

**CONSTITUTION
FOR
LOCAL 1761**

**ARTICLE I
NAME**

The name of this organization shall be Rutgers State University Clerical, Laboratory, and Technical Employees, Local Number 1761 of the American Federation of the State, County, and Municipal Employees, **Council 63**, AFL-CIO.

**ARTICLE II
AFFILIATIONS**

This local union shall be affiliated with the New Jersey Public Employees New Jersey District Council **Number 63** of the American Federation of State, County and Municipal Employees; the New Jersey State AFL-CIO; and the appropriate central body of the AFL-CIO.

**ARTICLE III
OBJECTIVES**

The objective of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

**ARTICLE IV
MEMBERSHIP AND DUES**

Section 1. All Clerical, Laboratory, and Technical Employees in non-supervisory positions are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form or **electronic registration form** which will be a valid authorization for payroll deduction of dues.

Section 3. The bi-weekly membership dues for this local shall be: ~~adjusted annually in accordance with the average percentage increase in pay of AFSCME members and persons making service or similar payment to a local union,~~ \$ for full time and \$ for part-time. The dues deductions shall be adjusted in accordance with the Constitution of the International Union. Any person who is paying their dues through a system of regular payroll deduction, shall continue to pay, which is considered "in good standing".

Section 4. Membership dues shall be payable monthly in advance to AFSCME Council 63 and in any event shall be paid no later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying his dues through a system of regular payroll deduction, or similar system, shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under the above section may be reinstated to membership in the local after submitting a new membership application and payment of all arrearages.

Article V Meetings

Section 1. Regular meetings of this local shall be of two kinds: The Executive Board meetings and General membership meetings. The Executive Board meetings shall be held once a month by the local president or the Executive respective Vice President. The location of the meeting shall be determined by the local executive board. General membership meetings shall be held four (4 times a year, once every quarter) by the local president at a time and location to be determined by the local executive board or membership. Executive board, regular, and/or special meetings may also be attended via special provisions and instruction using remote access and/or call-in systems.

Regular and/or special meetings of the Executive Board may also be conducted through the use of audio and/or video conferencing (referred to as "virtual meeting"), please see Appendix E.

Section 2. Special meetings may be called by the local president, the local Executive Board, or by petition filed with the president and signed by 10% of the members of the local. Special meetings may also be called the International President or by an authorized representative of the International President.

Section 3. A quorum for meetings of this local shall be 5% of the membership in good standing.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, an executive vice president, two additional vice presidents (New Brunswick, Newark, and Camden), a recording/ corresponding Secretary, a Secretary- Treasurer, and one- a Executive Board

Member from for each campus (Camden, College Avenue Campus, Cook, Douglass, Busch, Livingston, and Newark). These thirteen (13) shall constitute the local union executive board of Local 1761. In addition, there shall be elected three (3) Trustees. The trustees shall be elected to three-year terms, **except that in the initial election, one shall be elected to for a one-year term, one for a two-year term, and one for a three-year term.** All other officers shall be elected for a term of **three** ~~two~~-years, in the **odd** ~~even~~-numbered years.

Section 2. Nominations shall be made at a regular or special meeting of the local, **during the month of October**. At least fifteen (15) days advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, prior to the nominations meeting and said committee members will not be eligible to run for any position, but whether or not such **the** nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of October.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be conducted **so** as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, entitled Election Code, of the International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall:

- A. Preside at all meetings of the local union and of the executive board.
- B. Be a member of all committees except **the** election committee.
- C. Countersign all checks drawn against the funds of the local.
- D. Appoint all standing committees and all special committees of the local, subject to the approval of the executive board.

- E. Report periodically to the membership regarding the progress and standing of the local and regarding official acts.
- F. The President, or ~~designated officer~~, shall be an automatic delegate at all conventions and conferences.

Section 2. The **Executive ~~three (3)~~** Vice-President shall:

- A. Assist the President in the work of ~~his/her the President's~~ office.
- B. In the absence of the President or in ~~his/her~~ inability to serve, ~~one (1) of the Executive~~ Vice-President shall preside at all meetings and perform all duties otherwise performed by the President.
- C. One (1) of the Executive Vice-President upon the approval of the executive board, be designated ~~authorized~~ to act as co-signer of checks drawn on the local funds in place of either the President or the Secretary-Treasurer.
- D. ~~He/ she shall be secondary automatic delegate to all International conventions or conferences.~~

Section 3. ~~The vice-presidents shall assist the president in the work of his/her office.~~

Section 3. The Secretary- Treasurer shall:

- A. Receive and receipt for all monies of the local union.
- B. Deposit all money so received in the name of the local union in a bank of banks selected by the Executive Board, and money so deposited shall be withdrawn only by check signed by the President and the Secretary- Treasurer or Executive Vice-President designated signee.
- C. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership ~~or of the Executive Board.~~
- D. Keep an accurate record of receipts and disbursements and shall submit to the membership at a membership meeting, an operating statement of the financial transactions for the local previous three (3) months.
- E. Act as custodian of all properties of the local union.
- F. Give a surety bond for an amount to be fixed by the ~~International Union based on the account.~~ union, at the expense of the local union through the International Union.
- G. See that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 4. The Recording/ Corresponding Secretary shall

- A. Keep a record of the proceedings of all membership meetings and all executive board meetings, to ensure that the minutes of the above conventions and meetings are sent to the appropriate bodies in a timely manner.
- B. Carry on the official correspondence of the local, except as the executive board may direct otherwise.

C. Perform duties **such as maintaining and updating the Locals webpage/site and others as needed by the executive board.**

Section 5. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local and shall report to the membership on the results of such audit.

Section 6. The Executive Board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the Executive Board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the Executive Board shall be made to the membership at the next following meeting. A majority of the members of the Executive Board shall be required for a quorum.

Article VIII MISCELLANEOUS PROVISIONS

Section 1. This local union shall at ~~all~~ the times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as an agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other persons or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the President of the local union or by the executive board of the local union.

Section 3. The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE IX AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice

having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

APPROVED BY:

Lee Saunders
International President

Date

All changes are in **Bold and underlined.**
Revised July 2022