

BY-LAWS OF
THE PART-TIME LECTURER FACULTY CHAPTER,
THE RUTGERS COUNCIL OF AAUP
(AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS) CHAPTERS –
AMERICAN FEDERATION OF TEACHERS

PREAMBLE

The Part-Time Lecturer Faculty Chapter, Rutgers Council of AAUP Chapters, has organized itself into an organization within the provisions and objectives of the National American Association of University Professors, and the additional objectives applying to organizations representing employees as defined by Chapter 303 of the Laws of 1968, in the New Jersey Employee Relations Act, as subsequently amended.

The Part-Time Lecturer Faculty Chapter, as the negotiating representative for part-time faculty, seeks to promote and preserve the professional and economic well being of its unit members for whom it bears legal responsibilities. As a professional association and in addition to its responsibilities as negotiating representative, the Part-Time Lecturer Faculty Chapter, together with its affiliate, the Rutgers Council of AAUP Chapters, seeks to enhance the academic environment at the University.

These By-Laws regulate the functions of the Part-Time Faculty Chapter and its relationship with the Rutgers Council of AAUP Chapters.

ARTICLE I: MEMBERSHIP

The Part-Time Lecturer Faculty Chapter, affiliated with the Rutgers Council of AAUP Chapters, shall consist of part-time lecturers and other persons employed for less than 50% of full-time in a teaching or research capacity, who are dues paying members of the Part-Time Lecturer Faculty Chapter. Persons who are in the negotiating unit represented by the Rutgers Council of AAUP Chapters may not be members of the Part-Time Lecturer Faculty Chapter. Members not doing bargaining unit work for a year or more may retain limited membership, as “associate” members, with reduced dues of \$8.00 per year and limited privileges. “Associate” members in good standing are not eligible for office, but may serve on any committee of the Executive Board. They shall have voting rights in elections of officers only. The Chapter officers and members shall serve on the Chapter Executive Board as provided in Article VI. Membership in the Part-Time Lecturer Faculty Chapter confers membership in National AAUP.

Members may submit written resignation to the PTLFC at any time, but membership withdrawal will only be processed during the months of June or December.

ARTICLE II: MEMBERSHIP MEETINGS

The Chapter Executive Board may call general membership meetings of the Chapter at any time. There shall be at least one general membership meeting per year. Fifteen (15) members in good standing shall constitute a quorum including one (1) from each campus: Camden, Newark, and New Brunswick. The agenda of the meeting shall be outlined in the call for the meeting. Additions to the agenda shall be made by a two-thirds (2/3) vote of the members attending the meeting.

The Chapter Executive Board may call, together with the Rutgers Council of AAUP Chapters, joint membership meetings. No matters directly concerning elections, by-laws, collective negotiations, grievance handling, dues, or any other internal matters may be voted on at such meetings. Members of the Rutgers Council of AAUP Chapters and of the Part-Time Lecturers Faculty Chapter in good standing shall be entitled to vote on all matters considered at these meetings. The agenda of such joint meetings shall be outlined in the call for the meeting. Any action taken at a meeting shall require passage by a simple majority of those present.

The Chapter President, at his/her discretion, or upon receipt of a petition signed by twenty (20) members, (at least three from each campus: Camden, Newark, and New Brunswick) shall call special meetings of the general membership. The petition shall state the purpose of the special meeting. Special meetings shall be governed by the same rules as those for general membership meetings, except that the quorum shall be twice that required for general membership meetings.

ARTICLE III: DUES AND FINANCES

Dues shall be determined by the Chapter Executive Board within a maximum determined by the membership by mail. Non-payment of dues shall be cause for removal from membership. Only members in good standing with respect to dues payment shall be eligible for office, membership on any committee of the Executive Board, or have voting rights in elections, contract ratification, or any other matter submitted for membership approval.

ARTICLE IV: OFFICERS OF THE PART-TIME LECTURER FACULTY CHAPTER, RUTGERS COUNCIL OF AAUP CHAPTERS

- A. The officers of the Chapter Executive Board shall be the President, the Vice-President, the Camden Vice-President, the Newark Vice-President, the Secretary, and the Treasurer.
- B. Election of officers of the Chapter Executive Board:
 - 1) The officers of the Chapter Executive Board shall be elected by the membership through a secret mail ballot.

- 2) The President shall be elected every two years and shall serve for a period of two years beginning on September 1 of the year in which he/she has been elected.
 - 3) A President may be nominated for the office of President in the year following his/her initial election and service.
 - 4) The Vice-President shall be elected every two years and shall serve for a period of two years beginning September 1 of the year in which he/she has been elected.
 - 5) Depending on which campus the Vice-President in 4) is from, two other Vice-Presidents shall be elected so as to ensure that there is a Vice-President elected from each of the three campuses. These two Vice-Presidents shall serve for a period of two years beginning September 1 of the year in which they are elected.
 - 6) The Secretary and the Treasurer shall be elected every two years for a period of two years. Each shall take office on September 1 of the year in which he/she has been elected.
 - 7) The Committee on Nominations and Elections of the Chapter Executive Board (see Article VI, Paragraph G) shall prepare a slate for election of officers by soliciting nominations from the membership and shall announce it to the membership.
 - 8) Ballots shall be mailed to all members of the Part-Time Lecturer Faculty Chapter at all geographic locations. Members shall be given a minimum of four weeks to return their ballots. The mailing shall be conducted by the Rutgers Service Bureau Staff, or by Chapter staff in the New Brunswick office, under the supervision of the Committee on Nominations and Elections of the Chapter Executive Board.
 - 9) Ballots shall be counted by the staff in the Chapter's New Brunswick office under the direct supervision of the Chapter Executive Board's Committee on Nominations and Elections.
 - 10) No ballots received after the announced deadline for the return of ballots shall be counted.
 - 11) The election process shall be completed by August 15 of each year.
- C. Each officer is subject to recall by the members of the Part-Time Lecturer Faculty Chapter.
- 1) A recall election must be initiated by a petition stating the major reasons for the proposed action and signed by twenty (20) dues paying members, at least five (5) of whom shall be from each campus.

- 2) A petition demanding a recall election shall be presented to the Chapter Executive Board through the Secretary, who shall certify the authenticity and the member status of each signer.
- 3) No recall petition shall be received after March 1 of the year in which the election is demanded; and each recall election shall be completed no later than 30 days after the petition has been certified.
- 4) A recall election shall be conducted by the Chapter Executive Board's Committee on Nominations and Elections.
- 5) An officer shall be removed when two-thirds of those casting ballots so vote, provided only that the total voting for recall shall be no less than a majority of total votes cast in the election of that officer.
- 6) When a vacancy occurs because of a recall election, the position shall be filled according to the procedures listed below under Section IV-D, Succession of Officers.

D. Succession of Officers:

- 1) In the event the President cannot complete his/her term, the term shall be completed by the Vice-President until a special election fills the vacancy.
- 2) After serving temporarily as President, the Vice-President shall resume his/her duties for whatever remains of the term of office.
- 3) In the event that the Vice-President cannot complete his/her term, the term shall be completed by the Secretary until a special election fills the vacancy.
- 4) In the event that the Secretary cannot complete his/her term, the Chapter Executive Board, by a majority of those voting, shall elect a replacement to complete the term.

ARTICLE V: DUTIES OF CHAPTER OFFICERS

A. President:

- 1) Be the spokesperson and official representative for the Part-Time Lecturer Faculty Chapter.
- 2) Appoint the chairs and the members of the standing committees, with the advice and consent of the Chapter Executive Board.

- 3) Appoint with the advice and consent of the Chapter Executive Board the members of the administrative committees of the Chapter Executive Board; such members shall be drawn from the Chapter Executive Board membership.
- 4) Appoint the chair and members of special committees with the advice and consent of the Chapter Executive Board.
- 5) Preside over meetings of the Chapter Executive Board.
- 6) Initiate court action on behalf of the Chapter; such action shall be approved by the Chapter Executive Board prior to its initiation.
- 7) Provide direction to other officers and oversee their activities.
- 8) Serve as one of the Part-Time Lecturer Faculty Chapter's representatives on the Rutgers AAUP Service Bureau. (See Article VIII.)

B. Vice President:

- 1) Be the spokesperson and official representative for the Part-Time Lecturer Faculty Chapter in the absence of the President.
- 2) Assist the President as needed.
- 3) Preside over meetings of the Chapter Executive Board in the absence of the President.

C. Camden Vice-President:

- 1) Be the campus representative and spokesperson.
- 2) Preside over campus meetings.

D. Newark Vice-President:

- 1) Be the campus representative and spokesperson.
- 2) Preside over campus meetings.

E. Secretary:

- 1) Oversee the maintenance of the records of the Chapter.
- 2) Keep minutes at all meetings of the Chapter Executive Board, prepare these minutes for reproduction and distributions by the Chapter or Service Bureau staff.

- 3) Preside over meetings of the Executive Board in the absence of the President and Vice-President.
- 4) Perform other administrative duties as requested by the President.

F. Treasurer:

- 1) Oversee the financial affairs of the Chapter.
- 2) Chair the Chapter Budget Committee and prepare the annual budget for submission to the President and the Executive Board.
- 3) Review monthly the organization's expenditures.
- 4) Prepare and present a financial report for the Chapter Executive Board and the general membership at least once per year, no later than June 1; prepare and present other financial reports as requested by the President and/or the Executive Board.
- 5) Recommend appropriate management of Chapter funds.
- 6) Preside over meetings of the Executive Board in the absence of the President, the Vice-President, and the Secretary.
- 7) Serve as one of the Part-Time Lecturer Faculty Chapter's representatives to the Rutgers AAUP Service Bureau. (See Article VIII.)

ARTICLE VI: EXECUTIVE BOARD OF THE PART-TIME LECTURER FACULTY
CHAPTER OF THE RUTGERS COUNCIL OF AAUP CHAPTERS

- A. The internal affairs, collective negotiations and grievance handling policies and activities of the Chapter shall be coordinated by a Chapter Executive Board consisting of the President; most recent Past President; Vice-President; Secretary; Treasurer; the Newark Vice-President and the Camden Vice-President; chairs of standing committees; and one (1) Board representative at large for every one hundred (100) chapter members or fraction thereof, at least one (1) of which shall be from Camden and at least one (1) of which shall be from Newark with a minimum of at least three (3) at-large representatives. The Rutgers Council of AAUP Chapters may select, through its own processes, two (2) non-voting delegates to attend the Executive Board meetings.
- B. The Chapter Executive Board shall hold a minimum of five (5) meetings distributed throughout the year.
- C. The terms of Chapter Executive Board representatives shall be one (1) year. If a Chapter Executive Board representative is unable to complete his/her term, a

replacement shall be appointed by the Chapter Executive Board. If a representative misses three (3) consecutive meetings, s/he shall be considered withdrawn unless the Executive Board determines special circumstances.

- D. Elections for Chapter Executive Board representatives shall take place no later than July; the elected representatives shall take office September 1 of the same year.
- E. Fifty percent minus one of the membership of the Chapter Executive Board shall constitute a quorum.
- F. The Chapter Executive Board's duties shall include:
 - 1) Determine membership dues in accordance with Article II.
 - 2) Assume responsibility for general fiscal affairs and approve the annual budget.
 - 3) Conduct the affairs of the organization through its standing and special committees, and joint activities with the Rutgers Council of AAUP Chapters as provided in both organizations' By-Laws.
 - 4) Authorize legal action on behalf of the Part-Time Lecturer Faculty Chapter.
 - 5) Authorize, after a mail vote by the membership, job actions in support of the Chapter's collective bargaining goals.
 - 6) Authorize joint meetings with the Executive Council of the Rutgers Council of AAUP Chapters. No matters not directly concerning elections, by-laws, collective negotiations, grievance handling, dues, or any other internal matters shall be voted on at such meetings.
 - 7) Select from its members two (2) non-voting delegates to the Executive Council of the Rutgers Council of AAUP Chapters.
 - 8) Establish and abolish special committees as it may deem necessary.
 - 9) Establish specific charges for each Chapter Executive Board committee.
- G. The Executive Board shall establish the following standing committees:
 - 1) Negotiating (See Article VII);
 - 2) Membership;
 - 3) Grievance and Working Conditions; and
 - 4) Newsletter.

H. The Executive Board shall establish the following additional standing committees as it deems necessary:

- 1) Academic Freedom and Tenure;
- 2) University Governance;
- 3) Discrimination and Affirmative Action;
- 4) Fringe Benefits;
- 5) University Budget and Priorities
- 6) Legislative Relations; and
- 7) Health and Safety.

I. The Executive Board shall establish the following administrative committees:

- 1) Budget and Personnel;
- 2) Nominations and Elections;
- 3) By-Laws (See Article X); and

J. These standing and administrative committees, at the discretion of the Executive Board, may be conducted jointly with the standing and administrative Committees of the Rutgers Council of AAUP Chapters. No matter, however, concerning collective negotiations, grievance handling, elections, by-laws, dues, or other internal matters shall be voted on at such meetings.

ARTICLE VII: NEGOTIATING COMMITTEE

- A. The Negotiating Committee shall be appointed by the President with the approval of the Chapter Executive Board.
- B. The Negotiating Committee shall be composed of the chairperson and at least three (3) additional members of the PTLFC chosen so that there shall be one (1) member from each of the three (3) main campuses of Rutgers.
- C. The Negotiating Committee shall function under negotiating policies determined by the Chapter Executive Board.
- D. The contract negotiated shall be ratified, in a mail ballot, by a majority of the membership who vote.

ARTICLE VIII: THE RUTGERS AAUP SERVICE BUREAU

- A. The Part-Time Lecturer Faculty Chapter, together with the Rutgers Council of AAUP Chapters, shall establish the Rutgers AAUP Service Bureau. The purpose of the Bureau is to provide technical and clerical assistance and consumable supplies to the Part-Time Lecturer Faculty Chapter and to the affiliated Rutgers Council of AAUP Chapters in carrying out their functions.
- B. The Presidents and Treasurers of the Part-Time Lecturer Faculty Chapter and of the Rutgers Council of AAUP Chapters shall be the members of the Bureau.
- C. The duties of the members of the Bureau shall be:
 - 1) To appoint staff to carry out Bureau business upon nomination by the Part-Time Lecturer Faculty Chapter and the Rutgers Council of AAUP Chapters;
 - 2) To supervise the purchase of consumable supplies and services;
 - 3) To monitor the expenditure of Bureau funds;
 - 4) To determine the allocation of Bureau resources between the Part-Time Lecturer Faculty Chapter and the Rutgers Council of AAUP Chapters;
 - 5) To report to the Part-Time Lecturer Faculty Chapter and the Rutgers Council of AAUP Chapters at least twice each year concerning the receipt and expenditure of Bureau funds: one report to be given by November 1 based on the audited financial records of the previous fiscal year and one report to be given in April based on the financial records available as of March 30 of the current fiscal year.
- D. Funding for the Bureau's affairs and business shall be provided by the Part-Time Lecturer Faculty Chapter, in an amount to be determined by the Executive Board, and by the Rutgers Council of AAUP Chapters, in an amount to be determined in accordance with its by-laws.
- E. Either the Part-Time Lecturer Faculty Chapter or the Rutgers Council of AAUP Chapters may terminate its participation in the Rutgers AAUP Service Bureau upon thirty (30) days written notice to the other. If either party terminates its participation in the Bureau, the Bureau will be dissolved.
- F. If the Rutgers AAUP Service Bureau is dissolved, funds and supplies shall be returned to the Part-Time Lecturer Faculty Chapter and to the Rutgers Council of AAUP Chapters in the ratio in which each had contributed funds to the Bureau in the previous fiscal year.

ARTICLE IX: AMENDMENTS

These By-Laws may be amended by two-thirds vote of those responding to a mail ballot sent out by the Chapter Executive Board.

ARTICLE X: BY-LAWS REVIEW

The Executive Board shall appoint at three (3) year intervals a By-Laws Committee to review these By-Laws and make recommendations for necessary changes.

ARTICLE XI: RATIFICATION OF THE BY-LAWS

These By-Laws shall become effective on the date of ratification. Amendments shall become effective on the date of their approval by the membership.

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