

**Union of Rutgers Administrators-American Federation of Teachers
(URA-AFT)
LOCAL 1766**

**ARTICLE I
NAME**

This organization shall be known as Union of Rutgers Administrators-American Federation of Teachers (URA-AFT) Local 1766.

**ARTICLE II
OBJECTIVES**

The purpose of this organization shall be:

- Section I. To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.
- Section II. To advance the economic, social, and political well-being of the membership.
- Section III. To promote the improvement of working conditions of the membership.
- Section IV. To encourage mutual understanding and cooperation among the membership, and promote good relations with other unions and the administration.
- Section V. To promote the interests of citizens who are served by the membership.
- Section VI. To promote the effectiveness and quality of Rutgers, The State University of New Jersey.
- Section VII. To promote democracy and equality in the society at large.

**ARTICLE III
MEMBERSHIP**

- Section I. All persons employed at Rutgers in eligible positions may apply for membership.
- Section II. No person shall be denied membership on the basis of gender, race, national origin, religious or political belief, sexual orientation/gender identity, disability or socioeconomic status.
- Section III. A member may be expelled from the organization upon the bringing of written and signed charges by ten or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing, a two-thirds vote of the Executive Board shall be required for expulsion. A person who has been expelled from the organization may appeal the decision of the Executive

Board to the membership by requesting a vote at their next meeting. A simple majority of the membership voting shall be sufficient to overrule the decision of the Executive Board to expel.

Section IV. Charges for which expulsion shall be considered include, but are not limited to, participating in wildcat strikes, advocating decertification of the union, and other acts that interfere with the legal or contractual obligations of the union or that threaten the existence of the union as an institution, and crossing picket lines.

Section V. A member shall automatically be dropped from the rolls of the organization upon being two (2) months in arrears in payment of dues.

ARTICLE IV ELECTION OF OFFICERS

Section I. Officers of this Union shall consist of a President, Executive Vice-President, Vice-President--Camden campus, Vice President--New Brunswick/Piscataway campus, Vice-President--Newark campus, Treasurer and Secretary. Additional officers consist of one executive board member from Camden campus, one executive board member from Newark campus, one extension/off-campus executive board member, and five executive board members from the New Brunswick/Piscataway campus. These officers shall be voted into office by the membership by a simple majority.

Section II. Voting shall be by ballot and there will be three voting locations, one for each of three geographical areas. These areas are Camden, Newark and the New Brunswick campuses. Voting locations will be within a 10-mile radius of each of the campuses. Notification of the voting locations will be sent to members a minimum of three calendar days prior to the day of the voting.

Section III. All members must vote in person at a polling location, except that the following may contact the union for an absentee ballot if they are unable to vote in person: all members whose primary residence is farther than 50 miles away from any of the three polling locations and who do not work on any of the three main campuses; members who have a conflict with a religious observance on the day of voting; and members who will be out of town on work-related duties, in which case they must provide documentation from their supervisor confirming this. Absentee ballots must be in the possession of the union a minimum of 24 hours prior to the closing of all three polling locations. The completed ballot can be returned to the union via certified mail or the shop steward or hand delivered by the member. Every effort will be made to ensure that all members will receive ballots.

- a. Members may nominate or vote for a candidate or run for office.
- b. Members may nominate themselves.
- c. Members may nominate other members.
- d. If a person is nominating another person who cannot be present at the meeting when nominations occur, the nominator must have a written statement signed by the nominee saying that he/she will accept the position for which he/she has been nominated.

- e. All nominees must accept or decline their nomination; the nominees must submit their decision in writing to the union within two days.
- f. Members may only accept a nomination for one position per election.

- Section IV. The term of office/duration of the executive board shall be 2 years for the first term (January 2008 through January 2010) and all subsequent terms there after shall be 3 years. Officers shall be elected in November with terms beginning on January 1.
- Section V. To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.
- Section VI. The Elections Committee shall conduct all general and special elections and referenda of the organization.
- Section VII. The Elections Committee shall consist of five members in good standing selected by the Executive Board at its first meeting of the year (operating year determined by the Executive Board).
- Section VIII. Any member of the Elections Committee seeking office must vacate their position and be replaced by the Executive Board at the next scheduled meeting.
- Section IX. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for offices to be filled and of the date of the election.
- Section X. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.
- Section XI. Challenges and objections to the election must be submitted in writing, with a statement supporting the reasons and facts, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written decision regarding the objections no later than ten (10) days after receipt of such objections.
- Section XII. The election results will be published within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one year.
- Section XIII. Elected officers shall assume office within sixty (60) days of the conclusion of the election.
- Section XIV. A petition signed by thirty percent (30%) of the membership, and stating specific grounds shall be sufficient to require the Elections Committee to conduct a recall election of any officer specified in the petition under the procedures in Article IV, Sections II-IV. If an officer is recalled, the Elections Committee shall hold a special election under the procedures in Article IV, Sections II-IV.

**ARTICLE V
REPLACEMENT OF EXECUTIVE BOARD MEMBERS
BETWEEN SCHEDULED ELECTIONS**

In case of death, removal, or resignation of the President, the Executive Vice-President shall succeed him/her. In the event of death, removal, reassignment, or resignation of any other officer, the President or an Executive Board member shall recommend a candidate for that position to the Executive Board. The Executive Board will vote by secret ballot to accept or deny the appointment. This article only applies when a vacancy occurs between scheduled elections.

- a. Cause for removal of executive board members from the board will be for non-attendance of meetings and/or disregard of duties; a vote by the executive board will be taken to remove them from office.
- b. If an executive board member cannot perform his/her duties for an extended period of time this member will be contacted by the secretary notifying him/her that a vote will be taken to decide if the member will be removed from office, either temporarily or permanently (until the end of the term of office).
- c. As per this article any member that is permanently filling a vacancy will serve out the term of office until the next general election by all union members.

**ARTICLE VI
DUTIES OF OFFICERS**

Section I. The President shall:

- a. be the presiding officer at all meetings of the general membership and the Executive Board;
- b. be an ex-officio member of all standing committees except the Elections Committee;
- c. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- d. be the principal executive officer of the organization;
- e. receive, report and respond to correspondence of the organization;
- f. supervise all employees of the organization;
- g. be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- h. serve as an authorized representative of the union and be responsible for submitting all statutorily required forms and reports to designated government agencies;
- i. represent the organization before the employer, executive and legislative officials;
- j. represent the organization before the public, community organizations, and the news media;

- k. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- l. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies;
- m. present an annual report to the organization's membership; and
- n. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section II. The Executive Vice-President shall:

- a. assume the duties of the President in the event of the absence, illness or death of the President;
- b. oversee and assist the stewards in their duties;
- c. oversee the work of and receive regular reports from the Organizing Committee;
- d. perform other duties as delegated by the President or assigned by the Executive Board; and
- e. co-sign financial instruments in the absence of the President or Treasurer.

Section III. The Secretary shall:

- a. maintain the non-financial files and records of the organization;
- b. be the custodian of the seal and charter of the organization;
- c. record and keep accurate minutes of meetings of the membership and the Executive Board;
- d. assist the President in handling the correspondence of the organization;
- e. assist the president in submitting all statutorily required forms and reports to designated government agencies
- f. oversee the work of, and receive and certify the reports of the Elections Committee;
- g. prepare and maintain internal mailing lists and electronic listservs;
- h. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act;
- i. maintain official calendar of meetings, conferences, and events;
- j. review information requests and assign to appropriate responder; and

- k. perform other duties as delegated by the President, or assigned by the Executive Board.

Section IV. The Treasurer shall:

- a. receive, record and deposit all dues monies and other income in the name of the organization;
- b. maintain accurate membership records;
- c. issue membership cards and notices of delinquency;
- d. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- e. maintain all financial records of the organization;
- f. arrange for an independent audit of the finances of the organization annually and make available same to the Executive Board and membership;
- g. transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- h. oversee the work of and receive reports from the Finance Committee;
- i. assist the president in submitting all statutorily required forms and reports to designated government agencies
- j. perform other duties as delegated by the President or assigned by the Executive Board; and
- k. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and under the guidelines developed by the AFT.

Section VI. Campus Vice-Presidents shall:

- a. act as contact persons regarding issues specific to their campuses;
- b. attend labor-management meetings involving members on their campuses;
- c. be authorized to chair campus and building meetings on their campuses; and
- d. be eligible to serve as stewards.

Section VII. Executive Board Members shall:

- a. participate in governance of the local;
- b. convene and chair campus meetings; and

- c. be eligible to serve as stewards.

**ARTICLE VII
EXECUTIVE BOARD**

- Section I. The Executive Board shall meet monthly or at the call of the President, or at the call of two (2) or more of its members for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be seven of its members.
- Section II. The Executive Board shall prepare, and present for approval to the membership, an annual budget in the month prior to the beginning of the fiscal year.
- Section III. The URA-AFT fiscal year for tax and accounting purposes is July 1 to June 30.
- Section IV. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.
- Section V. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.
- Section VI. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property; to borrow money; to secure such obligations by mortgage or other instrument; and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.
- Section VII. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.
- Section VIII. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.

**ARTICLE VIII
COMMITTEES**

- Section I. The standing committees of the organization shall be: a) Civil Rights, b) Communications, c) Contract Development, d) Elections, e) Finance, f) Grievance, g) Health and Safety, h) Legislation, i) Organizing, j) Political Education, k) Professional Development, l) Social.
- Section II. The Executive Board, either on its own initiative, or at the direction of the membership, may establish special committees.
- Section III. Within thirty (30) days of formation each committee shall present its annual program of action to the Executive Board.
- Section IV. The Civil Rights Committee shall work to secure and promote the civil rights of all members, at the work place and within the local; gather information on violations

of civil rights at work places and take action to correct violations; work with other committees to educate members on civil rights issues; keep track of legislation and legal development pertaining to civil rights; and network with other organizations to promote civil rights.

- Section V. The Communications Committee shall design, produce and distribute regular communications to the membership and other printed material for the organization as necessary; and shall present the views of the organization on both a regular and special basis to the print and electronic media, other labor and community organizations and the general public.
- Section VI. The Contract Development Committee shall conduct research, surveys, hearings, and other activities in order to: 1) determine the overall effectiveness of the contract and 2) to support the organization in its collective bargaining, or similar, programs.
- Section VII. The Elections Committee shall conduct and supervise all elections of the organization.
- Section VIII. The Finance Committee shall assist the Executive Board in the preparation of the annual budget and shall identify, and with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the organization.
- Section IX. The Grievance Committee shall work with the stewards in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; shall be responsible for the processing of grievances and disputes beyond the immediate work location; and shall make decisions regarding disputes to be taken to arbitration or civil remedy. The grievant may appeal these last decisions to the Executive Board.
- Section X. The Health and Safety committee shall promote safety awareness and identify and recommend possible solutions to address occupational health, safety, and security concerns. The Chair of the Health and Safety Committee shall represent the organization in labor-management meetings on these topics.
- Section XI. The Legislation Committee shall be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.
- Section XII. The Organizing Committee shall assist the stewards in developing programs and activities that shall cause all eligible persons to join and participate in the organization.
- Section XIII. The Committee on Political Education shall secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the Executive Board; educate members on the issues of import to the organization, its membership and clients; and develop programs to promote the registration of persons to vote and to support the election of candidates who support the interests of the organization, its membership and the people they serve.

- Section XIV. The Professional Development Committee shall identify the professional and work-related educational and training needs of the membership and develop programs and activities that meet said needs.
- Section XV. The Social Committee shall conduct activities that promote the social well-being of the membership, are attractive to potential members, and promote community among organized labor and in the society at large.

ARTICLE IX MEMBERSHIP MEETINGS

- Section I. The Executive Board shall determine the time and place of any general membership meeting.
- Section II. Special meetings of the membership may be called by a petition of thirty percent (30%) of the members.
- Section III. Membership meetings will generally be held on the New Brunswick campus. Upon request, and when possible, joint sessions with the Newark and Camden campuses will be held via videoconference.
- Section IV. Attendance at membership meetings shall be limited to URA-AFT members and guests who are approved by the Executive Board.

ARTICLE X DUES

- Section I. Current union dues for URA-AFT members will be 1.2% of the yearly straight time salary; overtime will not be factored into dues premiums.
- Section II. The dues of this Union shall be at a rate and a schedule as recommended by the bylaws committee prior to the first contract. These recommendations will be approved at a membership meeting.
- Section III. Any change in the rate of the dues or special assessment shall be made in accordance with the following procedure.
- a. Notice shall be circulated via email as well as posted on the Union's website, on Union bulletin boards and/or in any other publication posted on non-official bulletin boards located in the various employer buildings no later than 60 days prior to the proposed change. Changes in dues will not be made without proposed changes being read at one meeting without discussion and then read, discussed and voted on at the next consecutive meeting.
 - b. Voting shall be by voice of members present at the meeting. All voting must be done in person by the union members. Voting will be governed by Robert's Rules of Order.

- c. All URA-AFT members may vote.
- d. A majority vote shall decide the issue.

Section IV. The local union will be responsible for collecting agency-fees and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) – (d) of the AFT Bylaws.

ARTICLE XI CONTRACT RATIFICATION

Section I. For the first and future contracts for the URA-AFT, all members shall be given a vote for or against contract ratification.

Section II. There will be three voting locations, one for each of the three geographical areas. These areas are Camden, Newark and the New Brunswick campuses. Voting locations will be within a 10 mile radius of each of the campuses. Notification of the voting locations will be sent to members a minimum of seven calendar days prior to the day of the voting.

Section XV. All members must vote in person at a polling location, except that the following may contact the union for an absentee ballot if they are unable to vote in person: all members whose primary residence is farther than 50 miles away from any of the three polling locations and who do not work on any of the three main campuses; members who have a conflict with a religious observance on the day of voting; and members who will be out of town on work-related duties, in which case they must provide documentation from their supervisor confirming this. Absentee ballots must be in the possession of the union a minimum of 24 hours prior to the closing of all three polling locations. The completed ballot can be returned to the union via certified mail or the shop steward or hand delivered by the member. Every effort will be made to ensure that all members will receive ballots.

Section III. The Executive Committee will decide the time, place and duration of contract ratification vote.

Section IV. A minimum of 72 hours prior to the contract ratification vote, members will be sent a copy of the proposed contract to review; delivery will be made by either e-mail or the member's shop steward.

ARTICLE XII AFFILIATION

Section I. This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, the URA-AFT will send delegates to the AFT convention. Delegates shall be appointed by the Executive Board.
- b. The appropriate state federation of the American Federation of Teachers, AFL-CIO.

Whenever possible, URA-AFT will send delegates to the state federation's convention. Delegates shall be appointed by the Executive Board.

- c. The state American Federation of Labor-Congress of Industrial Organizations; and
- d. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE XIII RULES OF ORDER

Robert's Rules of Order, Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the Bylaws of this organization.

ARTICLE XIV AMENDMENT

- Section I. Twenty percent (20%) of the membership may present, by petition, a proposed amendment to this constitution to any regular meeting of the Executive Board, which shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next membership meeting. Discussion of the proposed amendment will be scheduled for said membership meeting.
- Section II. Voting on the proposed amendment will take place at the next membership meeting, following the one during which the amendment was discussed. The vote of two-thirds (2/3) of those members voting shall be required for passage of the amendment.
- Section III. Once there is a vote on the proposed amendment, there will be no further votes on the same amendment for the next twelve months.

ARTICLE XV AVAILABILITY OF CONSTITUTION

- Section I. Three copies of this Constitution and all subsequent amendments shall be submitted to the Office of the Secretary-Treasurer of the American Federation of Teachers.
- Section II. The Secretary shall make available upon request a copy to any member of the organization.