



Constitution of the College of New Jersey Federation of Teachers – Local 2364

ARTICLE I NAME

This organization shall be known as The College of New Jersey Federation of Teachers, Local 2364, American Federation of Teachers New Jersey, AFT, AFL-CIO.

ARTICLE II OBJECTIVES

The purpose of this organization shall be:

- Section 1. To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.
- Section 2. To advance the economic, social, and political well-being of the membership.
- Section 3. To promote the improvement of standards in the employment situation of the membership.
- Section 4. To encourage mutual understanding and cooperation among the membership.
- Section 5. To promote the interests of citizens who are served by the membership.
- Section 6. To promote the effectiveness and quality of the institutions in which our members work.
- Section 7. To promote higher education, democracy, equality, and trade unionism in the society at large.

ARTICLE III MEMBERSHIP

- Section 1. All employees of The College of New Jersey who are members of the Council of New Jersey State College Locals bargaining unit, as defined by Article I of both the Full-time/Part-time and Adjunct Statewide Agreements, are eligible for membership in this organization. These employees include all Professional Staff, Adjunct Faculty, Librarians, NTP and Tenure Track Faculty who are employees of The College of New Jersey.
- Section 2. No person shall be denied membership, nor shall this organization ever

discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 3. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

Section 4. The Executive Board may establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV ELECTION OF OFFICERS and DELEGATES

Section 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).

Section 2. An elected officer's term shall last three (3) years. No more than two (2) consecutive terms in the same position may be served. Sitting Officers other than the President may run for President after serving one (1) or two (2) terms in their current position. After serving two (2) consecutive terms, the President may not run for any Executive Board position without a three-year break, but may serve ex officio as a resource for the Executive Board, at their request. After serving a three-year break, a former President will be eligible to run for any position, including President. Executive Board members other than the President may run for other positions even after serving two (2) consecutive terms. Terms started before the ratification of this Constitution do not count towards the term limits established here.

Section 3. With the exception of the initial election following the ratification of this Constitution, Officers shall be elected in March every three years beginning in 2028. All terms of office for elected positions shall be three years. The organization shall elect the following officers:

Executive Officers:

- a. President/Negotiations Lead
- b. Executive Vice President/Organizing Lead
- c. Vice President of the Committee on Political Education (COPE)/
Legislative Lead

- d. Vice President of Contract Enforcement/Contract Enforcement Lead
- e. Secretary/Director of Communications
- f. Treasurer
- g. Community Outreach Director
- h. General Assembly Chair

Constituency Officers:

- i. Adjunct representative to the Negotiations Committee
- j. Pro Staff representative to the Negotiations Committee
- k. NTTP representative to the Negotiations Committee
- l. Librarian representative to the Negotiations Committee
- m. Faculty representative to the Negotiations Committee

Section 4. Eligibility for Office

To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

Section 5. The Elections Committee shall conduct all general and special elections of officers, as well as vote on changes to the Constitution and referenda of the organization.

- a. The Elections Committee shall be constituted on an *ad hoc*, volunteer basis three to six months prior to an election, or 6 weeks prior to voting on changes to the Constitution.
- b. The Elections Committee shall consist of five members in good standing.
- c. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by an alternate volunteer member.

Section 6. Nominations for Executive Office and Constituency Office

- a. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home address, or by a secure electronic balloting service approved by the American Federation of Teachers National organization.
- b. To be nominated for any office a candidate must submit to the Elections Committee a petition containing the signatures of at least ten (10) members. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.
- c. Nominations may also be made from the floor at the membership meeting in February, and must be supported by at least 10 members present at the meeting or in writing via the petition process outlined in section 6b.
- d. Members nominated to run for office must affirmatively accept their nomination.
- e. The Election Committee shall determine whether the nominations were

timely and if the nominees are eligible for office.

- Section 7. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices. (NOTE: provided the local has already provided notice by first class U.S. Mail, as required in Section 5, this reminder about the election could be distributed by other means such as, member mailboxes, union bulletin boards, electronic newsletter, email and/or the local's website).
- Section 8. The Elections Committee shall prepare and send ballots by U.S. Mail (or appropriate electronic notification, according to Section 6.a.) to all members in good standing for the proceeding sixty (60) days, in such manner as to ensure the secrecy of the ballot, no later than ten (10) days following the close of nominations. The period between the mailing and return date for the ballots shall be no fewer than twenty (20) calendar days.
- Section 9. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. The Elections Committee shall prepare and send ballots by first-class U.S. Mail or applicable, secure electronic election service, to the last known home address of all members who were eligible to vote in the initial election, in such manner as to ensure the secrecy of the ballot. The period between the mailing and return date for the ballot shall be no less than twenty (20) calendar days.
- Section 10. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.
- Section 11. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.
- Section 12. Successful candidates shall assume office at the first formal meeting of the General Membership that occurs in May of the same calendar year.
- Section 13: Delegates to Council, AFTNJ, and AFT National shall be the same officers and representatives elected for other positions. In addition, two positions shall be held open for at-large delegates, which are open to any member in good standing. At large delegates will be elected during the same elections as officers, and will be subject to the same term lengths and limits as Officers. Nominees do not require a petition of 10 member signatures to run for at-large delegate

positions, and the top two vote getters will be elected to At-large Delegate 1 and 2, respectively. No member will be appointed as an at-large delegate if one or both of the positions remains unfilled. To account for unpredictable variation in annual delegate allocations, the allocated delegate slots shall be filled in the following order, with the remaining being alternate delegates:

1. President
2. At-large Delegate 1
3. Executive VP
4. VP COPE
5. VP Contract Enforcement
6. Treasurer
7. Secretary
8. At large Delegate 2
9. General Assembly Chair
10. Community Outreach Coordinator
11. Adjunct representative to the Negotiations Committee
12. Pro Staff representative to the Negotiations Committee
13. NTTP representative to the Negotiations Committee
14. Librarian representative to the Negotiations Committee
15. Faculty representative to the Negotiations Committee

Section 14. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

Section 15. A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President:

- a. shall be the presiding officer at all meetings of the membership and the Executive Board;
- b. shall chair the Negotiations committee and lead local and statewide negotiations efforts;
- c. shall chair the Career Development Committee;
- d. shall oversee all local activities;
- e. shall sit on the statewide Council Executive Committee;
- f. shall be an ex-officio member of all standing committees except the

- Elections Committee, as needed;
- g. shall appoint, with the approval of the Executive Board, the chairs of any special committees, excluding the Elections Committee;
 - h. shall be the principal executive officer of the organization;
 - i. shall receive, report and respond to correspondence of the organization;
 - j. shall supervise all employees of the organization;
 - k. shall be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
 - l. shall represent the organization before bodies of the employer and may represent the organization before legislative officials;
 - m. may represent the organization before the public, community organizations, and the news media;
 - n. shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
 - o. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
 - p. shall make an annual report to the organization's membership; and
 - q. shall be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 2. The Executive Vice President:

- a. shall assume the duties of the President in the event of the absence, illness, or death of the President;
- b. shall serve as the Organizing and Membership Lead and chair of the Organizing and Membership Committee;
- c. shall establish and oversee a representative/steward system, and assist the Representatives in their duties;
- d. may initiate and oversee non-COPE campaigns;
- e. shall sit on the statewide Council Organizing and Membership Committees;
- f. may be the point person for new employee orientation;
- g. shall be an ex officio member of all committees (as needed);
- h. shall perform other duties as delegated by the President or assigned by the Executive Board; and
- i. shall co-sign financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary and Director of Communications:

- a. shall maintain the non-financial files and records of the organization;
- b. shall record and keep accurate minutes of meetings of the membership and the Executive Board;
- c. may be responsible for archiving documents from the general assembly;
- d. shall assist the President in handling the correspondence of the organization;
- e. shall chair the Communications Committee;
- f. shall be responsible for regular communications to members regarding union activities (communications may include a Newsletter, the website, and social

- media);
- g. may coordinate the content and timing of messaging across the local;
- h. shall oversee the work of, and receive and certify the reports of, the Elections Committee;
- i. shall perform other duties as delegated by the President, or assigned by the Executive Board; and
- j. shall perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.

Section 4. The Treasurer:

- a. shall receive, record and deposit all dues monies and other income in the name of the organization;
- b. shall maintain accurate membership records;
- c. shall issue membership cards and notices of delinquency;
- d. shall 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;
- e. shall maintain all financial records of the organization;
- f. shall arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board, General Assembly and membership;
- g. shall transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- h. shall oversee the work of and receive reports from the Finance Committee;
- i. shall perform other duties as delegated by the President or assigned by the Executive Board; and
- j. shall perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT.

Section 5. The Vice President for COPE:

- a. shall chair the Committee on Political Education (COPE);
- b. may initiate and oversee political actions, voter turnout and political campaigns;
- c. shall sit on the Council COPE;
- d. shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds; and
- e. shall perform other duties as delegated by the President or assigned by the Executive Board.

Section 6. The Vice President for Contract Enforcement:

- a. shall be the Grievance Officer for members of the Local;
- b. shall handle employee issues and discipline;
- c. shall sit on the Council Grievance Committee;
- d. may sit on the Negotiations Committee and attend negotiations; and
- e. shall perform other duties as delegated by the President or assigned by the

Executive Board.

- Section 7. The Chair of the General Assembly:
- a. shall convene and preside over all meetings of the General Assembly and ensure record-keeping;
 - b. may support the representatives in their duties;
 - c. shall serve as a liaison between the General Assembly and the rest of the Executive Board; and
 - d. shall sit on the Organizing Committee.
- Section 8. The Community Outreach Director:
- a. shall coordinate community outreach and social justice activities of the organization;
 - b. shall chair the Community Outreach Committee;
 - c. may sit on committees and boards external to TCNJ; and
 - d. shall sit on the COPE.
- Section 9. All officers listed in V1.-V8 shall serve as members of the Executive Board.
- Section 10. Constituency Officers:
- a. shall serve on the Negotiations Committee;
 - b. shall assist the Vice President for Contract Enforcement as needed with handling employee issues, grievances, and discipline, focusing on their respective constituencies.
 - c. shall serve on the General Assembly

**ARTICLE VI
EXECUTIVE BOARD**

- Section 1. The Executive Board shall meet at least twice per semester, or at the call of the President, or at the call of two (2) or more of its members, or at the call of the General Assembly, 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. A quorum for the Executive Board shall be one-half of its members.
- Section 2. The Executive Board shall prepare and present for approval to the General Assembly an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.
- Section 3. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.
- Section 4. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization. This information shall be reported annually to the General Assembly.

- Section 5. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.
- Section 6. With the exception of standing committees chaired by Executive Officers, the Executive Board shall approve the chairperson of all standing and special committees of the organization, except the Elections Committee. With the exception of the Elections Committee, the Executive Board will approve the membership of all committees. The Executive Board will receive regular reports from such committees.
- Section 7. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.
- Section 8. The Executive Board shall issue regular reports, including an annual report, to the General Assembly and the membership.
- Section 9. Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for review by the Executive Board and possible suspension and/or replacement of the Executive Board's offending member. Pursuant to Article IV, Section 14, the Executive Board shall have the authority to appoint a member to take the seat of an Executive Board member who was suspended or replaced under the terms of this Section.

ARTICLE VII COMMITTEES

- Section 1. The standing committees of the organization shall be:
- a. Negotiations Committee
 - b. Committee on Political Education (COPE)
 - c. Organizing Committee
 - d. Communications Committee (as needed)
 - e. Budget and Investment Committee
 - f. Elections Committee (*ad hoc* formed 3-6 months prior to election)
 - g. Career Development Committee
 - h. Professional Staff Promotions Committee (as needed)
 - i. Community Outreach (as needed)
- Section 2. The Executive Board, either on its own initiative, or at the direction of the General Assembly, may establish special committees.
- Section 3. Upon appointment, either by election or by the President and approval by the

Executive Board (as applicable), committee chairs shall select committee members and present their names to the Executive Board for approval.

Section 4. Each committee shall present its annual program of action to the Executive Board and the General Membership.

Section 5. The Negotiating Committee is chaired by the President, and comprised of the Constituency Officers, who include one (1) member from each of the constituency groups: Adjunct, Librarian, NTTP (also representing other part-time faculty who covered by the statewide master contract), Pro Staff, Tenure-line Faculty. They shall be elected by their constituencies according to Article IV, above.

- i. Members shall serve 3-year terms. *Ad hoc* members may be added as necessary to inform individual negotiations. *Ad hoc* members must be approved by a majority vote of elected committee members.
- ii. The Contract Enforcement Lead shall sit on the Negotiations committee and may, but is not required, to attend negotiations.
- iii. The Organizing Lead shall sit on the committee as needed but does not attend negotiations.

Responsibilities of the Negotiations Committee:

- i. Set the agenda for negotiations, create and maintain a process for members to submit negotiations proposals, and evaluate such proposals from members;
- ii. Negotiate MOAs;
- iii. Along with the negotiations chair, each member shall take the lead on issues affecting their own constituency;
- iv. Assist the VP for Contract Enforcement with personnel issues pertaining to their constituency group;
- v. Negotiate the Statewide Contract; and
- vi. All members shall sit on the General Assembly.

Section 6. The Committee on Political Education (COPE) shall be chaired by the Legislative Lead. The committee shall consist of at least 3-4 unelected volunteer members.

- i. Members shall serve 3-year terms. *Ad hoc* members may be added as necessary for individual initiatives.
- ii. The Community Outreach Director will sit on the COPE.
- iii. The Organizing Lead may attend as needed.

Responsibilities of the COPE:

- i. Plan and execute legislative campaigns;
- ii. Oversee political actions;
- iii. Attend fundraisers and meetings with legislators;
- iv. Create a process to screen and recommend endorsement of candidates for local, state and federal office;
- v. Identify legislators to receive donations;
- vi. Secure voluntary contributions to support the political work of the

- organization;
- vii. Educate members on political issues of importance to the organization; and
- viii. Develop programs (as needed) to promote voter registration and to support the election of candidates who support the interests of the organization.

- Section 7. The Organizing Committee shall be chaired by the Organizing and Membership Lead. Membership shall consist of the General Assembly Chair and at least one (1) member of each of the following constituency groups: Adjunct, Pro-Staff, Faculty (which may be Tenure-track, Librarian, or NTTP).
- i. Members of the Committee shall be recruited based upon their demonstrated leadership skills. *Ad hoc* members may be added as necessary for individual campaigns.
 - ii. The COPE Lead shall sit on the committee as needed, should there be collaboration between the Organizing Committee and political campaigns.

Responsibilities of the Organizing Committee

- i. Map the workplace;
- ii. Initiate and maintain one-on-one conversations to identify and recruit natural leaders;
- iii. Build an effective unit representative system;
- iv. Monitor turnout, accountability, and charting;
- v. Run contract and other non-political campaigns;
- vi. Work with Office Manager on social events; and
- vii. All members shall sit on the General Assembly.

- Section 8: The Communications Committee shall consist of volunteers from the membership, and assist the Secretary in designing, producing and distributing regular communication to the membership and other material for the organization as necessary.

- Section 9: The Budget and Investment Committee shall consist of volunteers from the membership, and shall assist the Executive Board in the preparation of the annual budget and shall identify and, with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the organization.

- Section 10. The Elections Committee shall consist of volunteers from the membership, and shall conduct and supervise all elections of the organization.

- Section 11: The Career Development Committee shall convene according to MOA 67 (or any future negotiated MOA that amends MOA 67).

- Section 12: The Professional Staff Promotions Committee will convene as needed to provide guidance to Professional Staff seeking promotion.

- Section 13: The Community Outreach Committee shall consist of volunteers from the membership, and conduct activities that promote the social well-being of the membership, the College, and the local community. The committee shall create an RFP process to identify entities on campus and in the local community that present opportunities for collaboration. It shall provide opportunities for representatives of local constituencies to address the membership about ways to support their work in the broader community.

ARTICLE VIII GENERAL ASSEMBLY

- Section 1. The main function of the General Assembly shall be to connect the general membership to the leadership, enhancing the voices of individual members. The General Assembly shall be comprised of:
- a. The General Assembly chair;
 - b. Members of the Negotiation Committee (required), with the exception of the President (the President may be invited to attend the General Assembly, as needed);
 - c. Members of the Organizing Committee (required), with the exception of the Executive Vice President (the Executive Vice President may be invited to attend the General Assembly, as needed);
 - d. Unit representatives/Stewards (once the system is operational).
 - e. All other committee members are invited, but not required, to attend.
- Section 2. Unit Representatives/Stewards shall be volunteers from the membership, and shall be approved by the Organizing Committee.
- Section 3. The General Assembly shall meet at least once per semester for the purpose of duties that may include (among others) establishing the policies of the organization, receiving and reviewing the reports of the President, Executive Board and Committees; reviewing and approving the budget submitted by the Executive Board, taking appropriate action as specified in the Constitution; and initiating and taking other such actions as the body deems necessary. A majority of its members shall be a quorum for the General Assembly.
- Section 4. The General Assembly may be called into Special Session at the discretion of the Executive Board or upon the presentation of a valid petition of twenty-five (25) percent of the Representatives to the Secretary of this organization.
- Section 5. The General Assembly Chair shall be the presiding officer of the General Assembly but may vote only in the event of a tie.

ARTICLE IX DUTIES OF REPRESENTATIVES

- Section 1. Representatives shall:

- a. attend all regular and special meetings of the General Assembly and all meetings of the general membership; and
- b. support the organizing committee in recruiting eligible persons to membership.

ARTICLE X MEMBERSHIP MEETINGS

- Section 1. The Executive Board shall determine the time and place in accordance with the scheduling grid of the institution and give adequate advance notice of any general membership meeting.
- Section 2. Special meetings of the membership may be called by:
- a. the General Assembly, or
 - b. by the petition of thirty percent (30%) of the members.

ARTICLE XI REVENUES

- Section 1. The dues of this organization shall be 1.1 % of salary, plus the prevailing per capita amounts for the AFT, State Federation, and AFL-CIO local and state affiliates, and insurance premiums.
- Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

ARTICLE XII AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, The College of New Jersey Federation of Teachers, Local 2364 will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
- b. The appropriate state federation of the American Federation of Teachers, AFL-CIO. Whenever possible, the union will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.
- c. The Council of New Jersey State College Locals. Whenever possible, the union will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.
- d. The state American Federation of Labor-Congress of Industrial Organizations.
- e. The appropriate Central Labor Council(s) of the American

ARTICLE XIII RULES OF ORDER

Robert's Rules of Order Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XIV AMENDMENT

- Section 1. Thirty percent (30%) of the membership, or Representatives of 30% thereof, may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the Representatives of the proposed amendment no later than thirty (30) days prior to the next meeting of the General Assembly. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the Representatives at the next meeting of the General Assembly. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all Representatives a reasonable time prior to the Representative Assembly meeting at which the amendment will be introduced and discussed.
- Section 2. A quorum for any meeting of the General Assembly at which constitutional amendments are to be considered and adopted shall consist of representatives of forty (40) percent of the membership of the organization.
- Section 3. The General Assembly shall vote on all amendments to the Constitution.
- a. Following the meeting of the General Assembly at which the proposed amendment was introduced, the Election Committee will hold a (secret ballot) vote on the amendment at the next meeting of the General Assembly.
 - b. In the alternative, following the meeting of the General Assembly at which the proposed amendment was introduced, a special General Assembly meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article VIII, Section 3.
 - c. The Elections Committee will tally the results. Two-thirds (2/3) of the Representatives present shall be required for passage of the amendment.

ARTICLE XV AVAILABILITY OF THE CONSTITUTION

- Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section 2. One copy shall be sent to the similar officer of each organization with which

this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

This constitution was adopted by the membership on _____, 20____;
(date)
(and last amended on _____, 20____).
(date)

(local name) Signed: _____
(president)

Attest: _____
(secretary)



BYLAWS

Discipline of members.

- a. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- b. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.
- c. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- d. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.
- e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.