

Rutgers-NJMS/RSDM/SN/SHP | Chapter ByLaws

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

NJMS/RSDM/SN/SHP CHAPTER BYLAWS

Article I. MEMBERSHIP

The Newark Chapter of AAUP-BHSNJ shall consist of members of the Biomedical and Health Sciences Council of AAUP Chapters of New Jersey (AAUP-BHSNJ) who have primary affiliation through the New Jersey Medical School (NJMS), Rutgers School of Dental Medicine (RSDM), ~~Graduate School of Biomedical Sciences (GSBS)~~, School of Nursing (SN), School of Health Related Professions (SHP), Library staff or other unit of the Newark campus or its affiliates who are included within the collective bargaining unit as defined by the New Jersey Public Employment Relations Commission (PERC) and/or as modified by the parties in negotiation and who have paid the membership dues. Full Dues-paying member shall have full voting rights, may hold any office, serve on any committee or be a Chapter representative to any organization.

B. Emeritus Members – Any retiring member may be awarded the title of Emeritus member by a vote of the Executive Board ~~Board of Governors~~ of the Chapter. Emeritus Members shall have no voting rights, shall not hold office and shall pay dues in an amount as determined by the Council of AAUP Chapters. no local dues. The Awarding of Emeritus Membership shall include the future payment of National Emeritus dues at the Chapter's expense.

CArticle II. OFFICERS

A. The officers shall be a President, a Vice-President, a, and a Secretary. , elected from the membership in December of each biannual year to hold office from January 1st following, for a period of two (2) years and shall also include the Past President as an ex-officio officer. When it is not possible for the terms to begin on January 1st the incumbent officer's terms will be extended until the election results are counted and verified.

B. In case a vacancy should occur in the office of President, the Vice President shall assume that office with a majority vote of the Executive Board. In case a vacancy should occur in the offices of Vice-President or Secretary, the President shall appoint an officer to finish out the term of office.

C. 1. President - The President shall preside at Executive Board and general membership meetings, develop agendas, be an ex officio member of all committees except the Nominations and Elections committee, be the official representative of the Chapter to the Administration, the National AAUP and to any other organization designated by the Chapter and, ordinarily, a representative to the BNSNJ-AAUP Council of Chapters, ~~The President may delegate the authority to represent the Chapter on a temporary basis to any other officer, member of the Board of Governors, or Active Member. When the President or his or her designee so represents the Chapter, a report of such representation must be made within two weeks of this event to the Board of Governors and/or Chapter and be placed in the permanent records. The President is authorized to sign checks and consult with the Chapter's authorized legal advisors provided a report of such activities is made to the Board of Governors.~~

Upon completion of his or her term of office, the President shall become the Past-President. ~~The President may not serve more than two terms in succession. This requirement can be waived at the recommendation of the Nominations and Elections Committee provided that the majority of members at the spring Chapter meeting support the waiver. Upon approval of the waiver, the incumbent President may be re-nominated for one additional year.~~

2. Vice-President - The Vice-President shall act in the absence of the President as presiding officer at Board of Governors and Chapter meetings. The Vice- President shall assist in the duties of the President.

3. Secretary - The Secretary shall be responsible for keeping, maintaining and distributing the minutes of general membership and Executive Board meetings. The Secretary shall be responsible for maintaining copies of all official correspondence, reports, records, and other documents and for their preservation in a permanent form. At the end of each term of office, the Secretary shall collect all the records for that term and be responsible for transmitting them in good order together with all previous records to the incoming Secretary. The Secretary shall be required to make any of these documents available to any Active Member upon reasonable notice. The Secretary shall preside at general membership and Executive Board meetings in the absence of the President and Vice President.

Article III. EXECUTIVE BOARD

A.1. Starting January 1, 2022, there shall be an Executive Board consisting of the officers specified above and department representatives of each NJMS/RSDM/SN/SHP-department elected by secret ballot by the membership of each department. A department may also designate an alternate representativeⁱ. Every Department shall have one vote. However, departments with more than 15 (fifteen) Voting Members shall have one (1) additional vote per 15 (fifteen) additional Voting Members. In the event that a vacancy occurs in the department representative or alternate position, the department shall conduct a special election.

2. Department representatives shall report back to their respective departments' information received at Executive Board meetings. The Executive Board shall also inquire as to matters of concern in each department.

3. An officer elected in Article II may also be a department representative or an alternate.

4. The librarians shall be considered as a department in determining representation as indicated above.

B...Members of the Executive Board shall serve for a term of two (2) years.

C. Executive Board Activities:

1. The President, or in his or her absence, the Vice President, shall serve as Chairperson of the Executive Board.

2. Meetings of the Executive Board shall be held as needed, or upon request from three (3) members of the Executive Board. However, in no case shall there be less than four (4) meetings per year. The SHP/SN and RSDM/NJMS shall meet separately throughout the year and periodically reconvene at the Executive Board. The SHP/SN and the RSDM/NJMS shall each have a chairperson for the purpose of calling meetings to order and setting meeting schedules. Such chairperson shall be chosen at the start of the calendar year.

In addition, Standing Committees shall meet in between Executive Board meetings during the year as necessary.

If the President is unable for any reason to call a meeting of the Executive Board, a meeting may be called by the three (3) members requesting it with one (1) week's notice to the other members of the Executive Board. A majority of the members Board Board shall constitute a quorum. If a department fails to elect a representative, such department will not be counted towards the amount needed for a quorum. A member of the Executive Board may cast his or her vote by written limited or unlimited proxy, but such proxies shall not be counted in determining whether a quorum exists. All actions of the Executive Board shall be taken by an affirmative vote of a majority of the Executive Board.

3. The Executive Board shall direct the affairs of the Chapter and represent the Chapter in all matters of concern to the members. The Executive Board shall report their actions to the Chapter membership at least annually (as in-person or virtual meetings).

D. Executive Board Representatives to the Council

Two (2) or more Executive Board members shall serve as representatives to the Council of AAUP Chapters, as follows:

The NJMS/RSDM/SN/SHP Chapter shall have at least two (2) representatives to the Council, who will ordinarily be the Chapter President and the immediate past Chapter President. Additional At-Large representation to the Council will be based on proportional representation: each 100 bargaining unit members will entitle the NJMS/RSDM/SN/SHP Chapter to one (1) At-Large representative (rounding up for 51 and down for 50). There shall be at least one (1) representative from each school among those representatives sent to Council.

Article IV. STANDING AND SPECIAL COMMITTEES

A. . A Committee on Nominations and Elections must be established every two (2) years.. The Executive Board may establish other Standing Committees or ad hoc committees as it deems necessary.

B. In order to ensure that the interests of research-intensive faculty and basic scientists are represented, the Executive Board shall appoint a Research Faculty Standing Committee. The Research Faculty Committee shall report at each Executive Board meeting.

C. In order to ensure that the interests of clinical-intensive faculty are represented, the Executive Board shall appoint a Clinical Faculty Standing Committee. The Clinical Faculty Committee shall report at each Executive Board meeting.

D. The chairpersons of Executive Board committees shall be appointed by the Executive Board, and the chairpersons in turn shall choose members of the committees subject to confirmation by the Executive Board.

E.. The Committee on Nominations and Elections shall ordinarily consist of a chairperson and two (2) other members. It shall prepare a slate of officers for the chapter and members of the chapter's Executive Board for the biannual election. The nominating committee shall strive to make the slate representative of NJMS/RSDM/SN/SHP's/ diverse people and interests. Before December 2023, the Committee on Nominations and Elections will be vested with the power to promulgate rules to stagger the terms of election with the goal of no more than half of Executive Board departments coming due for election at any one time. Such rules shall be effective after a 2/3 vote of the Executive Board.

F.. Any member in good standing may nominate themselves or another member in good standing for any office.

G.. It shall be the duty of Committee on Nominations and Elections to conduct all balloting necessary for the conduct of the business of the Chapter.

~~H... Executive Board members are highly encouraged to serve on committees established by Council such as Membership, Negotiations, Government Relations, Finance/Personnel and/or other special committees.~~

Article V. DUES

Annual dues shall be collected by dues deduction. A member shall be removed from membership if his or her dues are not paid. Only members whose dues are paid in full shall be eligible for office or membership on the various committees..Dues deduction policies shall be consistent with those adopted by the Council.

Article VI. REGULAR GENERAL MEETINGS

A. A regular general membership meeting shall be held i prior to any election of officers/department representatives or annually in cases where there is no election. Announcement of the meeting should be sent to members at least 2 weeks prior to the meeting. At the spring meeting, The Committee on Nominations and Elections shall announce its nominations for the term ahead. The Committee may also receive nominations from the floor.

B. A special meeting may be called by the President, at the request of three (3) members of the Executive Board, or upon receipt of a petition signed by ten (10) members of the Chapter. Announcement of a special meeting should be sent to members no less than one week prior to the meeting date. Twenty (20) members shall constitute a quorum at meetings of the Chapter. The agenda of meetings shall be outlined in the call for the meeting. Any actions shall be by majority vote of the members present or by mail ballot if moved by a simple majority vote of the members attending.

C. The status of any monies held by the Chapter shall be reported to the membership at the annual general membership meeting.

Article VII, TRANSITION TO NEW BYLAWS

A. . Members currently serving terms on the Board of Governors expiring on December 31, 2024 shall be automatically become department representatives as per Articles II Section A and III Section A above and shall complete their term December 31, 2025.

B. . These by-laws shall become effective on the date of ratification.

Article VIII, AMENDMENTS

A..These by-laws may be amended by a two-thirds vote of the members present at a meeting of the NJMS/RSDM/SN/SHP Chapter at the second of two successive general membership meetings at which an amendment or amendments to the by-laws are considered. A copy of the proposed amendments as approved at the first of such meetings must be sent to the membership of the Chapter at least two weeks prior to the second meeting.

B. In the alternative, (if the method is approved by the Chapter leadership) these by-laws may be amended by a simple majority of those members voting by secure electronic voting.

ⁱ Departments include Anesthesiology, Medicine, Surgery, Oral Biology+- etc. ...