

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 State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with the New Jersey Public Employees Council Number 1 and Northern New Jersey District Council Number 52 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 objectives 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 of Rutgers State University at all campuses in New Jersey, 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. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. The bi-weekly membership dues for this local shall be \$5.35 for full-time members; and \$4.00 for part-time members working 20-34 hours per week.

Section 4. Membership dues shall be payable monthly in advance to the local treasurer 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 shall for so long as he 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 on payment of all arrearages.

ARTICLE V
MEETINGS

Section 1. Regular meetings of this local shall be of two kinds: Campus location meetings and general membership meetings. Campus luncheon meetings shall be convened once a month by the local president or the respective vice president once a month at a time and place on the respective campuses to be fixed by the membership or the local executive board. General membership meetings shall be convened four times a year, once every three months, by the local president at a time and place to be fixed by the membership or the local executive board.

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 by the International President or his authorized representatives.

Section 3. A quorum for meetings of this local shall be 10% 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 and two additional vice-presidents, a recording secretary, a corresponding secretary, a treasurer, and one executive board member from each campus (Cook, Caryer, College Avenue, Douglass, Busch, Kilmer and Newark), and these fourteen shall constitute the local union executive board of Local 1761. In addition, there shall be elected three trustees. The trustees shall be elected to three-year terms, except that in the initial election, one shall be elected 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 two-years, in the even-numbered years.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such 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 so conducted 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 Elections 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 preside at all meetings of the local union and of the executive board. He shall be a member of all committees except election committees. He shall countersign all checks drawn against the funds of the local. He shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. He shall report periodically to the membership regarding the progress and standing of the local and regarding his official acts.

Section 2. The executive vice-president shall assist the president in the work of his office. In the absence of the president or in his inability to serve, the executive vice-president shall preside at all meetings and perform all duties otherwise performed by the president. The executive vice-president may, with the approval of the executive board, be designated to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.

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

Section 4. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. The recording secretary shall also perform such other duties as the executive board may require.

Section 5. The corresponding secretary shall carry on the official correspondence of the local, except as the executive board may direct otherwise. The corresponding secretary shall also perform such other duties as the executive board may require.

Section 6. The treasurer shall receive and receipt for all monies of the local union. He shall 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 treasurer. He shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He shall prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer. He shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month. He shall act as custodian of all properties of the local union. He shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union. He shall 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 7. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 8. 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 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 agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person 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. Robert's Rules of Order, 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:


Gerald W. McEntee
International President

7/27/84
Date