

CONSTITUTION- 1/2/2018

ARTICLE I

The name of this organization shall be the American Federation of Teachers, AFTNJ, AFT Local 03463, AFL-CIO, of the Long Branch Board of Education.

ARTICLE II- OBJECTIVES

The purpose of this organization shall be:

- Section 1. To bring employees of the Long Branch Board of Education into relations of mutual assistance and cooperation.
- Section 2. To obtain for them the rights to which they are entitled.
- Section 3. To secure for them conditions which are essential to their ability to render the best professional service.
- Section 4. To promote such democratization of the Long Branch Board of Education as will enable them to serve better the needs of students and the community, and to uphold the democratic traditions of education in a free society.
- Section 5. To promote welfare of the nation by providing progressively better educational opportunity for all.
- Section 6. To combat social injustice in education in all its forms.

ARTICLE III-MEMBERSHIP

- Section 1. Employees of the Long Branch Board of Education are eligible for membership.
- Section 2. Supervisory personnel with the rank of Assistant Principal/Principal or above shall not obtain membership. Members who are promoted to positions with the rank of Assistant Principal/Principal or above automatically are removed from membership on the effective date of the promotion.
- Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, religious faith, age, sex, sexual orientation or political activities or belief, or any other legally protective status.
- Section 4. Any member who fails to pay dues shall be dropped from the rolls after a three-month period and their name shall be removed from the records at the National Office.

ARTICLE IV- OFFICERS

- Section 1. The following officers shall be elected every two years by this Federation.
President:
1. President
 2. Vice-President: Instructional Assistant
 3. Vice-President: Bus Drivers, Technicians, Certified Staff and Non Certified Staff
 4. Treasurer
 5. Secretary
 6. Building Representatives: For All Buildings
- Section 2. All officers must be dues paying members in good standing and not have an affiliation/membership with any other competing organization
- Section 3. Election of officers shall be held at a regular membership meeting between April 15th and May 15th. The term of office shall begin on July 1 and run for two years.
- Section 4: As of January 1, 2018 the election of officers will be the responsibility of the election committee, Article X: Section 3. The committee will seek nominations via email. Members shall be notified via email at least twenty days prior to the meeting balloting will be in order. A sample ballot will be posted on the website within 10 days of the election. Nominees will appear on the ballot in alphabetical order as individuals in each category of office. Election shall be determined by a secret ballot vote of the majority of members in good standing who are present at the meeting.
- Section 5. An officer may be removed for acts detrimental to the Federation at the conclusion of an investigation of written charges brought forward by any member or another officer. The officer shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated to their elected position if a majority of the members' present vote to reinstate. The local may seek the assistance of AFT National or AFTNJ in the investigative process.
- Section 6. Vacancies in any office shall be filled by the Executive Council.
A posting of the vacancies shall be sent via email and posted on all Federation social media platform. Any member wanting to be considered for the vacancy must send a letter of interest to the Executive Council.

ARTICLE V- COMMITTEES

The following committees shall be active, as needed, in this Federation: Elected committees are indicated by *** in the list below.

1. Membership Committee
2. Negotiations Committee***
3. Communications Committee

4. Grievance Committee
5. Budget Committee
6. Audit Committee
7. Election Committee
8. Constitution Committee

Section 2 – Members of the Standing Committees (except those indicated by ***) shall be appointed by the President and approved by the Executive Board.

Section 3 – Members of the Budget and the Internal Audit Committee shall be appointed by the President and approved by the membership at a membership meeting.

Section 4 - Members of the Budget Committee shall not be members of the Internal Audit Committee.

Section 5 - Special (Ad-hoc) committees may be appointed by the President as needed.

Section 6 Membership in good standing is required of all chairpersons and members of all committees.

Section 7. The Negotiations Committee shall be structured and governed in accordance with the following:

- a. The Bargaining Council (committee at large) shall consist of elected representatives from each of the five (5) components of the unit.
- b. Election to the certified component of the Bargaining Council shall attempt representation for the various constituencies of the component. The available slots on the Bargaining Council shall be designated as follows:
 1. One (1) Technology
 2. Two (2) Transportation
 3. One (1) Certified Staff/ Non Certified Staff
 4. Two (2) Instructional Assistant

Section 8. These positions may be fulfilled by the Executive Committee if left vacant.

ARTICLE VI- EXECUTIVE COUNCIL

Section 1. The Executive Council of this Federation shall consist of the following:

1. All elected officers
2. Chairpersons of standing committees
3. Building Leaders.

- Section 2. The Executive Council shall administer the policy of this Federation as set by the membership. It shall have the power to act for the good of the Federation in emergency situations where the policy cannot be set by the membership.
- Section 3. The President of the Federation shall act as chairperson of the Executive Council.
- Section 4. The time and place of Executive Council meetings shall be set by the Executive Council or the President. Members will be notified of the time and place of Executive Council meetings. Executive Council meetings will be open to all members in good standing of the Federation.
- Section 5. The Executive Council shall have the power to employ personnel on a full or part-time basis as may be determined by the needs and finances of the Federation.
- Section 6. The Executive Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations by mortgage, pledge, or deed of trust of all or any of its property income.
- Section 7. The Executive Council shall report its activities at each membership meeting.

ARTICLE VII- AFFILIATIONS

- Section 1. This Federation shall maintain affiliation with and whenever possible send delegates to the following organizations:
- a. The American Federation of Teachers-All delegates and alternates to National Convention of the AFT shall be elected by majority vote of the membership meeting. Notice of election shall be made at the previous membership meeting, and notice shall be provided to members at least fifteen days prior to the election. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the National Office no later than ten days before the convening of the National Convention. The delegates shall confer with the Treasurer to make sure the AFT per capita through June has been sent to the National Office at least fifteen days before the convening of the National Convention.
 - b. The American Federation of Teachers New Jersey-Delegates shall be elected at least one month before the state convention at a regular membership meeting.
 - c. The Monmouth and Ocean Central Labor Council-Delegates shall be elected at a regular membership meeting.
 - d. The New Jersey State AFL-CIO-Delegates shall be elected at least one month before the state labor convention at a regular membership meeting.

Section 2. All delegates shall make reports to the Executive Council on meeting attended.

Section 3. Every reasonable effort shall be made by the Federation to pay legitimate expenses of delegates to meetings and conventions of affiliated organizations, which are approved by the executive council in advance.

Section 4. The Federation shall be active to the best of its ability in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same membership requirements as officers of this Federation.

ARTICLE VIII- DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Federation and of the Executive Council; shall be an ex-officio member of all committees except the Audit Committee; shall sign all necessary papers and documents; and shall represent the Federation when and where necessary. The President shall make a report to the membership at least once each year, summarizing the accomplishments of the Federation and outlining plans for the next year.

Section 2. The Vice-President shall perform all duties of the President in the absence of the officer. The Vice-President shall assist the President in the execution of the duties of that office.

Section 3. The Secretary shall be the custodian of the seal and charter of the Federation; shall record the minutes of the Executive Council and of the general membership meetings; shall issue all notices; shall answer correspondence at the direction of the President; and shall report correspondence to the President and the Executive Council.

Section 4. The Treasurer shall:

- a. Receive, record, and deposit in the name of the Federation all monies from dues and all other sources.
- b. Keep the membership roll, issue receipts and delinquent notices.
- c. Forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep this Federation in good standing at all times. Special care shall be taken to see that per capita tax is sent to the National Office no later than fifteen days prior to the opening date of the national Convention to make sure delegates may be seated.
- d. Be chairperson of the Budget Committee. The Treasurer shall present a written report to all members once each year.
- e. Keep adequate records available at all times for the Executive Council and Audit Committee.

- f. Pay all bills authorized by the adopted budget, retain all documentation. Documentation may include voucher or invoice for the same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.
- g. All Federation financial documentation shall be kept in the Federation Office.

ARTICLE IX- DUTIES OF STANDING COMMITTEES

- Section 1. The Membership Committee shall plan and execute a dynamic program to ensure growth and vitality of the Federation. This committee shall review all membership data at least two times per year. They shall present written reports to the Executive Council.
- Section 2. The Negotiations Committee shall prepare and substantiate salary and other contract proposals. It shall present these proposals for approval of the membership and then shall negotiate these proposals with the employer.
- Section 3. The Communications Committee shall prepare and distribute a regular information bulletin for members. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other communications media as needed for the good of the Federation. This committee will also be responsible for social media platforms and the Federation web site.
- Section 4. The Grievance Committee shall act on all grievances submitted in writing to the Executive Council. The committee shall present to the Executive Council a procedure for handling grievances, and shall cause the procedure to be publicized as widely as possible. The committee shall also study and make recommendations on matters, which promote the welfare of members of the Federation. If a grievance committee cannot be established, the President will report any grievances to the executive council at the next scheduled meeting. If a grievance proceeds to the level an attorney needs to be hired, the executive council must be notified and approve the expenditure.

ARTICLE X- DUTIES OF SPECIAL COMMITTEES

- Section 1. The Budget Committee shall prepare a budget for adoption by the membership at least one month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.
- Section 2 The Audit Committee shall audit the Treasurer's books and the annual Treasurer's report. The committee shall present its annual report to membership at the September meeting.
- Section 3. The Election Committee shall oversee and implement the Federation's election process. No one on the ballot can serve on the election committee. This committee will disseminate to the membership the process, date, time and place the election will be held in accordance to National and State regulations.

Section 4. The Constitution Committee shall review the constitution on a yearly basis and make appropriate changes (if necessary) to the membership for their approval as described in Article XIV

ARTICLE XI- MEETINGS

Section 1. The time and place of meetings shall be fixed by the membership or by the President.

Section 2. The membership shall be given at least 10-day notice of any membership meeting

Section 3. There shall be at least two membership meetings per year.

ARTICLE XII- FINANCE

Section 1. Regular dues shall be fixed by majority vote of the members present at a membership meeting, provided notice of the contemplated dues increase has been announced at a previous meeting. Federation dues shall be recommended by the President to the Executive Council by May's Executive Council meeting. The Executive council will vote on the dues recommendation. The dues rate should be sufficient to meet operating expenses for the coming year.

Section 2. Additional finances may be obtained by various fund raising activities. The membership will be notified on any additional fund raising activities prior to the activity beginning.

Section 3. The Federation's fiscal year shall begin on July 1 and end on June 30.

ARTICLE XIII- RULES OF ORDER

Robert's Rules of Order-(latest revised edition) shall govern in all cases not covered by this constitution or by subsequent by-laws of the Federation.

ARTICLE XIV- AMENDMENTS

This constitution may be amended as follows: a proposed amendment shall be submitted at a regular membership meeting, presented to the assembled members and subsequently supplied in full written text to all members. The proposed amendment shall be considered at a membership meeting held no sooner than two weeks and no later than two months following the introduction of the proposed amendment. A majority of the vote of the present membership at such meeting shall be sufficient for adoption.

ARTICLE XV- AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers and to the AFTNJ

Section 2. Copies shall be made available to other affiliated organizations on request.

Section 3. Copies shall be available for any member of this Federation upon request in writing to the Secretary.

Approved by the membership: Date _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

This Constitution will be in effect from January 2, 2018