

## **Positions and Responsibilities** **(two-year terms for 2021-2023)**

- **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;
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.

- **General Vice President**

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, and AAUP Collective Bargaining Congress (CBC) meetings, if needed and possible.

- **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 General 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.

- **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**

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.

- **Vice President for Graduate Workers**

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

- **Executive Council Representatives for: Faculty, Graduate Workers, Postdocs and EOF Counselors:**

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.

- **Chapter Leadership Committee**

1. There shall be a Leadership Committee for each chapter composed of the following members:
  - a. All chapter officers and the chapter Immediate Past-President;

- b. The faculty and grad department rep coordinators for the chapter;
  - c. Four (4) additional members to be elected by the members of the chapter;
  - d. One grad representative elected by the chapter's grad membership.
2. The chapter President, or in her/his absence, the Chapter Vice President, shall serve as chair of the Leadership Committee.
3. Leadership Committee members shall be elected for two-year terms.
4. 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.
5. 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.
6. 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.

- **Elections**

1. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).
2. 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.
3. 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.
4. 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.

- **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.