



# Rutgers Council of AAUP Chapters

American Association of University Professors • American Federation of Teachers

**Rutgers AAUP-AFT**

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BY-LAWS OF  
THE PART-TIME LECTURER FACULTY CHAPTER,  
THE RUTGERS COUNCIL OF AAUP  
(AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS) CHAPTERS –  
AMERICAN FEDERATION OF TEACHERS

## PREAMBLE

The Part-Time Lecturer Faculty Chapter, Rutgers Council of AAUP Chapters, AAUP-AFT has organized itself into an organization within the provisions and objectives of the National American Association of University Professors, and the additional objectives applying to organizations representing employees as defined by Chapter 303 of the Laws of 1968, in the New Jersey Employee Relations Act, as subsequently amended. In 2005 a three-year trial joint affiliation was established with the American Federation of Teachers. In 2008 the joint affiliation was made permanent.

The Part-Time Lecturer Faculty Chapter (“PTLFC”), as the negotiating representative for part-time faculty, seeks to promote and preserve the professional and economic well being of its unit members for whom it bears legal responsibilities. As a professional association and in addition to its responsibilities as negotiating representative, the Part-Time Lecturer Faculty Chapter, together with its affiliate, the Rutgers Council of AAUP Chapters, AAUP-AFT seeks to enhance the academic environment at the University.

These By-Laws regulate the functions of the Part-Time Faculty Chapter and its relationship with the Rutgers Council of AAUP Chapters, AAUP-AFT.

## ARTICLE I: MEMBERSHIP

The Part-Time Lecturer Faculty Chapter, affiliated with the Rutgers Council of AAUP Chapters, AAUP-AFT shall consist of part-time lecturers and other persons employed for less than 50% of full-time in a teaching or research capacity, who are dues paying members of the Part-Time Lecturer Faculty Chapter. Persons who are in the negotiating unit represented by the Rutgers Council of AAUP Chapters, AAUP-AFT may not be members of the Part-Time Lecturer Faculty Chapter. Members not doing bargaining unit work for a year or more may retain limited membership, as “associate” members, with reduced dues of \$8.00 per year and limited privileges. They shall have voting rights in elections of officers only. The Chapter officers and members shall serve on the Chapter Executive Board as provided in Article VI. Membership in the Part-Time Lecturer Faculty Chapter confers membership in National AAUP and National AFT.

Members may submit written resignation to the PTLFC at any time, but membership withdrawal will only be processed during the months of June or December.

A. Elected officers and board members are eligible to serve their full terms, regardless of a change in full union membership status (i.e., as associate members).

## ARTICLE II: MEMBERSHIP MEETINGS

The Chapter Executive Board may call general membership meetings of the Chapter at any time. There shall be at least one general membership meeting per year. Fifteen (15) members in good standing shall constitute a quorum including one (1) from each campus: Camden, Newark, and New Brunswick. The agenda of the meeting shall be outlined in the call for the meeting. Additions to the agenda shall be made by a two-thirds (2/3) vote of the members attending the meeting.

The Chapter Executive Board may call, together with the Rutgers Council of AAUP Chapters, AAUP-AFT, joint membership meetings. No matters directly concerning elections, by-laws, collective negotiations, grievance handling, dues, or any other internal matters may be voted on at such meetings. Members of the Rutgers Council of AAUP Chapters, AAUP-AFT and of the Part-Time Lecturers Faculty Chapter in good standing shall be entitled to vote on all matters considered at these meetings. The agenda of such joint meetings shall be outlined in the call for the meeting. Any action taken at a meeting shall require passage by a simple majority of those present.

The Chapter President, at his/her discretion, or upon receipt of a petition signed by twenty (20) members, (at least three from each campus: Camden, Newark, and New Brunswick) shall call special meetings of the general membership. The petition shall state the purpose of the special meeting. Special meetings shall be governed by the same rules as those for general membership meetings, except that the quorum shall be twice that required for general membership meetings.

## ARTICLE III: DUES AND FINANCES

Dues shall be determined by the Chapter Executive Board within a maximum determined by the membership by secret ballot. Non-payment of dues shall be cause for removal from membership. Only members in good standing with respect to dues payment shall be eligible for office, membership on any committee of the Executive Board, or have voting rights in elections, contract ratification, or any other matter submitted for membership approval.

## ARTICLE IV: OFFICERS OF THE PART-TIME LECTURER FACULTY CHAPTER, RUTGERS COUNCIL OF AAUP CHAPTERS, AAUP-AFT

- A. The officers of the Chapter Executive Board shall be the President, the Vice-President, the Camden Vice-President, the Newark Vice-President, the Secretary, and the Treasurer.
- B. Election of officers of the Chapter Executive Board:
- 1) The officers of the Chapter Executive Board shall be elected by the membership through a secret ballot.
    - a. Only part-time lecturers who are dues-paying members of the Rutgers AAUP-AFT Part-time Lecturers Union are eligible to run for office. "Members" refers to full dues-payers when they are in the bargaining unit.
    - b. Elected officers and Executive Board members are eligible to serve their full terms, regardless of a change in full union membership status or if they are not re-appointed to a PTL teaching position during their term.
    - c. Should an elected officer of the union resign from the union, or continue as a part-time lecturer but not as a dues-paying member of the union, then the Executive Board will remove that individual from office, and by a majority of those voting during an official Exec. Board meeting, elect a replacement to complete the term.
  - 2) The President shall be elected every two years and shall serve for a period of two years beginning on September 1 of the year in which he/she has been elected.
  - 3) A President may be nominated for the office of President in the year following his/her initial election and service.
  - 4) The Vice-President shall be elected every two years and shall serve for a period of two years beginning September 1 of the year in which he/she has been elected.
  - 5) Depending on which campus the Vice-President in 4) is from, two other Vice-Presidents shall be elected so as to ensure that there is a Vice-President elected from each of the three campuses. These two Vice-Presidents shall serve for a period of two years beginning September 1 of the year in which they are elected.
  - 6) The Secretary and the Treasurer shall be elected every two years for a period of two years. Each shall take office on September 1 of the year in which he/she has been elected.
  - 7) The Committee on Nominations and Elections of the Chapter Executive Board (see Article VI, Paragraph G) shall prepare a slate for election of officers by soliciting nominations from the membership and shall announce it to the membership.

- 8) All members of the Part-Time Lecturer Faculty Chapter at all geographic locations shall be eligible to vote. Members shall be given a minimum of four weeks to cast their ballots. The balloting shall be conducted by the Rutgers AAUP-AFT Staff, or by Chapter staff in the New Brunswick office, under the supervision of the Committee on Nominations and Elections of the Chapter Executive Board.
  - 9) Ballots shall be counted by the staff in the Chapter's New Brunswick office under the direct supervision of the Chapter Executive Board's Committee on Nominations and Elections.
  - 10) No ballots received after the announced deadline for the return of ballots shall be counted.
  - 11) The election process shall be completed by August 15 of each year.
- C. Each officer is subject to recall by the members of the Part-Time Lecturer Faculty Chapter.
- 1) A recall election must be initiated by a petition stating the major reasons for the proposed action and signed by twenty (20) dues paying members, at least five (5) of whom shall be from each campus.
  - 2) A petition demanding a recall election shall be presented to the Chapter Executive Board through the Secretary, who shall certify the authenticity and the member status of each signer.
  - 3) No recall petition shall be received after March 1 of the year in which the election is demanded; and each recall election shall be completed no later than 30 days after the petition has been certified.
  - 4) A recall election shall be conducted by the Chapter Executive Board's Committee on Nominations and Elections.
  - 5) An officer shall be removed when two-thirds of those casting ballots so vote, provided only that the total voting for recall shall be no less than a majority of total votes cast in the election of that officer.
  - 6) When a vacancy occurs because of a recall election, the position shall be filled according to the procedures listed below under Section IV-D, Succession of Officers.
- D. Succession of Officers:
- 1) In the event the President cannot complete his/her term, the term shall be completed by the Vice-President until a special election fills the vacancy.

- 2) After serving temporarily as President, the Vice-President shall resume his/her duties for whatever remains of the term of office.
- 3) In the event that the Vice-President cannot complete his/her term, the term shall be completed by the Secretary until a special election fills the vacancy.
- 4) In the event that the Secretary cannot complete his/her term, the Chapter Executive Board, by a majority of those voting, shall elect a replacement to complete the term.
- 5) In the event the treasurer is unable to meet his/her responsibilities or finish his/her term of office, the Chapter Executive Board, by a majority of those voting, elect a replacement to complete the term.

#### ARTICLE V: DUTIES OF CHAPTER OFFICERS

##### A. President:

- 1) Be the spokesperson and official representative for the Part-Time Lecturer Faculty Chapter.
- 2) Appoint the chairs and the members of the standing committees, with the advice and consent of the Chapter Executive Board.
- 3) Appoint with the advice and consent of the Chapter Executive Board the members of the administrative committees of the Chapter Executive Board; such members shall be drawn from the Chapter Executive Board membership.
- 4) Appoint the chair and members of special committees with the advice and consent of the Chapter Executive Board.
- 5) Preside over meetings of the Chapter Executive Board.
- 6) Initiate court action on behalf of the Chapter; such action shall be approved by the Chapter Executive Board prior to its initiation.
- 7) Provide direction to other officers and oversee their activities.
- 8) Serve as a delegate to the AFT National Convention and meetings and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.

a. Be the spokesperson and official representative for the Part-Time Lecturer Faculty Chapter. The role of spokesperson and official representative would include, but not be limited to:

- i. speaking on behalf of and representing union members;
- ii. speaking to students and to the administration;
- iii. representing the union on campus and statewide;
- iv. representing the union in its relations with municipal, county and state governments;
- v. representing the union to the print, electronic and audiovisual media;
- vi. providing testimony on issues relating to Higher Education and advising government officials and legislators;
- vii. and serving as a delegate to the New Jersey Higher Education Leadership Council.

9) Serve as liaison to the full-time faculty chapter.

10) Serve as direct contact with the executive director and the staff.

11) Prioritize and facilitate, with the agreement of the Executive Board, the annual goals of the union.

12) Establish and facilitate, with the agreement of the executive board, the development and implementation of negotiations strategies.

13) Take steps to have officers of the PTL union serve as representatives to the University Senate, the New Brunswick faculty council, Camden faculty council, Newark faculty council and other advisory and decision-making bodies in the University as identified by the President and the PTL Executive Board.

**B. Vice President:**

- 1) Be the spokesperson and official representative for the Part-Time Lecturer Faculty Chapter in the absence of the President.
- 2) Assist the President as needed.
- 3) Preside over meetings of the Chapter Executive Board in the absence of the President.
- 4) Serve as a delegate to the AFT National Convention and meetings and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.

5) Coordinate the development and implementation of PTL Union initiatives with the President and the Executive Board.

6) Coordinate the activities and reports of all standing PTL Union committees.

7) Prepare monthly reports summarizing the work of standing PTL Union committees for distribution at PTL Executive Board meetings.

#### C. Camden Vice-President

1) Be the campus representative and spokesperson.

2) Preside over campus meetings.

3) Serve as a representative/delegate to the various meetings/conferences associated with furthering the cause of our members. Examples include: AFT National Convention, AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC), AAUP Collective Bargaining Congress (CBC), etc.

4) Provide monthly reports on university governance and union-related issues at the Camden and Newark campuses to the PTL Union President and Executive Board.

5) Coordinate activities on the Camden/Newark campuses concerning union-related issues with the university-wide initiatives approved by the PTL Executive Board. Examples include membership development, collective bargaining, grievance management, and others.

#### D. Newark Vice-President

1) Be the campus representative and spokesperson.

2) Preside over campus meetings.

3) Serve as a representative/delegate to the various meetings/conferences associated with furthering the cause of our members. Examples include: AFT National Convention, AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC), AAUP Collective Bargaining Congress (CBC), etc.

4) Provide monthly reports on university governance and union-related issues at the Camden and Newark campuses to the PTL Union President and Executive Board.

5) Coordinate activities on the Camden/Newark campuses concerning union-related issues with the university-wide initiatives approved by the PTL Executive Board. Examples include membership development, collective bargaining, grievance.

E. Secretary:

- 1) Oversee the maintenance of the records of the Chapter.
- 2) Oversee the keeping of minutes at all meetings of the Chapter Executive Board and the preparation of these minutes for reproduction and distribution by the Chapter staff.
- 3) Preside over meetings of the Executive Board in the absence of the President and Vice-President.
- 4) Perform other administrative duties as requested by the President.
- 5) Serve as a delegate to the AFT National Convention and meetings and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.

F. Treasurer:

- 1) Oversee the financial affairs of the Chapter.
- 2) Chair the Chapter Budget Committee and prepare the annual budget for submission to the President and the Executive Board.
- 3) In consultation with the Officers, the Executive Board, and relevant AAUP-AFT staff, oversee development of an annual budget for the union that reflects strategic priorities and which conforms with accepted accounting procedures and practices.
- 4) Review monthly the organization's expenditures of the PTL chapter. To conduct this monthly review, the Treasurer will consult with the AAUP-AFT financial staff, which would include, but not be limited to:
  - a. review the Schedule of Balances, which includes the Bank balance and balances for certificates of deposit (CDs) and related financial instruments;
  - b. request and review a report of the Budget vs. Actual Revenues and Expenditures; and
  - c. when appropriate, work with the Certified Public Accountant for the PTL union to oversee the closing of the account books and fiscal year-end procedures.
  - d. Review the logs of work submitted by PTL Union officers and Executive Board members that substantiate their compensation as outlined in the By-Laws.
  - e. Obtain the Schedule of Balances which includes the Bank balance and CD balances, etc. Also obtain from the AAUP-AFT financial staff the 'Budget vs. Actual report' on a quarterly basis. The treasurer would work with the CPA for the closing of books and year-end procedures, etc.



- 5) Prepare and present a financial report for the Chapter Executive Board and the general membership at least once per year, no later than June 1; prepare and present other financial reports as requested by the President and/or the Executive Board.
- 6) Recommend appropriate management of Chapter funds.
- 7) Preside over meetings of the Executive Board in the absence of the President, the Vice-President, and the Secretary.
- 8) Serve as a delegate to the AFT National Convention and meetings and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.

**ARTICLE VI: EXECUTIVE BOARD OF THE PART-TIME LECTURER FACULTY  
CHAPTER OF THE RUTGERS COUNCIL OF AAUP CHAPTERS, AAUP-AFT**

- A. The internal affairs, collective negotiations and grievance handling policies and activities of the Chapter shall be coordinated by a Chapter Executive Board consisting of the President; most recent Past President; Vice-President; Secretary; Treasurer; the Newark Vice-President and the Camden Vice-President; chairs of standing committees; and one (1) Board representative at large for every one hundred and fifty (150) chapter members or fraction thereof, at least one (1) of which shall be from Camden and at least one (1) of which shall be from Newark with a minimum of at least three (3) at-large representatives. The Rutgers Council of AAUP Chapters, AAUP-AFT may select, through its own processes, two (2) non-voting delegates to attend the Executive Board meetings.
- B. The Chapter Executive Board shall hold a minimum of five (5) meetings distributed throughout the year.
- C. The terms of Chapter Executive Board representatives shall be one (1) year. If a Chapter Executive Board representative is unable to complete his/her term, a replacement shall be appointed by the Chapter Executive Board. If a representative misses three (3) consecutive meetings, s/he shall be considered withdrawn unless the Executive Board determines special circumstances.
  1. Should an elected member of the Executive Board resign from the union, continue as a part-time lecturer but not as a dues-paying member of the union, then the Executive Board will remove that individual from office, and by a majority of those voting during an official Exec. Board meeting, elect a replacement to complete the term.
  2. The terms of Executive Board Members shall be two (2) years. Beginning with

the election to be held in 2019 for Executive Board members, five (5) members on the ballot will be elected for terms of 2 years, and five members will be elected for one (1) year. The five individuals receiving the largest number of votes in 2019 will fill the two year terms, with the remaining five one year terms in 2019 being filled by the remaining nominees based upon the votes they receive. During all Executive Board elections beginning in 2020, terms of office will be staggered, with one-half of the members running for two year terms annually, while the remaining members continue in office until their terms end in the following year.

- D. Elections for Chapter Executive Board representatives shall take place no later than July; the elected representatives shall take office September 1 of the same year.
- E. Fifty percent minus one of the membership of the Chapter Executive Board shall constitute a quorum.
- F. The Chapter Executive Board's duties shall include:
  - 1) Determine membership dues in accordance with Article II.
  - 2) Assume responsibility for general fiscal affairs and approve the annual budget.
  - 3) Conduct the affairs of the organization through its standing and special committees, and joint activities with the Rutgers Council of AAUP Chapters, AAUP-AFT as provided in both organizations' By-Laws.
  - 4) Authorize legal action on behalf of the Part-Time Lecturer Faculty Chapter.
  - 5) Authorize, after a secret vote by the membership, job actions in support of the Chapter's collective bargaining goals.
  - 6) Authorize joint meetings with the Executive Council of the Rutgers Council of AAUP Chapters, AAUP-AFT. No matters not directly concerning elections, by-laws, collective negotiations, grievance handling, dues, or any other internal matters shall be voted on at such meetings.
  - 7) Select from its members two (2) non-voting delegates to the Executive Council of the Rutgers Council of AAUP Chapters, AAUP-AFT.
  - 8) Establish and abolish special committees as it may deem necessary.
  - 9) Establish specific charges for each Chapter Executive Board committee.
  - 10) Each Executive Board member will chair or serve as co-chair of a standing committee of the PTL Union, and submit monthly reports on committee activities and work to the PTL Vice President (University-wide).

- 11) Executive Board members are eligible to serve as delegates to the AFT National Convention and meetings and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.
- G. The Budget and Personnel Committee shall consist of the President, Vice President, Treasurer and Secretary. In addition, the Executive Board shall establish the following standing committees:
- 1) Negotiating (See Article VII);
  - 2) Organizing ;
  - 3) Elections; and
  - 4) By-Laws; and other committees shall be established as necessary
- H. These standing and administrative committees, at the discretion of the Executive Board, may be conducted jointly with the standing and administrative Committees of the Rutgers Council of AAUP Chapters, AAUP-AFT. No matter, however, concerning collective negotiations, grievance handling, elections, by-laws, dues, or other internal matters shall be voted on at such meetings.

#### ARTICLE VII: NEGOTIATING COMMITTEE

- A. The Negotiating Committee shall be appointed by the President with the approval of the Chapter Executive Board.
- B. The Negotiating Committee shall be composed of the chairperson and at least three (3) additional members of the PTLFC chosen so that there shall be one (1) member from each of the three (3) main campuses of Rutgers.
- C. The Negotiating Committee shall function under negotiating policies determined by the Chapter Executive Board.
- D. A tentative contract agreement will be discussed by the Executive Board, and if approved by the Executive Board, a ratification vote will be conducted by secret ballot. The contract shall be ratified by a majority of the membership who vote.

#### ARTICLE VIII: AMENDMENTS

These By-Laws may be amended by two-thirds vote of those responding to a secret ballot sent out by the Chapter Executive Board.

## ARTICLE IX: RATIFICATION OF THE BY-LAWS

These By-Laws shall become effective on the date of ratification. Amendments shall become effective on the date of their approval by the membership.