

## CONSTITUTION OF THE SUPPORTIVE STAFF ASSOCIATION

### Article I – Name

The Association shall be known as the Supportive Staff Association of Atlantic Cape Community College, hereafter referred to as the Association (SSAACCC).

### Article II – Affiliation

The Association shall be an affiliate of the Atlantic County Educational Association, the New Jersey Education Association and the National Education Association.

### Article III- Purposes

The purposes of the Association are :

1. to represent its members and other employees who are legally represented so to legally negotiate terms and conditions of employment under the current laws of the State of New Jersey, to negotiate all matters of compensation, and to represent these employees with grievances with the Board of Trustees,
2. to preserve and protect the rights and privileges of Association members in all areas of academic freedom and justice,
3. to promote high standards of professional excellence in the growth and development of ACCC,
4. to provide ACCC students with the opportunity for a quality education,
5. to foster cooperation among the bargaining units within the college in order to make concerted action possible on matters of mutual concern,
6. to promote the social and economic welfare of members, and their families,
7. to establish cooperation between the member and the community, and
8. to form a representative body to speak with authority for the members.

### Article IV. – Membership

1. All full-time employees of ACCC who shall be deemed eligible to negotiate terms and conditions of employment under the laws of the State of New Jersey shall be deemed eligible for membership in the Association and shall be eligible to vote, to hold office, and to serve on committees upon payment of the annual dues on or before November 1.
2. Persons obtaining full-time appointments after January 1, shall be eligible to vote on the payment of the annual dues on or before March 1.
3. All permanent part time employees in the supportive staff capacity shall be deemed eligible for membership in the Association, upon payment of dues.
4. Rights of membership
  - a. Every active member shall have equal rights and privileges within the organization to nominate candidates for office ; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in deliberations and voting upon the business of such meetings.
  - b. Every member shall have the right to meet and assemble fully with other members; to express any views, arguments or opinions; to express views at meetings upon candidates in an election of the Association or upon any business properly brought before the meeting.

- c. No member shall be fined, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.

#### Article V.- Officers

1. The officers of the Association shall consist of a president, a vice president, a secretary, and a treasurer.
2. All officers of the Association must have held active membership in the Association during the year proceeding their term of office.
3. All officers of the Association must hold active membership in the Association during their elected term of office.
4. The officers shall serve a term of three years corresponding to the years of the contract, and election shall be held upon signing of the contract. If there shall be a time when the contract negotiations shall exceed the three years due to the fact there is no signing, the election shall be held immediately following the conclusion of negotiations and the signing of the contract.
5. Officers shall assume their duties on September 1, following the Association meeting at which they are elected.
6. Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and by a majority vote of the members of the Association.
  - a. Recommendation for recall can be made by the submission of a petition containing the signatures of 66% of the membership to the Executive Committee.
  - b. The Executive Committee shall notify in writing any officer who has been recommended for recall.
  - c. Any officer may appeal in writing to the Executive Committee.
  - d. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
  - e. The report of those hearings shall be made available to the membership.
  - f. A general membership meeting shall be called two weeks after the issuance of the report.
  - g. Such recall shall be determined by a majority vote of the membership in attendance at said meeting.
7. Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.
8. In the event of vacancy in the office of the President, the Vice President shall become President and serve until the next election.

#### Article VI. – Executive Committee

The Executive Committee shall consist of:

- a. the officers of the Association
- b. the immediate Past President
- c. the chairperson of the grievance committee.

#### Article VII. – Committees

The President with the advice and consent of the officers shall appoint standing Committee, as authorized by the by-laws, and Special Committees. Members of Standing Committees shall hold office until their successors are appointed.

Article VIII. – Quorum

1. A quorum for a meeting of the Association shall be no less than 25% of the active members of the Association.
2. A quorum for a meeting of the officers shall be a majority of those holding office.
3. A quorum of any committee shall be a majority of its members.

Article IX. – Association Representatives

The Association Representatives shall represent areas with a community of interest as determined by the Executive Board. There shall be one AR for each ten- fifteen members of a particular group. AR's shall be elected by the respective groups. Elections for AR's will be held in the month of May; newly elected representatives will assume their duties as of September 1. Any group not electing an AR by May 1, will be represented by a person appointed by the President. Duties of AR's shall be as outlined in the by-laws.

Article X. - Amendments

Amendments to the Constitution may be proposed for consideration by the following procedure:

1. By a majority of the officers of the Association, or
2. By a petition signed by no fewer than 10% of members of the Association.

All proposed Amendments shall be put in writing and mailed to all active members at least fifteen (15) working days prior to the meeting at which a vote shall be taken. A three- fourths (3/4) vote of those present and voting, should a Quorum exist, shall be necessary for adoption.