



Rutgers Council of AAUP Chapters

American Association of University Professors • American Federation of Teachers

**Rutgers
AAUP-A
FT 11
Stone
Street
New
Brunswic
k, NJ
08901-111
3**

Phone: 732-964-1000

**Fax: 732-964-
1032**

E-mail:

aaup@rutgersaaup.org

Web:

www.rutgersaaup.org

BY-LAWS OF THE RUTGERS AAUP-AFT, AND ITS CONSTITUENT CHAPTERS

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PREAMBLE

The name of this organization shall be the Rutgers Council of AAUP Chapters, AAUP-AFT (hereinafter Rutgers AAUP-AFT), the negotiating representative for faculty members, clinicians, researchers, teaching and graduate assistants, EOF Counselors, and Postdoctoral Associates and Fellows at Rutgers, The State University. The Rutgers AAUP-AFT seeks to promote the well-being of its unit members and is organized around the principle of equity, security, and dignity for all. The union embraces social justice and places racial, gender, and class equity at the center of its mission. We hold to the labor principle that “an injury to one, is an injury to all.” Realizing that the well-being of our members is intimately tied to the well-being of larger communities, we stand in solidarity with other unions at Rutgers (as well as workers not part of unions), our students, our patients, and members of the communities in which our four Rutgers campuses (Camden, Newark and New Brunswick, RBHS) are located. As a professional association (and in addition to its responsibilities as negotiating representative) the Rutgers AAUP-AFT seeks to advance the teaching, research, clinical, and service missions of the University. It additionally seeks to advance the quality of medical-dental healthcare, education and related science.

These By-Laws regulate the functions of the Rutgers AAUP-AFT at all levels of the organization, except for some functions of the Part-Time Lecturer Faculty Chapter, the AAUP-BHSNJ Chapter and the United Council of Academics at NJIT (UCAN) that are regulated by those organizations’ by-laws.

ARTICLE 1: MEMBERSHIP

- A. Rutgers AAUP-AFT membership shall consist of faculty¹, teaching and graduate assistants, EOF Counselors, and Postdoctoral Associates and Fellows who are dues paying members of the Rutgers AAUP-AFT. Such members shall, by virtue of their membership in the Rutgers AAUP-AFT, also belong to their geographic campus location chapters: New Brunswick, Newark, RBHS, and Camden. Each Rutgers University chapter shall have representation on the Executive Council of the Rutgers AAUP-AFT, as provided for in Article 7. Members elected to a term of office before converting to retiree status or former Teaching Assistant or Graduate Assistant status shall be allowed to serve out their term as long as they continue to be matriculated.
- B. The Retiree Assembly (which welcomes retired faculty who served at Rutgers as full-time or part-time faculty, tenured or non-tenured, from any of the university campuses) may elect one of its members to represent the retirees on the Executive Council and they will have full voting rights on matters that come before the Council, except those related to collective bargaining, e.g., votes on tentative settlements with Rutgers administration

¹ For purposes of membership in the AAUP-AFT, the term “faculty” does not include lecturers who are represented by the Part Time Lecturer Faculty Chapter.

or dues increases. Retirees are encouraged to serve on committees but cannot be elected to office or vote in elections for union office.

- C. Special Grad Members: In addition to teaching assistants and graduate assistants, all enrolled graduate students on funded fellowships (or equivalent) shall be eligible for membership under policies determined by the Executive Council. These members may vote in union elections and run for union office, but they shall not vote on strike authorization or contract ratification pertaining to other bargaining units. They shall pay dues at a rate determined according to Article 3 and collected under procedures determined by the Executive Council.
- D. Associate members: The Rutgers AAUP-AFT may enroll associate members under policies determined by the Executive Council. Associate members may not vote in union elections or run for union office; they shall be treated in the same manner as ~~full-time~~ faculty who are on unpaid leave. They are encouraged to serve on committees but cannot be elected to office or vote in elections for union office.

ARTICLE 2: GENERAL MEMBERSHIP MEETINGS

The Executive Council may call general membership meetings of all members of the Rutgers AAUP-AFT.

The agenda of 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 quorum for a general membership meeting shall be 10% of members in good standing.

The President of the Rutgers AAUP-AFT, at their discretion, or upon receipt of a petition signed by forty (40) members, (at least five of whose number shall be from Camden, five from Newark, five from New Brunswick, and five from RBHS) 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 regular meetings, except that (a) the quorum shall be twice that required for regular meetings.

In addition, the Executive Council and the PTLF Chapter may call 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. Joint meetings shall be governed by the same rules as those for regular meetings, except that a) the quorum required for general membership meetings of Rutgers AAUP-AFT and the PTLF Chapter shall together constitute a quorum for a joint meeting; and, b) members in good standing of Rutgers AAUP-AFT and the PTLF Chapter shall be entitled to vote on all matters not excluded.

ARTICLE 3: DUES

The Rutgers AAUP-AFT membership, by secret ballot, shall determine a maximum dues structure. The Executive Council shall determine the actual dues structure within this maximum. Non-payment of dues shall be cause for removal from membership. Authorization for deduction of membership dues is effected through completion of the Rutgers AAUP-AFT Membership Application. This authorization shall remain in effect unless revoked by the member upon written notice to the University. Such revocation shall be effective consistent with the governing dues authorization statute.

ARTICLE 4: GOVERNING AUTHORITY

The affairs of the Rutgers AAUP-AFT shall be governed by its membership in accordance with the AFT Constitution and the policies of this Union in the following manner:

- A. Through action taken in membership meetings or by referendum of the membership.
- B. Through actions and decisions of the Executive Council between membership meetings.
- C. The actions and decisions of the Executive Council and the officers of the Rutgers AAUP-AFT between general membership meetings may be overruled by the Membership by referendum.

ARTICLE 5: OFFICERS OF THE RUTGERS AAUP-AFT

- A. The Officers of the Rutgers AAUP-AFT shall be the President; the General Vice President; the Secretary-Treasurer; the Vice President for Graduate Workers, the Vice President for EOF Counselors; the Vice President for Non-Tenure Track (NTT) Faculty; the Vice President for Tenure Track Faculty; Vice-President for Clinical Faculty;²; and the Vice President for Postdoctoral Associates and Fellows.
- B. The Rutgers AAUP-AFT Advisory Committee shall consist of (1) President; the General Vice President; the Secretary-Treasurer; the Vice President for Graduate Workers, the Vice President for EOF Counselors; the Vice President for Non-Tenure Track (NTT) Faculty; the Vice President for Tenure Track Faculty; the Vice-President for Clinical Faculty; and the Vice President for Postdoctoral Associates and Fellows. (2) the President of each campus chapter (3) the chair of the Negotiating Committee.
- C. The Advisory Committee
 - 1. Receives updates from the President and General Vice President and advises them on decisions between Executive Council meetings;
 - 2. Members report back to their respective chapters and constituents.

² Such position is open to any faculty member in good standing with patient care duties or who teaches clinical sciences concerning patient care.

- D. The officers of the Rutgers AAUP-AFT shall be elected by the membership for two year terms as provided in Article 19.
- E. Vacancies and Succession of Officers
 - 1. In the event the President cannot complete their term, the term shall be completed by the General Vice President.
 - 2. In the event that the General Vice President or the Secretary-Treasurer cannot complete their term, the Executive Council, by a majority of those voting, shall elect a replacement to complete the term.
 - 3. In the event that any other of the Vice Presidents cannot complete their term, the relevant constituency members shall hold a special election within 45 days and elect a Vice President to serve until the next union election.

ARTICLE 6: DUTIES OF RUTGERS AAUP-AFT OFFICERS

A. President:

- 1. Be the spokesperson and official representative for the Rutgers AAUP-AFT.
- 2. Appoint and remove the chairs and the members of special and standing committees with the advice and consent of the Executive Council. Such persons shall be drawn from the membership of the Rutgers AAUP-AFT. Standing committee chairs normally serve one-year terms, but may be removed by the President with the advice and consent of the Executive Council.
- 3. Appoint and remove the members of the administrative committees of the Executive Council with the advice and consent of the Executive Council. Such members shall be drawn from the membership of the Executive Council.
- 4. Preside over meetings of the Executive Council.
- 5. Appoint and remove staff members for the Rutgers AAUP-AFT with the advice and consent of the Executive Council.
- 6. Oversee office operations.
- 7. Initiate court action on behalf of the Rutgers AAUP-AFT; such action shall be approved by the Executive Council prior to its initiation.
- 8. Provide direction to other officers and oversee their activities.
- 9. 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.
- 10. Prosecute grievances and appeal them to higher levels of the grievance procedure when not satisfactorily settled;³
- 11. Supervise and be an ex-officio member of all committees;
- 12. Approve all bills to be paid, and countersign all checks drawn on the Chapter treasury;
- 13. Perform such other additional duties as may be assigned by the Executive Council or required by the policies or Constitution of the Union.

B. General Vice President

³ Article 6.A.10 does not apply to grievances filed by the AAUP-BHSNJ Chapter. That Chapter shall be responsible for the cost of processing its grievances, including the cost of arbitration.

1. Preside over meetings of the Executive Council in the absence of the President.
2. Perform such duties as are requested by the Executive Council or the President.
3. Serve as a delegate to the AFT National Convention and meetings, and to the AAUP Annual Meeting, AAUP Assembly of State Conferences (ASC) meetings, if needed and possible.

C. Secretary-Treasurer

1. Oversee the maintenance of the records of the Rutgers AAUP-AFT.
2. Ensure that minutes of all meetings of the Executive Council are kept and distributed for subsequent meetings.
3. Preside over meetings of the Executive Council in the absence of the President and Executive 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.
6. Oversee the financial affairs of the Rutgers AAUP-AFT
7. Chair the Executive Council Budget and Personnel Committee and prepare the annual budget for submission to it and the President.
8. Review monthly the organization's expenditures.
9. Present a financial report for the Executive Council and the general membership at least once a year, no later than June 1; present other financial reports as requested by the President and/or the Executive Council. Review the organization's expenditures on a monthly basis. Recommend appropriate management of funds of the Rutgers AAUP-AFT.

D. Vice President for Non Tenure Track (NTT) Faculty, Vice President for Tenure Track Faculty, Vice President for EOF Counselors; Vice President for Postdoctoral Associates and Fellows; Vice-President for Clinical Faculty; Each constituent Vice President must be a member in good standing and a member of the applicable constituent group.

1. preside over meetings of constituents
2. attend meetings of the Advisory Committee and Executive Council and report back to the membership;
3. Meet with constituents once in the fall semester and once in the spring semester to hear concerns and deliberate on constituent priorities. Additional meetings may be called by the Vice 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.

E. Vice President for Graduate Workers (see Article 11)

- F. Those officers who are entrusted with funds of the Union or other Union property shall be bonded to provide protection against loss.

ARTICLE 7: EXECUTIVE COUNCIL OF THE RUTGERS AAUP-AFT

- A. The policies and activities of the Rutgers AAUP-AFT shall be coordinated by an Executive Council consisting of
 - 1. The Officers of the Rutgers AAUP-AFT (President, General Vice President, Secretary-Treasurer, the Vice President for Graduate Workers, the Vice President for EOF Counselors; the Vice President for Non-Tenure Track (NTT) Faculty; Vice President for Tenure Track Faculty, and the Vice President for Postdoctoral Associates and Fellows); Vice-President for Clinical Faculty, the President and Vice President of each campus chapter; and the Immediate Past President;
 - 2. Faculty representatives: Each campus chapter shall have one (1) Executive Council representative for every one hundred (100) faculty chapter members or fractions thereof, elected by the faculty members of the chapter;
 - 3. Grad representatives: Each campus chapter shall have one (1) grad representative for every one hundred (100) grad chapter members or fractions thereof, elected by the grad members of the chapter, provided that if there are 100 or fewer grad members in a chapter, that chapter shall have two grad representatives. Grad chapter representatives shall serve both on the Executive Council and on the Grad Steering Committee.
 - 4. One (1) Postdoctoral representative for every one hundred (100) Postdoctoral members or fraction thereof elected by the Postdoctoral members;
 - 5. Two (2) Part-Time Lecturer Faculty Chapter representatives as determined by the PTLFC;
 - 6. Two (2) UCAN representatives
 - 7. One (1) Retiree Assembly representative elected by its members.
 - 8. The immediate past President.
 - 9. Following the annual election of officers, the person elected as the next President shall become a member of the Executive Council.
- B. Faculty, grad, postdoctoral, PTLFC, and retiree Executive Council representatives shall be elected for two-year terms as provided in Article 19. Where possible, terms shall be staggered so as to promote continuity.
- C. In the event that an Executive Council representative is unable to complete their term, a replacement shall be appointed as follows:
 - 1. Faculty replacements by the appropriate chapter leadership committee;
 - 2. Grad replacements by the Grad Steering Committee;
 - 3. Postdoctoral replacements by the Vice President for Postdoctoral Associates and Fellows;
 - 4. PTLFC replacements by the PTLFC;
 - 5. UCAN replacements by UCAN
 - 6. Retiree replacements by the Retiree Assembly.
- D. The Executive Council may vote between meetings provided that all members shall be notified of the question and procedure at least 48 hours prior to the commencement of

voting.

- E. Fifty percent minus one of the membership of the Executive Council shall constitute a quorum.
- F. Ordinarily, voting shall take place for 24 hours after each Executive Council meeting after debate on the matter has concluded.
- G. The President shall make a good faith effort to convene the Executive Council at varied times and locations in order to make meetings accessible to all Executive Council members.
- H. The Executive Council's duties shall include:
 - 1. Determine membership dues in accordance with Article 3.
 - 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.
 - 4. Authorize legal action on behalf of the Rutgers AAUP-AFT.
 - 5. Authorize, after a secret ballot vote by the membership, job actions in support of the Rutgers AAUP-AFT's goals.
 - 6. Authorize joint meetings with the Executive Board of the Part-Time Lecturer Faculty Chapter. No matters directly concerning elections, bylaws, collective negotiations, grievance handling, dues, or any other internal matters may be voted on at such meetings.
 - 7. 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.
 - 8. Establish specific charges for each Executive Council committee.
- I. The Executive Council may establish standing committees, including but not limited to:
 - 1. Grievance Committee;
 - 2. Legislative Relations Committee;
 - 3. Health and Safety Committee;
 - 4. Work and Family Committee;
 - 5. Academic Freedom and Tenure Committee;
 - 6. Retirement Issues Committee
 - 7. Media Committee
 - 8. Research Affairs Committee
- J. The Executive Council shall establish the following committees:
 - 1. Budget and Personnel;
 - 2. Negotiating Committee;
 - 3. Organizing and Action Team, including at least one faculty and one grad representative from each campus chapter
 - 4. Nominations and Elections; which shall include at least one member from each of

the campus chapters, with advice and consent of Chapter Presidents.

5. By-Laws

- K. Except that they may not vote on matters of collective negotiation, grievance handling, elections, dues, bylaws, or any other internal matters, the standing and administrative committees of the Rutgers AAUP-AFT may work jointly with the standing and administrative committees of the Part-Time Lecturer Faculty Chapter.

ARTICLE 8: DEPARTMENT REPRESENTATIVES

- A. To develop a broader involvement by the membership in the Rutgers AAUP-AFT, Faculty Department Reps, and Assistant Reps shall be selected as follows:
- i. Chapter Presidents shall appoint Representatives for their respective chapters with the advice and consent of the Chapter Leadership Council and subject to paragraph (2) below.
 - ii. An election shall be held in any appropriate Department or Unit if 20 percent or more of the faculty membership of that department or unit petitions for an election, or if the appropriate Chapter Leadership Council deems it advisable. The term of an elected Rep shall commence immediately upon election and continue until the end of the academic year following the year in which the election takes place.
- B. The major responsibility of the Department Representative is to serve as the liaison between the Executive Council and the general membership.
- C. At least once each year, the department representatives shall hold a joint meeting with union officers and campus chapter leaders.

ARTICLE 9: NEGOTIATING COMMITTEE

- A. The Negotiating Committee shall consist of the chair, the Rutgers AAUP-AFT President (ex officio), and other members as follows:
1. The President shall appoint the chair with the advice and consent of the Executive Council.
 2. The President shall appoint one member from each campus chapter, with the advice and consent of the officers of that chapter.
 3. The Grad Steering Committee shall appoint one member and may appoint one additional member if there would otherwise be only one grad member.
 4. The AAUP-BHSNJ Chapter shall appoint a proportional number of bargaining team members in addition to the member appointed through 2. above.
 5. The President may appoint additional members proportionately to the above categories with the advice and consent of the Executive Council.
- B. The Negotiating Committee shall function under negotiating policies determined by the Executive Council
- C. The contract negotiated shall be ratified, in a secret ballot election sent to all Rutgers AAUP-AFT and AAUP-BHSNJ members in the applicable bargaining unit, by a majority of those who vote.

Such proposed contract shall be distributed to those members eligible to vote on its ratification no less than 48 hours prior to the start of the ratification vote.

- D. The election shall be conducted in compliance with the Labor Management Reporting and Disclosure Act (LMRDA) and other relevant law.

ARTICLE 10 ORGANIZING AND ACTION TEAM

- A. The Organizing and Action Team shall consist of (1) the President or General Vice President, (2) one faculty rep and one grad rep appointed by the President of each campus Chapter with the advice and consent of the Chapter Leadership Committee, (3) additional members appointed by the President with the advice and consent of the Executive Council.
- B. The Organizing and Action Team:
1. Appoints one or two of its members (if two, one faculty and one grad) to serve as liaisons to the Advisory Committee.
 2. The Organizing and Action Team provides university-wide leadership for organizing the department rep structure and the planning and execution of coordinated action campaigns;
- C. The Organizing and Action Team shall function under policies determined by the Executive Council.

ARTICLE 11: GRAD STEERING COMMITTEE AND VICE PRESIDENT FOR GRADUATE WORKERS

- A. There shall be a Teaching Assistant/Graduate Assistant Steering Committee (Grad SC) consisting of the graduate Executive Council Representatives and the Vice President for Graduate Workers.
- B. Selection of VP for Grad Workers
1. The Vice President for Graduate Workers shall be elected by the grad members of the Rutgers AAUP-AFT as provided in Article 19.
- C. In the situation that the VP for Grad Workers does not uphold their responsibilities, the Grad SC has the ability to push forth a “no confidence” vote and trigger a special election. The special election shall be held within 45 days and the successful candidate shall serve until the next union election.
- D. The Vice President for Grad Workers shall
1. Regularly attend SC meetings.
 2. Represent the Grad SC in meetings of the Advisory Leadership Committee and report back.
 3. Perform such other duties as are requested by the Grad SC.
 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.

- E. The Grad Steering Committee may establish rules for the conduct of its meetings and other activities, provided that the ultimate authority to make decisions resides in a majority of the Steering Committee.
- F. The Grad Steering Committee shall have the following responsibilities:
 - 1. Appoint one grad member of the Negotiating Committee and, if there would otherwise be only one grad member, appoint a second grad member.
 - 2. Prepare bargaining proposals for the Negotiating Committee.
 - 3. Appoint, with the advice and consent of each Chapter President, a Chapter Grad Rep Coordinator for each constituent chapter to oversee the recruitment, training, and coordination of grad department reps in that chapter (see Article 15). Each Chapter Grad Rep Coordinator shall be a member of the appropriate Chapter, and – if not already a member of the Chapter Leadership Council – shall become one by virtue of the appointment.
 - 4. Conduct grad membership campaigns.
 - 5. Select and train at least one TA/GA member to serve as counselor(s) in the TA/GA grievance procedure.
 - 6. Carry out other activities which may be assigned to it by the Executive Council or the President.

ARTICLE 12: EOF STEERING COMMITTEE

- A. There shall be an EOF Counselor Steering Committee consisting of all Rutgers AAUP- AFT members who are in the EOF bargaining unit.
- B. The EOF Steering Committee may establish rules for the conduct of its meetings and other activities.
- C. The EOF Steering Committee shall have the following responsibilities:
 - 1. Select the EOF Negotiating Committee.
 - 2. Prepare bargaining proposals for the Negotiating Committee.
 - 3. Vote on the ratification of the contract negotiated.
 - 4. Conduct EOF membership campaigns.
 - 5. Select and train at least one EOF member to serve as counselor(s) in the EOF grievance procedure.
 - 6. Carry out other activities which may be assigned to it by the Executive Council or the President.

ARTICLE 13: POSTDOCTORAL STEERING COMMITTEE

- A. There shall be a Postdoctoral Steering Committee consisting of (1) the Vice President for Postdoctoral Associates and Fellows and (2) additional members appointed by the Vice President, provided that upon receipt of a petition signed by ten (10) postdoctoral members, there shall be an election for the additional positions under policies set by the Executive Council.
- B. The Postdoctoral Steering Committee shall have the following responsibilities:
 - 1. Select the Postdoctoral Negotiating Committee.
 - 2. Prepare bargaining proposals for the Negotiating Committee.
 - 3. Recommend ratification of the contract negotiated.
 - 4. Conduct Postdoctoral membership campaigns.
 - 5. Carry out other activities it deems needed or which may be assigned to it by the Postdoctoral membership, the Executive Council, or the President.
- C. The Postdoctoral Steering Committee may establish rules for the conduct of its meetings and other activities, provided that the ultimate authority to make decisions resides in a majority of the Steering Committee.

ARTICLE 14: CAMPUS CHAPTERS

- A. The constituent units of the Rutgers AAUP-AFT shall be:
 - 1. Camden, composed of members assigned to the academic units of the Camden geographic area.
 - 2. Newark, composed of members assigned to the academic units of the Newark geographic area.
 - 3. New Brunswick, composed of members assigned to the academic units of the New Brunswick geographic area.
 - 4. AAUP-BHSNJ, composed of academic units of the RBHS campuses⁴ formerly part of UMDNJ (Newark, New Brunswick, Piscataway, and any other geographic location where RBHS has operations).⁵
- B. Members assigned to university-wide units may affiliate with the chapter for the geographic area closest to their primary work location.
- C. The Part-Time Lecturer Faculty Chapter is an affiliate with its own organization and bylaws. The only Articles of these bylaws that apply to the Part-Time Lecturer Faculty Chapter are those that directly refer to that affiliate.
- D. The United Council of Academics at NJIT (UCAN) is an affiliate with its own organization and bylaws. The only Articles of these bylaws that apply to UCAN are those that directly refer to that affiliate.

⁴ This shall not include legacy Rutgers School of Nursing and School of Pharmacy

⁵ Where there is a conflict between Articles 3, 8, 15, 16, 18, and 19 of these bylaws and the bylaws of the AAUP-BHSNJ chapter the articles of the AAUP-BHSNJ chapter shall govern.

ARTICLE 15: CAMPUS CHAPTER OFFICERS

- A. The Campus Chapter officers shall be a President, a Vice President, and a Secretary-Treasurer, elected by the chapter membership for two-year terms as provided in Article 19.
- B. The Chapter President shall
 - 1. Administer the chapter's affairs, preside at membership and Chapter Leadership Committee meetings, and serve ex-officio on all standing committees;
 - 2. assume overall responsibility for organizing union work within the chapter;
 - 3. appoint, with the advice and consent of the Chapter Leadership Committee, a Faculty Department Rep Coordinator to oversee the recruitment, training, and coordination of faculty department reps in the chapter;
 - 4. advise and consent on the appointment, by the Grad Steering Committee, of a Grad Department Rep Coordinator to oversee the recruitment, training, and coordination of grad department reps in the chapter.
- C. The duties of the chapter Vice President shall be general oversight and administrative duties as assigned by the President with the advice of the chapter Leadership Council.
- D. The chapter Secretary-Treasurer shall keep all minutes and records of the chapter.
- E. If for any reason an officer becomes unable to serve, their place shall be filled by majority vote of the chapter Leadership Council. The Leadership Council shall be the sole judge of such inability to serve.
- F. Each officer is subject to recall by the members of the Rutgers AAUP-AFT as provided in Article 19.
- G. Those officers who are entrusted with funds of the Union or other Union property shall be bonded to provide protection against loss.

ARTICLE 16: CHAPTER LEADERSHIP COMMITTEE

- A. There shall be a Leadership Committee for each chapter composed of the following members:
 - 1. All chapter officers and the chapter Immediate Past-President;
 - 2. The faculty and grad department rep coordinators for the chapter;
 - 3. Four (4) additional members to be elected by the members of the chapter as provided in Article 19;
 - 4. One grad representative elected by the chapter's grad membership.
- B. The chapter President, or in her/his absence, the Chapter Vice President, shall serve as chair of the Leadership Committee.
- C. Leadership Committee members shall be elected for two-year terms as provided in Article 19.
- D. The chapter Leadership Committee shall have the power to supervise the work of the chapter and to take final action on any matter the urgency of which makes it

impracticable to call a regular or special meeting of the chapter.

- E. There shall normally be at least two meetings each semester of the chapter Leadership Council; other meetings may be called upon the request of the President or three members of the Leadership Council.
- F. Fifty percent of the membership of the chapter Leadership Committee shall constitute a quorum. All actions of the Leadership Committee shall be taken by an affirmative vote of a majority of the Leadership Committee members present.

ARTICLE 17: CHAPTER COMMITTEES

- A. The chapter Leadership Committee may establish such special and standing committees as it may deem necessary.
- B. The chapter President shall be an ex-officio member of all committees.

ARTICLE 18: CAMPUS CHAPTER MEETINGS

- A. General membership meetings of all chapter members may be called by the Chapter President and the Leadership Committee or upon receipt of a petition signed by ten (10) members of the chapter.
- B. The quorum for a chapter membership meeting shall be 10% of members in good standing.
- C. Any action taken at a meeting shall require passage by a simple majority.

ARTICLE 19: ELECTIONS

- A. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).
- B. Election of officers and representatives shall be by secret ballot of the eligible voters in the appropriate constituency. Constituent vice-presidents shall be elected by secret ballot of constituency members; campus chapter officers shall be elected by secret ballot of campus chapter members; university-wide officers and representatives shall be elected by secret ballot of all eligible voters.
- C. To be eligible for office, a person must be in good standing and, in the case of constituent vice-presidents, a member of the appropriate constituency;
- D. All officers and representatives shall be elected for a term of two (2) years and may succeed themselves, except that the Union President is limited to two successive terms. These terms shall commence on July 1 following the election. Executive Council officers shall be elected in odd numbered years and chapter officers and representatives in even numbered years. Executive Council representatives shall have staggered terms so that some are elected each year.
- E. Nominations
 - 1. Nominations for all union officers shall be by petition signed by no fewer than twenty-five (25) members and submitted to the Committee on Nominations and

Elections. Petitions may be submitted on paper or according to electronic procedures approved by the Committee.

2. Nominations for all other representatives (including campus chapter officers) shall be by petition signed by no fewer than ten (10) members, and submitted to the Committee on Nominations and Elections. Petitions may be submitted on paper or according to electronic procedures approved by the Committee.

F. The Executive Council Committee on Nominations and Elections

1. Shall oversee the nomination and election process and certify nominations and election results, subject to appeal to the Executive Council. For each elected position, the candidate(s) with the highest number of votes is (are) elected to the position;
2. Approve an election schedule annually so that the nomination process is initiated no later than April 15 and voting is concluded no later than June 15;
3. at least two weeks before the close of nominations, send notice to all members informing them that nominations are open and specifying the procedure;
4. at least one week before voting starts, send notice to all members announcing the nominees for each position and specifying the election procedure.
5. Voting periods shall be for no less than three days.

G. All duly declared candidates shall have equal access to appropriate membership information, to mailing privileges, and to any other means of access to the membership approved by the Committee on Nominations and Elections.

H. Recall Elections

1. A recall election must be initiated by a petition stating the major reason for the proposed action and signed by a sufficient number of members to meet the following requirements: (1) for all officers: ten (10) percent of the eligible voting membership for the position, including at least 20 signatures from each campus chapter for university-wide elected officers.
2. The Secretary-Treasurer shall, within fifteen (15) days of receipt of a petition demanding a recall election, certify the authenticity and the member status of each signer and present the petition to the Executive Council.
3. No recall petition shall be certified after March 1 of the year in which the election is demanded; and the election shall be completed no later than 30 days after the petition has been certified.
4. A recall election shall be conducted by the Executive Council's Committee on Nominations and Elections.

5. An officer shall be removed if 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 by special election according to paragraph 7.
7. Upon receipt of a petition for election signed by a sufficient number of members to meet the requirements of paragraph 1 and received within two weeks of the certification of the recall election result, the Committee on Elections and Nominations shall oversee a special election to fill the vacated position, provided that if the election cannot be conducted in compliance with the requirements of paragraph D of this article and in time for the successful candidate to complete at least one year of the recalled officer's term, the position shall be filled according to the procedures for filling that position in the event that the office holder is unable to complete their term.

I. Ballots

1. Secret Ballots shall be sent to all members of the Rutgers AAUP-AFT that are eligible to vote for the position. The balloting shall be conducted under the supervision of the Committee on Nominations and Elections.
2. Election results shall be certified by the Committee on Nominations and Elections.

ARTICLE 20: AFFILIATES

The Rutgers AAUP-AFT may add organizations as affiliates. The resulting relationship shall not confer any power or authority on either party over the other; nor shall it confer upon either party any right to a vote or representation in the governance of the other unless expressly provided for in these Bylaws.

ARTICLE 21: AMENDMENTS

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

ARTICLE 22: 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.

ADOPTED 9/27/72
 AMENDED 6/30/79
 AMENDED 6/2/80
 AMENDED 5/9/83
 AMENDED 4/24/86
 AMENDED 11/1/88
 AMENDED 2/16/90
 AMENDED 5/3/04

AMENDED 5/2/05
AMENDED 4/27/09
AMENDED 4/30/10
AMENDED 4/28/11
AMENDED 5/12/21
AMENDED 4/17/26