the entire membership. Positions or policies established by referendum shall not be subject to reversal or modification by a governing body or by subsequent referendum until the following regular membership meeting.

### **Section 2. Initiation and Procedures**

a. There shall be a minimum of one membership meeting per semester.

b. The Executive Board shall determine the time and place of membership meetings, and provide 20 days' notice.

c. Special meetings can be called by a majority of the Executive Board or with a petition of 10% of members. A quorum will be 5% of membership. Only full members are entitled to vote.

d. Such meetings have the right to initiate referenda, to be conducted by the Elections Coordinator.

### **Section 3. Exclusions**

Matters not subject to referendum are those powers specifically assigned to other bodies by these bylaws.

### **Article 9 Affiliations**

United Adjunct Faculty of New Jersey (UAFNJ) shall remain affiliated with AFT New Jersey, the New Jersey State Federation of Teachers and the American Federation of Teachers and its affiliated bodies until a referendum of membership shall determine otherwise.

### **Article 10 Parliamentary authority**

#### **Section 1. Parliamentary Authority**

The current edition of Robert's Rules of Order shall govern the conduct of meetings and the transactions of this organization in all matters not specifically provided for in these bylaws or in special rules of procedure.

#### **Section 2. Parliamentarian**

If necessary, the President shall appoint a parliamentarian to assist him or her in the conduct of meetings; the parliamentarian shall not be a member of the Executive Board.

### **Article 11 Amendment**

a. Written proposals to amend these bylaws can be presented by any member to the Executive Board or to membership meeting.

b. If presented to the Executive Board, the proposed amendment shall be submitted to the Chapter's Secretary at least thirty (30) days prior to the next regular meeting of the Board. The proposed change would need two-thirds endorsement by the full Board. Subsequently, a referendum will be conducted by the Elections Coordinator. Amendments are enacted only if approved by two-thirds of members voting in the referendum.

c. If presented at a membership meeting, the proposal can be considered only if members are notified of the meeting and the proposed change at least 30 days in advance of the meeting. For a vote to be held, the meeting must be attended by a majority of voting members. Amendments are enacted if approved by two-thirds of members present and voting in the referendum.



**Article 12 Severability**

Should any clause, section, or article of these bylaws be deemed illegal or invalid by a competent legal authority, the remaining articles, sections, and provisions of these bylaws shall remain in full force and effect.

**Article 13 Availability of bylaws**

Three copies of these bylaws and all subsequent amendments shall be submitted to the office of the UAFNJ Secretary-Treasurer of the American Federation of Teachers. The Secretary of the Chapter shall make available upon request a copy to any member of this Chapter.

This constitution was adopted by membership on June 19, 2019

**Mercer County Community College  
United Adjunct Faculty of New Jersey  
Local 2222 – Mercer Chapter  
American Federation of Teachers  
AFL-CIO**

**Signed:** \_\_\_\_\_  
**President**

**Attest:** \_\_\_\_\_  
**Secretary**