

Constitution

For

Monroe Township Federation of Teachers

Local # 3391

***Affiliated with the New Jersey State Federation of
Teachers***

AFT AFL-CIO

(Revised October 2017)

ARTICLE I – Name: The name of this organization shall be the Monroe Township Federation of Teachers

Article II – Purpose: The purpose of this Federation shall be to vigorously pursue the interest and protect the rights of its members and to bargain collectively with the Board of Education or a private company subcontracted by the Board of Education for the purpose of achieving salaries and benefits commensurate with those of other professional workers of similar educational preparation and equivalent responsibility; working conditions that insure acceptable and realistic work loads, adequate supplies and maintenance, satisfactory physical plant, and proper regard for the rights and safety of the employees in the performance of their duties; academic freedom to present the school district’s various curricula to students using content and method which individual professionals judge to be most effective and necessary, and to participate in the planning of curricula and systems: and freedom from coercion in the selection of professional and political affiliation and recognition of individual rights and the personal integrity of the employees and students. The federation shall strive to maintain highest possible professional and educational standards among its members for the purpose of providing the district’s children with a thorough and efficient education.

ARTICLE III – Membership

SECTION 1: Membership in this Federation shall be open to all employees of the district including teachers, guidance counselors, librarians, nurses, resource specialists, coaches, maintenance, custodial, and grounds workers, cafeteria workers, bus drivers, clerical workers, and paraprofessional.

SECTION 2: Membership shall not be open to employees of the district who are directly involved in the hiring of personnel. Membership shall not be open to vice principals.

SECTION 3: No member or applicant for membership shall be discriminated against by this Federation because of race, national origin, religious faith, sex, or political affiliation.

SECTION 4: Members will pay dues by payroll deduction upon enrollment.

ARTICLE IV-Officers

SECTION 1:

1. President
2. Executive Vice President
3. Treasurer
4. Secretary
5. Building Representatives
6. Representatives/Shop Stewards for Custodial/Grounds/Maintenance and Food Services

SECTION 2: The duties of the officers of this Federation shall be as follows:

1. The President shall officially represent the Federation in all matters of concern or business with other persons or organizations. He/She shall conduct all regular and special meetings of the General membership; he/she shall appoint the Chairpersons of the Standing Committees. He/She shall have the power to appoint ad hoc committees for the purpose of meeting specific needs of this Federation which are not included among the duties of the Standing Committees. He/She shall have the power to call special meetings of the membership.
2. The Executive Vice-President shall assist the President in the performance of his/her duties. He/She shall assume the duties of the President in the event he/she is unable to do so.
3. The Treasurer shall be responsible for all financial affairs of this Federation. He/She shall collect all dues. He/She shall, with the consent of the membership, make all such expenditures as necessary to the operation of the Federation. He/She shall keep an accurate and current record of financial activities of this Federation. He/She shall report from that record to each general membership meeting. He/She shall inform any member who is not in good standing. He/She shall inform the President of the same. He/She shall assume the duties of the President in the event the President and Vice-President are unable to do so.
4. The Secretary shall keep an accurate record of the meetings of all regular, special meetings and all executive Council meetings. He/She shall distribute minutes to the membership copies of these minutes within a reasonable time following each meeting. He/She shall receive and initiate the correspondence of this Federation meeting. He/She shall assume the duties of the President in the event the President, Vice-President and Treasurer are unable to do so.
5. The Building and Unit Representatives shall represent to the Executive Council the interests of the members of the Federation who are assigned to their buildings or units. They shall assess the needs and desires of their constituents so that the Executive Council and general membership may consider them in formulating policies and planning the activities of this Federation. They shall inform their constituents of the policies and planning of this Federation. In the event the officers are unable to perform the duties of the President, the Building and Unit Representatives shall determine by lot which of them is to assume the duties of the President.

SECTION 3:

1. Officers shall be elected by secret ballot in May on a specific date set by the Election Committee.
2. When the Federation represents more than one bargaining unit within the same local, the elected position of President and Vice-President must be from two different bargaining units. No one bargaining unit can have the position of President and Vice-President at the same time.

SECTION 4: Vacancies which should occur in any office shall be temporarily filled by appointment of the President and the consent of the Executive Council.

ARTICLE V – STIPENDS: Stipends will be offered proportionate to the calendar year, pending the availability of funds as determined by the Executive Council:

1. President
2. Executive Vice President
3. Treasurer
4. Secretary
5. Grievance Chair
6. Building Representatives and Shop Stewards
7. Negotiation Chair
8. Negotiations Team Members

ARTICLE VI – STANDING COMMITTEES

SECTION 1: The following Standing Committees shall be active in the Federation

1. Negotiation Committee
2. Grievance Committee
3. Publicity Committee
4. Social Committee
5. Election Committee

SECTION 2: Chairpersons of each of the Standing Committees shall be appointed by the President with the approval of the membership at a regular general membership meeting.

SECTION 3: Standing committee members shall be appointed by the President in consultation with the Chairperson of that Committee.

SECTION 4: Standing Committee members must be members in good standing.

SECTION 5:

1. The Negotiation Committee shall, on the basis of suggestions solicited from the membership and assessment of the salary and other remunerative needs of the membership, devise, and negotiate contract proposals with the Board of Education or the Employer. The general membership shall be kept informed of the state of any negotiations which are in progress.
2. The Grievance Committee shall act on all grievances submitted in writing to the Executive Council. In addition, the Committee shall monitor work assignments, policy statements, evaluation procedures, and any other instrument affecting management-employee relations effected by the administration, Board of Education, or employer to determine if any such action is in violation of employee rights occur, the committee shall make a recommendation for the grievance or legal procedure to be initiated by this Federation. The Committee shall publicize as widely as possible any grievance procedure it undertakes.
3. The Publicity Committee shall develop, print, publish, and distribute literature, news releases, and other material which express the philosophy and objectives of the Federation to the membership and the community.
4. The Social Committee shall plan and organize the social activities of the Federation.
5. The Election Committee shall include the immediate past president and/or immediate Executive Vice-President who shall supervise all regular and special elections of this Federation.

SECTION 6: The Chairpersons of all Standing Committees shall make full reports of their activities to each regular monthly meeting of the Executive Council.

ARTICLE VII – EXECUTIVE COUNCIL

SECTION 1: The Executive Council shall consist of the following:

1. All Officers of this Federation
2. Building Representatives and Shop Stewards
3. All Chairpersons of Standing Committees

SECTION 2: The Executive Council shall meet at least once each month for the purpose of establishing an agenda for the following general membership meeting, to consider any address of concern to this Federation, and to make tentative plans for activities by the Federation.

SECTION 3: The Executive Council shall administer the policy of this Federation as set by the membership at regular meetings.

SECTION 4: The chairperson of the Executive Council shall be the President of the Federation.

SECTION 5: Between the general membership meetings of this Federation, the Executive Council shall have the power to conduct the business of this Federation. However, the Executive Council shall not have the power to make expenditures in excess of fifteen hundred dollars (\$1,500.00).

SECTION 6: Upon reaching tentative agreement with the Board of Education or Employer on any contract negotiations, the Executive Council shall distribute copies of proposed agreement to the general membership. The membership shall have at least one week to study the proposed agreement before ratification meeting is held. When a tentative contract agreement is reached, a special meeting may be called to waive the one week waiting period and to vote on ratification. Copies of the new salary agreement including salary guides must be distributed to the membership prior to the ratification. The Executive Committee shall not have the power to ratify work contracts between the Federation and the Board of Education or Employer. Such agreements are binding to this Federation only if ratified by the general membership, per bargaining unit that it directly impacts, at a special meeting for that purpose.

ARTICLE VIII – MEETINGS

SECTION 1: This Federation shall meet as a whole at least three times per each year at a time and place set by the Executive Council. If at all possible, the Executive Council shall vary the day of meetings to permit members with regular, prior commitments to attend as many meetings as possible.

SECTION 2: Copies of each meeting's agenda shall be available to the members at each general membership meeting.

SECTION 3: A quorum for general membership meetings shall be 25 total members.

SECTION 4: Copies of the minutes of each general membership meeting shall be distributed to the membership by the Secretary prior to the following meeting.

SECTION 5:

- A. Special general membership meetings shall be called by the President
- B. Special membership meetings must be called by the President upon sign petition to do so by ten percent (10%) of the membership.

SECTION 6: *Robert's Rules of Order Revised* shall be the rules of order of all Executive meetings, General Membership meetings and Standing Committee meetings.

ARTICLE IX – ELECTIONS

SECTION 1: The Election Committee shall conduct and supervise all elections of this Federation.

SECTION 2:

1. Regular elections for Executive Office shall be held in May biennial.
2. Regular elections for Building Representatives and Shop Stewards shall be held in May biennial.
3. The election dates shall be set by the Election Committee and shall announce the date to the membership at least 30 days prior to the election.
4. All officers will be members of the Federation. For any bargaining unit for which the Federation is the bargaining agent, people who have dual membership, i.e., those who are Federation members and also members of another teacher union or such organization, shall not be eligible to run for or hold an official position, including that of negotiating team members. Members of a Federation minority local, i.e., one for which another organization is the bargaining agent, who maintain dual membership may run for and hold office, including that of negotiating team members.

SECTION 3: The procedures for conducting the election shall be as follows:

1. The Election Committee shall solicit nominations for officers from the membership.
2. Prior to the election, the Legislation Committee and Election Committee shall public to the membership the names of all persons nominated for office.
3. The Election Committee shall keep a record of which members have voted.
4. Members must be in good standing to participate in elections.
5. In the event no person has received a majority of the votes cast for that office, a run-off election must be held by the Election Committee between the two candidates receiving the highest pluralities of votes within two weeks of the regular election.

SECTION 4: Officers shall be installed at the August Executive Council meeting.

ARTICLE X – DUES Yearly dues shall be established as follows;

AFT dues + NJSFT dues + AFL-CIO dues + Local dues + insurance

Local dues = 65% of (AFT dues + NJSFT dues)

ARTICLE XI – AMENDMENTS: This Constitution may be amended as follows: The proposed amendment shall be submitted at any regular membership meeting and read to the assembled members. A three-fourth majority vote at the following general membership meeting shall be sufficient to adopt the amendment.