



RUTGERS ADJUNCT FACULTY UNION

PTLFC-AAUP-AFT

Bylaws of the Part-time Lecturer Faculty Chapter, Rutgers Council of the American Association of University Professors (AAUP) Chapters – American Federation of Teachers (AFT)

PREAMBLE

The Part-Time Lecturer Faculty Chapter (PTLFC-AAUP-AFT) is an organization of adjunct faculty members at Rutgers University affiliated with the American Association of University Professors and the American Federation of Teachers and subject to Chapter 303 of the Laws of 1968, in the New Jersey Employee Relations Act, as subsequently amended.

The PTLFC is a democratic, member-led union of adjunct faculty organized to protect and promote academic freedom and faculty governance at Rutgers University. The PTLFC seeks to improve the working conditions of faculty, the learning conditions of students, and the well-being of the wider community through organizing, collective bargaining, political action, and community engagement. At a time when universities view adjuncts and adjunct labor as cheap and disposable, we fight to gain dignity and respect by winning equal pay for equal work and long-term job security.

The PTLFC promotes increased collegiality of members within and across academic units and works to make members full citizens in the governance structures of the University.

The PTLFC seeks to build a dynamic and democratic national labor movement, animated by the principle that an injury to one is an injury to all, and in that spirit, to promote local, national, and international labor solidarity, and to promote democracy, justice, equality, and trade unionism in the society at large.

These Bylaws regulate the functions of the PTLFC and its relationship with the Rutgers Council of AAUP Chapters, AAUP-AFT.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PTLFC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any procedures adopted by the PTLFC Board.

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ARTICLE I: PTLFC MEMBERS

1. The PTLFC AAUP-AFT shall consist of PTLs as defined in the collective bargaining agreement with Rutgers University, who are dues paying members of the PTLFC. Persons who are members of the bargaining unit represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, or any bargaining unit at RU, may not be members of the PTLFC. Members not teaching for two semesters may retain membership for one year or two semesters after the last semester taught.
2. Only dues-paying members shall be eligible for office on the Executive Board, membership on any committee of the Executive Board, and have voting rights in elections, contract ratification, or any other matter submitted for membership approval.
3. Membership in the PTLFC confers membership in National AAUP and National AFT.
4. Members may submit written resignation to the PTLFC at any time.

ARTICLE II: DUES

1. Dues shall be determined by the Executive Board within a maximum determined by the membership by secret ballot. Non-payment of dues while on the university payroll shall be cause for removal from membership.

ARTICLE III: PTLFC MEMBERSHIP MEETINGS

1. The Executive Board may call general membership meetings at any time. There shall be at least one (1) general membership meeting per year. Ten percent of 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 majority vote of the members attending the meeting.
2. The Executive Board may call, together with the Rutgers Council of AAUP Chapters, AAUP-AFT, joint membership meetings. No matters directly concerning elections, Bylaws, 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 PTLFC 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.

3. The Executive Board, at its discretion, or upon receipt of a petition signed by thirty (30) members, with at least three (3) 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. A special meeting shall be limited to consideration of matters for which the meeting was called except that by a two-thirds vote of the total membership in attendance additional items may be added to the agenda. Special meetings shall be governed by the same rules as those for general membership meetings.

ARTICLE IV: PTLFC EXECUTIVE BOARD

1. The strategic direction, tactical decision-making, internal affairs, collective negotiations and grievance-handling policies and activities of the PTLFC shall be coordinated by an Executive Board consisting of the President; Vice President; the Campus Vice Presidents (Camden, Newark, and New Brunswick); Secretary; Treasurer; chairs of standing committees; and Representatives as specified in Article VI.
2. Fifty (50) percent minus one (1) of the Executive Board shall constitute a quorum for Board meetings.
3. The Executive Board's duties shall include:
 - 3.1. Responsibility for general fiscal affairs and approving the annual budget.
 - 3.2. Conducting 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' Bylaws.
 - 3.3. Authorizing legal action on behalf of the PTLFC.
 - 3.4. Authorizing job actions short of a strike, in support of the Chapter's collective bargaining goals. (See also article VIII.)
 - 3.5. Selecting from its Representatives, delegates to the Executive Council of the Rutgers Council of AAUP Chapters, AAUP-AFT.
 - 3.6. Establishing and terminating special committees, as it may deem necessary.
 - 3.7. Establishing specific charges for each Chapter Executive Board committee.
4. Members of the Executive Board shall be elected every two (2) years and shall serve for a period of two (2) years beginning on September 1 of the year in which they have been elected.
5. Executive Board Officers and Representatives are eligible to serve their full terms, regardless of a change in full union membership status during their term. Should an Executive Board Officer or Representative resign from the union, then the Executive Board will remove that individual from the Executive Board.
6. Executive Board officers and Representatives are subject to recall by the membership of the PTLFC. (See Article IX, 8.2.)
7. When a vacancy occurs because of a recall election or resignation, the Executive Board shall appoint a representative from the membership. In the case of an officer, the position shall be filled according to the procedures listed below under Section V, Succession of Officers.
8. If an Executive Board Officer or Representative misses four (4) consecutive meetings, they shall be considered withdrawn and a replacement appointed unless the Executive Board determines special circumstances.

9. The Executive Board Officer or Representative who missed four (4) consecutive meetings shall be notified via email by the Secretary no later than one (1) week after missing their fourth consecutive meeting and offered the opportunity to cite special circumstances.
10. If the Executive Board Officer or Representative chooses to make a response, such response shall be provided no later than one (1) week after the notice from the Secretary. The Executive Board shall review the response at the next meeting of the Executive Board and the officer or representative will be considered removed unless the Board determines otherwise by a two-thirds vote.

ARTICLE V: EXECUTIVE BOARD OFFICERS' DUTIES

1. The Officers of the Executive Board shall be the President, the Vice President, the New Brunswick Vice President, Camden Vice President, the Newark Vice President, the Secretary, and the Treasurer.
2. The terms of the Officers of the Executive Board shall be two years.
3. President:
 - 3.1. Prioritize and facilitate the goals of the union in accord with the Executive Board.
 - 3.2. Be the spokesperson and official representative for the PTLFC.
 - 3.3. Work with other Officers to oversee the general direction of the board's activities.
 - 3.4. Appoint the chairs and the members of the committees, with the advice and consent of the Executive Board.
 - 3.5. Promotes maximum member participation in membership meetings, committee meetings, and collective actions.
 - 3.6. Preside over meetings of the Executive Board.
 - 3.7. Serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.
 - 3.8. Initiate court action on behalf of the Chapter; such action shall be approved by the Executive Board prior to its initiation.
4. Vice President:
 - 4.1. Coordinate the development and implementation of PTLFC initiatives with the President and the Executive Board.
 - 4.2. Be the spokesperson and official representative for the PTLFC in the absence or with the consent of the President.
 - 4.3. Coordinate, with the President, the activities and reports of all standing PTLFC committees.
 - 4.4. Preside over meetings of the Executive Board in the absence of the President.
 - 4.5. Serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.
5. Campus Vice Presidents (Camden, Newark, and New Brunswick)

- 5.1. Be the campus representative and spokesperson.
 - 5.2. Coordinate activities on their campus concerning union-related issues including membership development, organizing, collective bargaining, grievance management, and others.
 - 5.3. Preside over campus meetings. Campus Vice Presidents should meet with their members at least once per semester and perhaps more often during contract campaigns and/or job actions.
 - 5.4. Provide periodic reports to the Executive Board on university governance and union-related issues at their campus.
 - 5.5. Serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.
6. Secretary:
- 6.1. Oversee the maintenance of the records of the PTLFC, including the agendas, minutes, and resolutions of all meetings of the Executive Board.
 - 6.2. Ensures members have access to the agendas, minutes and resolutions of Board and committee meetings.
 - 6.3. Preside over meetings of the Executive Board in the absence of the President and Vice President.
 - 6.4. Serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.
 - 6.5. Perform other administrative duties as requested by the President.
7. Treasurer:
- 7.1. Manage the PTLFC financial affairs and PTLFC funds.
 - 7.2. Prepare the annual budget for submission and approval by the Executive Board. The budget should reflect strategic priorities and conform with accepted accounting procedures and practices.
 - 7.3. Prepare and present a financial report for the Executive Board and the general membership at least once per year; prepare and present other financial reports as requested by the President and/or the Executive Board.
 - 7.4. Report the PTLFC's expenditures monthly in consultation with the AAUP-AFT financial staff.
 - 7.5. Preside over meetings of the Executive Board in the absence of the President, the Vice President, and the Secretary.
 - 7.6. Serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.
8. Succession of Officers:
- 8.1. In the event the President cannot complete their term, the term shall be completed by the Vice President until a special election fills the vacancy. (See Article IX, 8.)
 - 8.2. After serving temporarily as President, the Vice President shall resume their duties for whatever remains of the term of office.

- 8.3. In the event that the Vice President cannot complete their term, the term shall be completed by the Secretary until a special election fills the vacancy.
- 8.4. In the event a Campus Vice President is unable to meet their responsibilities or finish their term of office, the Executive Board, by a majority of those voting, shall elect a replacement to complete the term.
- 8.5. In the event that the Secretary cannot complete their term, the Executive Board, by a majority of those voting, shall elect a replacement to complete the term.
- 8.6. In the event the Treasurer is unable to meet their responsibilities or finish their term of office, the Executive Board, by a majority of those voting, elect a replacement to complete the term.

ARTICLE VI: PTLFC EXECUTIVE BOARD REPRESENTATIVES

1. Terms of office are staggered, with one-half (1/2) of the Representatives running for two (2) year terms annually, while the remaining Representatives continue in office until their terms end in the following year.
2. There shall be one (1) Board Representative for every one hundred and fifty (150) Chapter members or fraction thereof, at least one (1) of which shall be from each campus.
3. Representatives have a responsibility to make the Executive Board aware of issues affecting the membership that they become aware of.
4. Representatives can serve as a representative/delegate to the meetings/conferences associated with furthering the cause of the PTLFC.

ARTICLE VII: COMMITTEES

1. The Executive Board shall establish the following standing committees:
 - 1.1. Organizing builds membership density and recruits member activists. It meets regularly to craft and implement actions to build worker engagement, solidarity, and power.
 - 1.2. Media and Communications carries out the union's communication strategy through both digital and traditional means to keep our members informed and to spread the union's narrative to members, non-members, allies and other stakeholders.
 - 1.3. Contract Enforcement operates on the principle that a collective agreement is only as strong as its diligent and persistent enforcement. Committee members become familiar with provisions of the CBA and do their best to help members address violations that might need to move on through the grievance procedure.
 - 1.4. Legislative works to build support from allies in government, other unions, and political organizations.
 - 1.5. Research is responsible for providing data and analysis of Rutgers' organizational structure, decision-making processes, policies and finances as well as other relevant union contracts that may provide models for use in the contract campaign and at the bargaining table.
2. Other committees as deemed necessary by the Executive Board, including:

- 2.1. Budget and Priorities is responsible for developing a draft budget for the new fiscal year reflecting union priorities for presentation to the Executive Board during its June board meeting. This committee should be composed of the Chapter officers and any other designees approved by the president. The budget draft should be presented by the Chapter Treasurer.
- 2.2. Contract Steering manages the day-to-day actions of the contract campaign.
- 2.3. Bargaining negotiates the contract, develops proposals, and makes tactical decisions in consultation with the Contract Steering Committee. It may be comprised of Executive Board Representatives and Officers, members of other committees, and allies.
- 2.4. Elections conducts elections as needed.
- 2.5. Bylaws periodically initiates and completes the updating of the PTLFC Bylaws.

ARTICLE VIII: CONTRACT / COLLECTIVE AGREEMENT

1. The PTLFC, as a democratic union, will strive for maximum transparency in negotiations, including an open bargaining process that includes all workers covered by the collective-bargaining agreement
2. An authorization to strike requires a majority of members voting in a secret ballot.
3. A tentative contract agreement with the Rutgers administration will be discussed by the Executive Board, and if approved by a majority of the Executive Board who vote, a ratification vote will be conducted by secret ballot of the membership. The contract shall be ratified by a majority of the membership who vote.

ARTICLE IX: ELECTIONS

1. The Election Committee shall prepare a slate for open positions on the Executive Board by soliciting nominations from the membership.
2. The Executive Board shall be elected by the membership through a secret ballot.
3. The Election Committee shall provide notice to membership of the election no later than May 1 of the year in which the election is to be held. The notice shall include the procedures for nomination including self-nomination. The Election Committee shall announce the candidates running for positions no later than July 1 of the year in which the election is to be held.
4. All members shall be eligible to vote. Members shall be given a minimum of two (2) weeks to vote. The balloting shall be executed by the Rutgers AAUP-AFT staff or by PTLFC staff in the New Brunswick office, under the supervision and direction of the Election Committee.
5. No ballots received after the deadline for the return of ballots shall be counted.
6. The election process shall be completed no later than August 15 of each year.
7. The elected Officers and Representatives shall take office September 1 of the same year.
8. Special Election:
 - 8.1. A special election shall be conducted by the election committee in the event the president cannot complete their term.
 - 8.2. A recall election of Officers or Representatives 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.

- 8.2.1. A petition demanding a recall election shall be presented to the Executive Board through the Secretary, who shall certify the authenticity and the member status of each signer.
- 8.2.2. Recall petitions may be submitted at any time other than April 15 through September 15 in a year where the term of officer or representative subject to recall is set to expire on Sep 1.
- 8.2.3. An Officer or Representative shall be removed when two-thirds (2/3) 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.
- 8.2.4. A recall election shall be conducted by the Election Committee

ARTICLE X: AMENDMENTS AND RATIFICATION OF THE BYLAWS

These Bylaws may be amended by two-thirds (2/3) vote of those responding to a secret ballot sent out by the Executive Board.

These Bylaws shall become effective on the date of ratification. Amendments shall become effective on the date of their approval by the membership.

Amended 3/1/1992
 Amended 7/23/2004
 Amended 6/30/2006
 Amended 4/3/2008
 Amended July 2010
 Amended 5/25/2011
 Amended 8/13/2018
 Amended 4/11/2022