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Teaching New Jersey's Future

Kean University Adjunct Faculty Federation

Constitution and Operating By-Laws

Revised and Adopted by General Membership on May 20, 2012

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PREAMBLE

The Kean University Adjunct Faculty Federation is dedicated to a philosophy which provides for all its students, an atmosphere stimulating to an individual's intellectual, professional, and personal growth. We recognize that this pursuit is a cooperative activity of students, faculty, supporting personnel, and administration. Thus, this Constitution sets forth the basis through which the Kean University Adjunct Faculty Federation realizes these goals.

**ARTICLE I.
ORGANIZATION**

This Organization shall be known as the Kean University Adjunct Faculty Federation, (KUAFF), American Federation of Teachers, Local 6024. The Kean University Adjunct Faculty Federation may also be recognized by the name "KUAFF", or, the "Kean Adjunct Faculty Union".

**ARTICLE II.
OBJECTIVES**

The KUAFF is organized and operated within the conditions set forth in Section 501 C (5) of the Internal Revenue Code of 1954, (or any corresponding provisions of future United States Internal Revenue laws) and the regulations hereunder as they now exist or as they may be amended.

- Section 1.** To act as the exclusive bargaining representative for Kean University employees* eligible for membership.
- Section 2.** To secure, promote, and safeguard, full union rights for all "KUAFF" bargaining unit members.
- Section 3.** To advance the economic, social, and professional well being of the membership.
- Section 4.** To present and make known to the State of New Jersey, grievances, unfair labor practices, and proposals concerning working conditions on behalf of the "KUAFF" bargaining unit members.
- Section 5.** To promote the improvement of working conditions essential to the highest level of professional performance.
- To include, but not limited to:
- a. Academic freedom for both faculty and students;
 - b. A workload in terms of hours, numbers of preparations, class size, curricular duties that are commensurate with those standards necessary for the attainment of highly effective professional performance;
 - c. Provisions of adequate working conditions, such as office space, access to equipment, technology and programs, support services, library, research facilities, parking, etc...;
 - d. Compensation that will attract competent "Adjunct" faculty

- commensurate with their educational achievement(s), experience(s), and specialization(s);
- e. Re-employment and 'seniority rights' that will protect academic freedom and employment security;
 - f. Defend the professional and contractual rights of unit members against arbitrary and capricious actions, and the unfair practices of the employer;
 - g. Participation in policy-making in all areas of the University;
 - h. Recognition of the right to bargain collectively on equal terms with the employer or the designated agent(s) without fear of retaliation;
 - i. Promote opportunities reflecting contributions designed to recognize, reward and encourage excellence; and,
 - j. Access to the campus emergency health services and full compensation for medical expense incurred due to workplace emergencies

Section 6. To oppose and eliminate all forms of discrimination.

Section 7. To promote and advance the professional interests of the "KUAFF" bargaining unit.

Section 8. To collaborate with organized labor to promote the improvement of working conditions and strengthen collective bargaining campaigns for all unions.

Section 9. To create an environment of mutual assistance and cooperation with other bargaining units at Kean University.

ARTICLE III. MEMBERSHIP

Section 1.

Membership* is composed of but not limited to:

- Adjunct Teaching Faculty,
- Academic/Educational/Technical Specialists,
- Student Teaching Supervisors,
- Teaching Concert Artists,
- Teaching Graduate Assistants,

and any positions that require the teaching or the instructing of students -within the state mandated teaching credit loads defined for "Adjuncts" and others at Kean University – designated by the Office of Employee Relations (OER) ruling as qualified for inclusion in this bargaining unit.

Section 2. Adjunct Faculty who are employed in their first semester at Kean University are "eligible" for membership in the State College/University Adjunct Faculty bargaining unit.

- Section 3.** The four classifications for those represented in the bargaining unit are:
- a. **“Members”** – Adjunct Faculty who elect to belong to the American Federation of Teachers Union at Kean University must meet all of the following criteria:
 - 1. actively employed by Kean University;
 - 2. defined by the Office of Employee Relations (OER) as an adjunct;
 - 3. dues paying member(s); and
 - 4. one’s status is listed as “active” by the local and AFT National.
 - b. **“Representation Fee Payers (Agency Shop)”** – Adjunct Faculty, who are actively employed by Kean, as defined by the Office of Employee Relations (OER); whose status is listed as “active” by the local and AFT National, but choose not to belong to the Union, are required by State Agreement to pay 85% of the dues paid by “full dues” members. “Representation Fee Payers (Agency Shop)” are not eligible to hold office, serve on committees or vote, nor are they entitled to the benefits afforded to AFT (full dues) “members”.
 - c. **“Associate Members”** – Adjunct Faculty who were (active, full dues) “members”, who may be on a temporary leave of absence, and wish to maintain the benefits of AFT affiliation.
 - d. **“Retired Members”** – Adjunct Faculty who are retired from University Teaching obligations, and wish to maintain the benefits of AFT affiliation.
- Section 4.** Only current, active, full dues paying KUAFF “members” of the bargaining unit may have a voice and vote on contract matters affecting the bargaining unit.
- Section 5.** Bargaining unit members currently not employed at Kean University may retain “associate membership”, without voting rights, by paying dues specified for “associate members”, as designated in the By-Laws. Affiliation is not to exceed two consecutive semesters.
- Section 6** “Associate membership” shall be open to those adjunct faculty who are on leave from the profession for research; pursuing post- graduate studies or other professional and/or scholarly endeavors; medical leave, or, for those whose semester contract may not have been renewed, and, who may wish to maintain an affiliation with the KUAFF.
- Section 7.** Former KUAFF members re- employed at Kean University may become AFT “members” immediately upon rehiring, by paying the same dues as other “full dues” paying “Members”

- Section 8.** Members of KUAFF who fail to pay their dues for two consecutive semesters shall be deactivated from the rolls, and their names removed from the records of the National office. Such a member may be reinstated upon payment of dues.
- Section 9.** Each eligible “member” may have the right to vote by absentee (written or electronic) ballot as provided by the “ By Laws” of this organization.
- Section 10.** A member may be expelled from KUAFF upon the bringing of a written and signed charge(s) by two or more members, who shall present such charge(s) and documentation(s) 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 his/her choice. At the conclusion of the hearing a three-fourths 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 the next membership meeting or election. A simple majority of the members voting shall be sufficient to overrule the decision of the “Executive Board” to expel.
- Section 11.** No discrimination shall ever be shown toward any individual member(s) or applicant(s) for membership because of: sex, race, age, national origin, religious faith, political belief, marital status, sexual orientation, veteran status, or disability.
- Section 12.** It is the right of the membership to rescind any decision of the “Executive Board” by petition and vote as provided in the By-Laws of this organization.

ARTICLE IV. POWERS : PROSCRIBED ACTIVITIES

- Section 1.** The “KUAFF” is a non-profit enterprise, and, in furtherance of the purposes hereinabove set out, shall have the power to solicit, accept and receive funds from any person, organization or other entity, including but not limited to other charitable or educational organizations, profit-making corporations and individuals.
- Section 2.** Consistent with the objectives and purposes set forth hereinabove ,the “ KUAFF” may exercise all powers available to an association under the general laws of New Jersey, and subject to the restrictions, if any, contained in this Constitution and the By-Laws of this organization. Furthermore, the “KUAFF” shall exercise only such powers and shall conduct or carry on only such activities as are consistent with the exempt status of organizations described in Section 501 C (5) of the Federal Code.

**ARTICLE V.
ELECTION OF OFFICERS TO THE EXECUTIVE BOARD**

- Section 1.** Every three (3) years the “KUAFF” eligible voting membership shall elect the following “Executive Board” officers:
- A. President
 - B. First Vice President
 - C. Second Vice President
 - D. Secretary
 - E. Treasurer
 - F. (2) Standing Members-At-Large
- as well as the following:
- G. AFT Convention delegates (as determined by AFT By-laws)
- Section 2.** To be eligible for an elected office, a person must be a voting “member” in good standing of the KUAFF for at least two (2) consecutive semesters (summers and intersessions are not included).
- Section 3.** An Elections Committee appointed by the president shall conduct all general and special elections of the KUAFF.
- Section 4.** Election for Officers, Standing Members-At-Large and AFT Convention Delegates shall be held between March 1st and April 1st every three years.
- Section 5.** Forty-five (45) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for office.
- Section 6.** To be nominated, a candidate must submit to the Elections Committee a petition containing a minimum of signatures from at least five (5) KUAFF members for the office sought. Said petitions must be received no later than twenty-five (25) days prior to the election.
- Section 7.** The Elections Committee/designee shall prepare and send ballots, in such manner as to insure secrecy of the ballot, no later than fifteen (15) days prior to the election.
- Section 8.** A majority of the ballots cast for that office shall determine the election of the President, First and Second Vice Presidents, Secretary, Treasurer, Standing Members-At-Large, and AFT Convention Delegates. In the event that a candidate for any of the above offices does not receive a majority, the Elections Committee shall conduct a run-off election between the two candidates for a position who receive the most votes. If a tie vote occurs a run-off election shall be conducted to resolve the tie.
- Section 9.** Candidates successfully elected shall assume office effective July 1 of the year elected.

- Section 10.** With the exception of the office of President, or in case of a recall, all vacancies shall be filled by a majority vote of the “Executive Board”.
- Section 11.** A petition signed by at least 30 percent (30%) of the membership and stating specific grounds shall be sufficient to require an Elections Committee to conduct a recall election of any officer specified in the petition. The recall election shall be conducted pursuant to the procedures in Section 7. If an officer is recalled, an Elections Committee shall hold a special election under procedures in Sections 6 and 7.
- Section 12.** The election provisions set forth herein shall become effective upon adoption of this constitution.

ARTICLE VI DUTIES OF OFFICERS

- Section 1.** The **President** shall:
- a. ...be the presiding officer at all meetings of the membership and the “Executive Board”.
 - b. ...be an ex-officio member of all committees except on the elections committee.
 - c. ...appoint, with the approval of the “Executive Board”, the chairs of all standing and special committees.
 - d. ...appoint, with the approval of the “Executive Board”, the local’s representatives to the College Council’s bargaining team.
 - e. ...be responsible for the ongoing administration of the organization.
 - f. ...receive, report, and respond to correspondence of the organization.
 - g. ...supervise all employees of the organization.
 - h. ...be one of the responsible financial officers of the organization and shall be authorized to sign contracts, co-sign financial instruments and make regular and usual disbursements of funds.
 - i. ...represent the organization before bodies of the employer, executive and legislative officials.
 - j. ...represent the organization before the public, community organizations, and the news media.
 - k. ...represent the bargaining unit on the “University Planning Council” (UPC), “Board of Trustees”, and any additional committee of the university as needed.
 - l. ...be, by office, the ranking delegate to the “Central Labor Council”.
 - m. ...be, by office, the ranking delegate to the convention of the AFT and meetings or conventions of its affiliated subordinate bodies.
 - n. ...be, by office, the ranking delegate to the “Council of New Jersey State College Locals” and, with the approval of the

- “Executive Board”, appoint the remaining delegates.
- o. ...serve as the official spokesperson/designee for the membership of the KUAFF in communicating with University Administration, the press and the media.
 - p. ...make an annual report to the membership of the organization.
 - q. ...be co-signer of any legally or financially binding documents.
 - r. ...supervise the employment and/or dismissal of any paid employee.
 - s. ...serve on any negotiation committees.
 - t. ...be able to delegate the responsibilities of the office except where otherwise specified by the constitution.
 - u. ...Shall notify the membership of actions on resolutions/local agreements.
 - v. ...The President shall annually appoint a budget committee whose job it will be to examine present expenses and write a proposed budget for the following year. Said committee shall include (but not necessarily be limited to) the treasurer and two other officers of the “Executive Board”.

Section 2. The **First Vice President** shall:

- a. ...assume the duties of the President in the event of the absence, illness, death, removal from office, or conflict of interest.
- b. ...oversee and assist KUAFF department representatives in their duties.
- c. ...assist the chair of the membership committee.
- d. ...co-sign financial instruments in the absence of the President or Treasurer.
- e. ...serve as a delegate to the “Council of State College Locals”.
- g. ...serve as senior representative on HR Adjunct Faculty Handbook Revision Committee.
- h. ...serve on any local negotiating committees.
- i. ...perform other duties as delegated by the president or assigned by the “Executive Board”.

Section 3. The **Second Vice President** shall:

- a. ...assume the duties of the President in the event of the absence, illness or death of the President and the First Vice President, removal from office, or conflict of interest.
- b. ...chair the local’s Grievance Committee, and serve on the state Council’s Grievance Committee.
- c. ...co-sign financial instruments in the absence of the President or Treasurer.
- d. ...serve as a delegate to the “Council of State College Locals”.
- e. ...perform other duties as delegated by the President or assigned by the Executive Board.

Section 4. The **Recording and Corresponding Secretary** shall:

- a. ...take notes at and make minutes of each special and general

- meeting of each “Executive Board Meeting”.
- b. ...be responsible for preparation of and distribution to the members the local minutes of all special and general meetings.
 - c. ...be the custodian of the seal and charter of the organization.
 - d. ...record and keep accurate minutes of the meetings of the membership and the “Executive Board”.
 - e. ...arrange and inform the “Executive Board” and the membership of the time, place for all meetings.
 - f. ...assist the President in handling the correspondence of the organization.
 - g. ...receive and certify the reports of the Elections Committee.
 - h. ...keep a separate file of all resolutions.
 - i. ...perform other duties as delegated by the President or assigned by the “Executive Board”.
 - j. ...provide certification of delegates to the national convention.
 - k. ...maintain a separate file of all “Executive Board” and general membership resolutions..
 - l. In the case of disability, illness or resignation of the treasurer, the Secretary shall be authorized to co-sign checks and disbursements.
 - m. ...form duties of the office as required by the Labor Management Reporting and Disclosure Act.

Section 5. The **Treasurer** shall:

- a. ...supervise office bookkeeper and accounting staff.
- b. ...verify all wire transfers of dues payments made by the University to the Union.
- c. ...record, and deposit all dues monies and other income in the name of the organization.
- d. ...verify membership count.
- e. ...pay all approved bills authorized by the adopted budget, retaining vouchers or invoices for the same (Expenses not authorized in the Budget must be presented to the “Executive Board” for Authorization
- f. ...transmit dues to State and National Federations.
- g. ...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.
- h. ...maintain all financial records for the organization.
- i. ...supervise reports generated, including an annual financial report, and other reports required by New Jersey, AFT, or the Federal Government.
- j. ...arrange for an independent audit/review which complies with all AFT audit/review requirements, with the approval of the “Executive Board”. Such a financial audit/review of the organization’s transactions shall be completed annually and made available to the “Executive Board” and membership.
- k. ...transmit per capita payments on a monthly basis to the Secretary-Treasurer of the American Federation of Teachers and the State Council.

- l. ...chair the Finance Committee.
- m. ...be bonded in accordance with AFT recommendation.,
- n. ...perform other duties as delegated by the President or assigned by the “Executive Board”.
- o. ...chair the budget committee and present a budget at the general annual general membership meeting.
- p. ...make monthly financial reports to the “Executive Board” at each “Executive Board” meeting detailing the Union’s income, expenses and cash balance.
- q. ...submit an annual financial report as required each year, to the Board, including a statement of assets, liabilities, income and expenses and make financial records available upon request to any member
- r. ...perform duties of the office as required by the Labor Management Reporting and Disclosure Act.

Section 6. All “officers” elected by the general membership of the Adjunct Faculty Federation shall serve as members of the KUAFF “Executive Board”.

Section 7. The President shall annually appoint a budget committee whose job it will be to examine present expenses and write a proposed budget for the following year. Said committee shall include (but not necessarily be limited to) the treasurer and two other officers of the “Executive Board”.

Article VII KUAFF Council

Section 1. The KUAFF Council, heretofore referred to as “Adjunct Council” shall consist of the following:

1. All five (5) elected officers
2. (2) Executive Board Standing Members-at-Large
3. Eight (8) Members at Large
4. Standing Committee chairpersons

The President may also include “department liaisons” on the “Adjunct Council” as non-voting members at the discretion of the “Adjunct Council”.

Section 2. Eight (8) Members at Large shall be established to provide communication between the Council and its membership within the:

- a. College of Arts, Humanities and Social Sciences,
- b. College of Education,
- c. College of Business and Public Administration
- d. College of Natural, Applied and Health Science

- e. Nathan Weiss Graduate College
- f. College of Visual and Performing Arts
- g. Ocean County College
- h. N.J. Center for Science and Technology

and, other Colleges as they evolve within the University. A “Member-at-Large” shall be appointed by the President and confirmed by the “Executive Board”.

- Section 3.** Duties of a “Member-at-Large” shall include but not be limited to the following:
- a. Report to the local President and the “Executive Board” and “Adjunct Council” all items and concerns relevant to every department within your respective College/School.
 - b. Attend university or department meetings affecting the adjunct faculty within respective/assigned College.
 - c. Investigate disputes prior to taking them to the local President and the Grievance Committee.
 - d. Maintain bulletin board announcements pertaining to KUAFF.
 - e. Distribute correspondence, newsletters, etc. as needed.
 - f. Maintain contact with the Communications Committee and Membership Committee.
 - g. Submit news and other various articles to the local’s website as they are relevant to your College.
 - h. Other duties as called upon by the president.

- Section 4.** As assigned by the President, with the approval of the “Executive Board”, each of the eight (8) “Members-at-Large” shall serve on one the following standing committees:

- a. Collective Bargaining/Negotiations
- b. Communications
- c. Grievance
- d. Membership
- e. Political Action
- f. Hospitality/Social
- g. Health & Safety

In addition to serving on one of the committees listed above, each of the eight (8) “Members-at-Large” shall perform other duties as delegated by the President or assigned by the “Executive Board”.

- Section 5.** The “Adjunct Council” shall meet a minimum of two times each academic year not to exceed four times each academic year, or, at the call of the President, or, at the call of three (3) 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.

- Section 6.** At least fifty percent (50%) of the membership of the “Adjunct Council” shall constitute a quorum.
- Section 7.** “Adjunct Council” members shall receive in writing or by electronic mail notice of any meeting requiring their action. Such notice shall be at least ten (10) days in advance of said meeting. The above requirement may be waived in the event of an emergency. Unless excused for such absence by the “Adjunct Council”, an “Adjunct Council” member shall be removed from the “Adjunct Council” if she/he fails to attend two (2) consecutive meetings. Written notice of this action shall be sent to the absent Council member at least ten (10) days prior to such action.
- Section 8.** The “Adjunct Council” shall approve and present for adoption to the membership an annual budget no less than one month prior to the beginning of the next fiscal year.
- Section 9.** The “Adjunct Council” shall confirm by majority, the employment of all professional, technical, clerical and support staff of the organization.
- Section 10.** The “Adjunct Council” shall confirm the stipends, benefits, and expense guidelines of any Executive officer that is elected by the organization.
- Section 11.** Consistent with the approved budget, the “Executive Board” shall be empowered to make contacts and incur liabilities including the purchase of services, equipment and real property to borrow money, to secure such obligations by mortgage or other instruments, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute with the approval of the “Adjunct Council”.
- Section 12.** The “Executive Board” and the “Adjunct Council” shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the KUAFF.
- Section 13.** The “Executive Board” and “Adjunct Council” shall issue regular reports including an annual report to the membership via electronic mailing.

Article VIII Committees

- Section 1.** The **Standing Committees** of the organization shall be:
- a. Collective Bargaining/Negotiations
 - b. Communications
 - c. Grievance
 - d. Membership
 - e. Political Action Committee on Political Education (COPE)
 - g. Hospitality/Social
 - h. Health and Safety Committee/OSHA

- Section 2** The following **Special Committees** shall be appointed by the President and confirmed by the “Executive Board”:
- a. Budget/Finance Committee
 - b. Elections committee
 - c. Audit Committee
 - d. Constitution and By-Laws Committee
 - e. Such others as may be required
- Section 3.** Committee chairs shall be appointed by the President.
- Section 4.** Committee chairs shall select membership on committees and shall be drawn from the general membership.
- Section 5.** The “Executive Board” on its own initiative may establish special committees.
- Section 6.** Upon appointment by the President and approval by the “Executive Board”, Chairs of Standing Committees shall, in a timely manner, select committee members and present their names to the Executive Board for approval.
- Section 7.** Each committee shall present its annual program of action to the Executive Board. The Chairperson of each committee shall submit a written report of its activities. Such reports will be maintained on file with the secretary’s minutes of the “Executive Board” and “Adjunct Council”.
- Section 8.** The **Collective Bargaining/Negotiations Committee** shall conduct research, surveys, hearings and other activities to assist the local delegates to the College Council’s bargaining team.
- Section 9.** The **Communications Committee** shall:
- a. Design, produce and distribute a regular printed and/or electronic mail communication to the membership and other communication material for the organization as necessary;
 - b. Establish, maintain, and update the KUAFF website.
- Section 10.** An **Elections Committee** shall oversee and supervise all elections and referenda of the organization.
- Section 11.** The **Finance Committee** shall be appointed by the President following the elections. The committee shall prepare and annual budget for the approval of the “Executive Board” and “Adjunct Council”, which shall reflect the annual program of action. The treasurer shall serve as the Chairperson of the Finance Committee. The Committee shall present a budget for final approval of the membership
- Section 12.** The **Grievance Committee** shall:

- a. Work with the KUAFF department representative in the resolution of contractual and non-contractual disputes in the workplace;
- b. Maintain records of grievances and their disposition;
- c. Be responsible for the processing of grievances and disputes;
- d. The Grievance Officer or a Delegate from the committee shall be a member of the College Council Adjunct Faculty Grievance Committee.

Section 13. The **Membership Committee** shall be responsible for overseeing the recruitment of all bargaining unit members as members of the KUAFF and shall plan and execute recruitment programs to ensure the growth and vitality of the Federation. They shall work with the “Executive Board” and KUAFF department representatives to develop programs and activities to promote the recruitment of membership.

- a. The membership committee shall regularly recruit all college and/or department representatives.
- b. The Chairperson of the Membership Committee shall lead all committee meetings

Section 14. The **Political Action Committee (PAC)/Committee on Political Education (COPE)** shall:

- a. Monitor government and legislative actions that may affect the membership and develop appropriate responses to such actions in cooperation with affiliated organizations;
- b. Secure voluntary contributions to support the political work of the organization,
- c. Screen and recommend endorsements of candidates for local, state and federal offices.
- d. Develop action plans to support the campaigns of candidates endorsed by the membership;
- e. Develop programs to promote voter registration.
- f. Develop an agenda that will promote the political interests of our members.

Section 15. The **Health and Safety Committee** shall be chaired by the Health and Safety Officer who will work with the administration to guarantee the safety and welfare of all adjunct faculty members.

Section 16. The **Hospitality/Social Committee** will plan and execute all arrangements for membership meetings and workshops.

Article IX Meetings

Section 1. **General Membership Meetings**

- a. The Executive Board shall determine the time and place, and

give twenty (20) days notice prior to the annual membership meeting.

- b. Meetings shall be held at least once during the academic year
- c. Special meetings of the membership may be called by the Executive Board, or, the petition of five percent of the members.
- d. A quorum shall consist of five percent of the membership on record.
- e. Failing a quorum, a positive vote on an issue can be considered a “Sense of the Union” resolution; such resolution to be voted up or down at the next General Membership Meeting
- f. Only persons with “member” rights shall be permitted to vote.
- g. The membership meeting shall have the right to initiate referenda which shall be conducted by an Elections Committee.

Section 2. College Meetings

- a. **Members-at-Large** are encouraged to hold a meeting of all Department Representatives, within each respective College at least once per academic year.

Section 3. Department Meetings

- a. Department Representatives shall be encouraged to hold meetings at least once each semester for their respective department or site group.

**Article X
Affiliations**

Section 1. The KUAFF shall maintain affiliation with (and whenever possible send delegates to the following organizations:

- a. **The American Federation of Teachers (AFT)**
 1. The president or his/her designee, shall be a delegate.
 2. The president shall be the ranking delegate for organizing and voting purposes.
 3. The KUAFF will be notified of the number of eligible delegates, by AFT National.
 4. Elections for Convention Delegates will be held during regularly scheduled elections for Officers
 5. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Office as soon as possible, but not later than 14 days, or the cutoff date set by the AFT before the convening of the National Convention.
 6. Delegates confirmed shall be based on the number of those who

receive the most votes.

7. The delegates shall confer with the treasurer to make sure the AFT per capita through June has been sent to the National Office by the date set forth before the convening of the National Convention.
8. If a slate of eligible candidates cannot be formed, then the president with the approval of the “Executive Board” shall appoint delegates, and in accordance with the budget limitations of this organization.

b. **The Council of New Jersey State Colleges (CNJSCL)**

1. Delegates shall consist of elected officers of the Local, and as many others as are required, to be appointed by the Executive Board as necessary.
2. Representation consists of one (1) delegate for every fifty (50) members, or portion thereof.
3. The President will appoint delegates, with the approval of the “Executive Board”, and, in accordance with the budget limitations of this organization.

c. **The New Jersey State AFL-CIO.**

1. Delegates shall be elected at least one month before the state labor convention.
2. Delegates elected shall be the number to be elected who receive the most votes.
3. If a slate of eligible candidates cannot be formed then the President will appoint delegates, with the approval of the “Executive Board” and in accordance with the budget limitations of this organization.

d. **Union County Central Labor Council, AFL-CIO**

1. Delegates shall be elected at the regular Election of Officers.
2. Delegates elected shall be the number to be elected who receive the most votes.
3. If a slate of eligible candidates cannot be formed then the President will appoint delegates, with the approval of the “Executive Board” and in accordance with the budget limitations of this organization.

Section 2. The number of delegates and alternates to the National Convention of the American Federation of Teachers and the Council of the New Jersey State College Locals shall be consistent with their respective constitutions, with final numbers to be determined by the President and approved by the Executive Board. Whenever possible the delegates for the AFT National Convention shall be elected at the same time as the Kean University “Executive Board” Officers and Standing Members-at-Large.

Section 3. The President of KUAFF shall be a delegate to AFT Convention and be the highest ranking member of the KUAFF delegation. All other delegates to the

national convention shall be elected by a vote of a majority vote of the membership. The President and Secretary of KUAFF will certify the election results for AFT at least 14 days prior to the convention.

Section 4. The President and Treasurer shall make sure AFT has received the per capita fees from KUAFF prior to approving attendance at the convention. They will also make sure our local budget has sufficient funds reserved for delegates to attend. The “Executive Board” may only approve delegates in accordance with local budget limitations and AFT certification.

Section 5. Delegates to the “New Jersey American Federation of Teachers”, the “AFL/CIO Central Labor Assembly”, the “New Jersey AFL/CIO” meetings, or, the “Council of New Jersey State College Locals” meetings shall be appointed by the President in accordance to the KUAFF budget limitations and the above constitution mandates.

Article XI Parliamentary Authority-Rules of Order

Section 1. Robert’s Rules of Order (revised), shall govern in all cases not covered by this constitution or the KUAFF By-Laws.

Section 2. The president, at each general membership meeting, shall appoint a parliamentarian whose duty it will be to rule on any motion or actions being challenged by a member.

Article XII Amendment

Section 1. Proposed amendments to the Constitution may be presented by either the “Executive Board”, the “Adjunct Council, or, by a petition from any “member” signed by ten percent of the active membership in good standing, to either the “Executive Board”, or, they may be presented at a General Membership meeting.

Section 2. Previous notice of a proposed amendment as well as the specific text of that amendment shall be submitted to the “Executive Council” at least thirty (30) calendar days before ballots for the proposed amendment are made available to the general membership.

Section 3. The “Executive Council” will publish the proposal with or without recommendation no less than fifteen (15) calendar days before the ballots for the proposed amendment are made available to the membership.

Section 4. A simple majority of the votes cast in favor of the proposal will cause the “Executive Council” to amend this constitution. The Elections Committee may

conduct this referendum vote via mail or electronic communication.

Article XIII
Availability of The Constitution

- Section 1.** Three copies of this constitution and all its amendments shall be submitted to the national office of the American Federation of Teachers.
- Section 2.** The Constitution is available to all interested individuals via KUAFF website.
- Section 3.** Copies of the amended constitution shall be made available for any members of KUAFF upon request to the secretary.

By-Laws
Article I
Dues

- Section 1.** The dues for Kean University Adjunct Federation (KUAFF) “full” members who are members of the bargaining unit shall be two and one half percent (2.5%) of salary earned as a bargaining unit member at Kean University.
- Section 2.** Pursuant to the State of New Jersey agreement between the State and with the Council of NJ State College Locals, all Adjunct Professors who are Agency Fee Payers shall pay 85% of the dues established by full members to KUAFF.
- Section 3.** The dues for all “Associate” KUAFF members shall be twelve dollars (\$12) per semester, or, as determined by the Executive Board/AFT which will allow for reflection of current trends.
- Section 4.** Whenever possible, dues shall be paid through payroll deduction. Otherwise, dues shall be paid directly to KUAFF.

Article II
Amendments

The KUAFF by-laws may be amended by a vote of the majority of the “Executive Board”, and the simple majority of those members present at a membership meeting, provided that the members receive notice of the proposed change at least twenty (20) days in advance of the meeting. All urgent issues that require an immediate vote by the active membership may be conducted by US Postal mail or electronic mail.

Article III
Attendance

Any elected member of the “Executive Board” or the “Adjunct Council” who fails to attend two consecutive meetings shall be removed from the “Executive Board” and replaced by the president with the approval of the “Executive Board”. This rule may be suspended in special circumstances by petition.

Article IV
Compensation

- Section 1.** The budget committee shall annually recommend to the “Executive Board” all staff salaries, officer stipends and dues reimbursements for the following:
- a. President
 - b. First Vice-President
 - c. Second Vice-President
 - d. Treasurer

- e. Secretary
- f. Two (2) Executive Board “Members-at-Large”
- g. Eight (8) Members at Large/College Liaisons
- h. Delegates to Council of New Jersey State College/University Locals.
- i. Committee Chairpersons or other positions created by the Executive Board.
- j. Office Personnel (Office Manager, Bookkeeper, Accountant)

Applicable to Sections 2 through 8 - All Stipends are dependent upon availability of funds.

- Section 2.** The President of KUAFF shall receive compensation equal to seven and one half (7.5) adjunct credits* per semester in accordance with IRS regulations.
- Section 3.** At the end of each **semester** the First Vice President and Second Vice President shall receive a compensation equal to two and one half (2.5) adjunct credits*.
- Section 4.** At the end of each **semester** the Treasurer shall receive compensation equal to two (2) adjunct credits*.
- Section 5.** At the end of each **semester** the Secretary shall receive compensation equal to two (2) adjunct credits*.
- Section 6.** At the end of each **semester** the State Delegates shall receive a stipendium compensation equal to \$175.00 for each meeting attended.
- Section 7.** At the end of each **semester** the eight (8) Members At Large shall receive a stipendium compensation equal to \$175.00.
- Section 8.** At the end of each **semester** the two (2) Executive Board Standing Members-at-Large shall receive compensation equal to one (1) adjunct credit*.
- Section 9.** Travel to and from meetings(including tolls) shall be reimbursed at the rate established by the IRS.

*The Adjunct Per Credit Salary Scale is established in the ratified Adjunct Master Agreement for any given semester.

Article V Emeritus

- Section 1.** Former Presidents of the KUAFF become non-voting members emeriti of the “Executive Board”.

Article VI Fiscal Year

- Section 1.** The fiscal year adopted by the union for Federal, State and AFT purposes shall begin on July 1st of each year, and shall end on June 30th of each year.

*Approved by the Executive Council & adopted by the General Membership
May 20th, 2012*