

# **BYLAWS OF THE SUPPORTIVE STAFF ASSOCIATION OF ATLANTIC COMMUNITY COLLEGE**

## **ARTICLE I – Fiscal Year and Dues**

1. The fiscal year of SSAACCC shall begin on September 1, and shall end on August 31.
2. The annual dues for members shall be \$20.00.
3. No person, whose dues for the current fiscal year are unpaid as of November 1, shall be considered a member, shall vote, or be entitled to any rights or privileges of membership.
4. New employees as of the winter term of the academic year who become members of the Association shall pay the full annual dues prescribed under #2 and #3 of this Article.

## **ARTICLE II – Election of Officers and Delegates**

1. Nomination of officers shall take place at a regular meeting of the Association in the month of April prior to the election.
2. A nominating committee shall be appointed by the President to propose a slate of officers. Committee nomination shall be posted at least two weeks prior to the stated meeting. Nominations may be from the floor at the above - mentioned meeting.
3. The election shall be conducted by secret mail ballot within one week after the above meeting. Ballots will be sealed in envelopes stamped on the flaps with the Assoc. seal. Successful candidates must receive a majority of votes cast. If one candidate does not receive a majority of votes cast, a run-off election shall be held with only the names of the two leading candidates listed on the ballot.
4. New officers shall assume their duties on the September 1 following the election.

## **ARTICLE III – Meetings**

1. There shall be no fewer than two regular meetings of the entire Association during a calendar year, with a five-working day notice and an agenda published before the meeting.
2. The President may call special meetings. A twenty-four hour notice will be given for all special meetings along with a published agenda.

## **ARTICLE IV – Negotiations**

1. The Association, its agents or representatives, shall be authorized to act for its members pursuant to Chapter 123, Public Laws, of the State of New Jersey, for the purpose of collective negotiations. This bargaining unit will establish the committee to carry out negotiation within the Association.

2. Such negotiations shall be comprehensive, including all salaries, terms and conditions of employment.
3. The President shall appoint a Chairperson of the team, and with the approval of the President, the Chair shall appoint the team.
4. Ratification of any contract negotiated by the bargaining unit of the Association shall be done by secret mail ballot of the eligible members of the unit, and by a majority of the votes cast, within one week of the meeting held for discussion of the contract.

#### ARTICLE V – Affiliations

1. The Association may affiliate formally or informally and/or cooperate with other groups, organizations and individuals in order to facilitate the achievements of its purpose.

#### ARTICLE VI – Standing Committees and Delegates

1. Negotiations- shall represent the bargaining unit in negotiations with the Board of Trustees of the College.
2. Grievance – shall process grievances within the procedure established by the master contract. The President shall appoint the Chairperson of the grievance committee, and approve the selection of the committee by that Chairperson. It shall be the duty of this committee to determine the validity of the grievance brought before it by a vote of the members.
3. Political Affairs – shall represent the Association in political and legislative matters as they affect the Association.
4. Delegates to the Atlantic County Council of Education (ACCEA) shall consist of the President and three other Association members.
5. Delegates to the National Education Association (NEA) Representative Assembly shall be according to the rules of the NEA. The President of the Association, or the President’s designee, however, shall be a delegate. The President shall appoint a second delegate if appropriate. The Vice President of the Association shall be the first successor delegate.

#### ARTICLE VII – Special Committees

1. Sabbatical Leave – shall recommend to the President on sabbatical leaves. The committee shall consist of members jointly selected by the President of the College and the President of the Association.
2. Tuition Reimbursement – shall review and decide from applications for tuition reimbursement. The President shall appoint the committee.

#### ARTICLE VIII – Duties of Association Representatives

1. Association Representatives – shall reflect members’ needs and beliefs to the Executive Committee, serve as communicator between the Association and its

members, and provide prompt Association support to individual members when help is needed.

#### ARTICLE IX – Rules of Order

1. Robert's Rules of Order – shall govern conduct of meetings of the Association, officers, and committees, insofar, as these rules are not inconsistent with the Constitution and Bylaws of this Association.

#### ARTICLE X – Amendments to the Bylaws

1. Amendments to the bylaws may be proposed for consideration by the following procedures:
  - a. By a majority of the officers of the Association, and
  - b. By a petition signed by no fewer than 10% of the members of the Association.
2. All proposed Amendments – shall be put in writing and mailed to all members at least 30 days prior to the meeting at which a vote shall be taken. A three-fourths vote of those present and voting, should a quorum exist, shall be necessary for adoption.