

# Harper College Adjunct Faculty Association, IEA-NEA

## BYLAWS

November, 2011

### Article I – Name, Goals and Objectives

Section A - The name of this organization will be the Harper College Adjunct Faculty Association (hereinafter referred to as “HCAFA”), an affiliate of the Illinois Education Association and the National Education Association.

Section B - The object of HCAFA will be to promote the welfare of adjunct faculty and the educational process at Harper College.

### Article II – Membership Affiliation

Section A - Membership will be open to all adjunct faculty employees employed by William Rainey Harper College, Palatine, Illinois.

Section B - HCAFA will be affiliated with and comply with the constitution and bylaws of the Illinois Education Association and the National Education Association.

Section C - Full dues paying members shall have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance. Affiliate members, members who are not paying full dues and are not unit eligible, but who chose to pay local dues, will be non-voting members but able to fully participate in HCAFA events and will be able to sit on committees.

Section D - In the event a charge is filed against a member by another member or members calling for censure, suspension, or expulsion of the member, the Executive Committee shall conduct a due process hearing and rule on the charge. The decision of the Committee may be appealed to the Representative Council and from there to the IEA Review Board. The local shall deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaw 2-3.d.

Section E - This organization shall not deny membership based upon race, color, national origin, religion, gender, sexual orientation, age, disability, marital status or economic status.

### Article III – Governance

Section A - The executive officers of HCAFA will be the president, vice president (grievance chair), secretary, and treasurer/membership record keeper.

Section B - The executive committee will consist of the executive officers, standing committee chairs, region council representative(s), and at least one division representative from each of the divisions at a ratio of one division representative for every fifteen signed members in a division. Those divisions that have fewer than fifteen signed members will have one divisional representative.

Any executive committee member may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting by a simple majority of the members are present at the meeting.

### Section C – Duties

In addition to the powers and duties enumerated in the bylaws, the executive committee will conduct and supervise the business of HCAFA, annually adopt a budget, undertake such expenditures as are necessary and reasonable for the operation of the organization, consent to the appointment of committees, plan and recommend programs to the membership, monitor bylaws, approve expenditures and consent to the filling of vacancies.

### Section D – Meetings

1. The Executive Committee will meet one time per month during the Fall and Spring semesters and may meet as many additional times as necessary or reasonable to transact its business. 30% of the members of the executive committee must be present to conduct business, and a simple majority vote will rule.

2. Meetings may be called by the president or by the request of a majority of the members of the executive committee.

#### Article IV – Meeting of the Membership

One general membership meeting will be held per year at a time and place determined by the executive committee. The president, a majority of the executive committee, or a petition by thirty (30) percent of the membership may call additional meetings. A quorum shall be the number of members present at a meeting.

Unless otherwise provided herein, the adoption of all business by the membership will be determined by a simple majority of those voting.

#### Article V – Amendment of Bylaws

The executive committee will submit revisions of these bylaws to the full membership at a regular or special meeting, and a majority vote of those present will rule as to the acceptance or rejection of these revisions, provided that all members of the association have received notice of the date and place of the meeting and the proposed revision at least fourteen (14) calendar days prior to the meeting.

#### Article VI – Parliamentary Procedure

All meetings of HCAFA will be governed according to the procedures set forth in Robert's Rules of Order, Newly Revised.

#### Article VII – Executive Officers

##### Section A – Duties

1. President – The president will be the chief executive officer with the power and the duty to enforce the bylaws, carry out association policies in the interim between executive committee meetings, sign contracts and agreements, represent the association before the public either personally or through designees, appoint and remove members of all committees with the consent of the executive committee, serve as ex-officio member on all committees, and preside over meetings of the executive committee and the membership. Further, the president will have the power and duty to perform all acts generally associated with the nature of the office, which are consistent with the bylaws.

2. Vice President – The vice president (grievance chair) will have the powers and duties of the president in the president's absence, will succeed to the presidency pursuant to the bylaws, will be responsible for handling grievances and will otherwise have such powers and duties as may be assigned by the president.

3. Secretary – The secretary will maintain the official files and will assist the president with association correspondence. The secretary will keep accurate minutes of each meeting of the executive committee and each meeting of the membership, will coordinate the notifying members of all meetings.

4. Treasurer– The treasurer will maintain the financial records, prepare an annual budget for approval by the executive committee, keep accurate records of expenses and income, and report such records at the executive committee meeting and the meetings of the membership, and cause an annual financial statement to be presented to the executive committee. The treasurer will be responsible for the payment of bills, in accordance with IEA-NEA policies.

5. Membership Records Keeper – The membership records keeper will maintain the records of membership, and report such records at the executive committee meeting and the meetings of the membership. The membership records keeper will be responsible for the updating and returning of membership rosters to IEA-NEA as per IEA-NEA policies.

Section B – All executive officer positions may be shared or combined.

Section C – Terms

1. The term of office for elected executive officers will be two (2) years commencing on May 31st following their election
2. The election of officers will be conducted in March.
3. Within ten (10) calendar days after the completion of his/her term or vacating an office, each officer will transfer records to the incoming officer.

Section D – Vacancies

1. In the event a vacancy occurs in the office of the president, the vice president will automatically become president for the remainder of the unexpired term. If a vacancy occurs in any other office, the president will appoint a successor for the remainder of the unexpired term with the consent of the executive committee.

Article VIII– Regional Council Representative(s) and Alternate Representative(s)

Section A – Duties

1. IEA-NEA regional council representative(s) will attend the regional council meetings, represent HCAFA and report council activities to the executive committee and membership as necessary.

2.

Section B – Elections and Terms

The election of a regional council representative will be as prescribed by the IEA-NEA bylaws. The term will be for two (2) years and will commence on May 31<sup>st</sup>. Alternate reps equaling the number of Region Council reps shall be elected the same way and at the same time as the Region Council reps. Reps will be elected at the same time as executive officers.

Section C – Vacancies

Vacancies for regional council representative(s) and alternate representative(s) must be filled in the manner of the original election as prescribed by the IEA-NEA bylaws.

Article IX – Division Representative

Section A – Duties

The division representative(s) will be a member(s) of HCAFA selected to provide communication between HCAFA leadership and the members, distribute materials to members and conduct informative meetings. The divisional representatives will recruit volunteers for HCAFA jobs and activities and generate support for HCAFA positions and programs.

Section B – Training

HCAFA will provide training, keep the divisional representative informed of HCAFA activities and positions and provide incentives for attracting and retaining divisional representative.

Section C – Term of Office

Members in each division will elect a division representative for a two year term at the same time officers are elected.

## Section D – Vacancy

If a vacancy occurs in the position of division representative, the president will appoint a successor with the consent of the Executive Committee. Vacancy here is defined as non-participation for more than two (2) consecutive Executive Committee meetings. The divisional representative will then be notified of his/her deposed status and will cease to receive Executive Committee updates. Exceptions may be made by the Executive Committee based on extenuating circumstances such as, but not limited to, illness, injury, or a conflicting teaching schedule that does not allow attendance at Executive Committee meetings but the divisional representative continues to keep up and have input into the executive committee. Successors filling vacancies would fulfill the rest of the term with full voting privileges.

## Article X – Elections

### Section A – Elections Committee

The president will choose an elections committee with the approval of the executive committee. The elections committee will conduct all local, state, regional and national elections for the year.

### Section B – Election Procedures

1. The elections committee will conduct all elections for HCAFA.
2. The elections committee will conduct all elections by secret ballot or electronically, announce elections to the membership, supervise the counting of ballots and certify winners. In the event that there is no candidate who has received a majority of the votes cast for a particular office the elections committee will immediately conduct a run-off election between the two (2) candidates who received the highest number of votes for that office.
3. The elections committee will establish an election calendar, ensure nominations are open to all members and accept nominations from members.
4. All election procedures will be consistent with state and federal laws.

## Article XI – Arbitration and Grievance Appeal

Based on the recommendation of the vice president (grievance chair), the executive committee will decide whether a grievance will be continued to final and binding arbitration.

If the executive committee decides not to arbitrate a grievance, the grievant has the right to appeal this decision in person before the executive committee.

## Article XII – Committees

Standing committees will include elections, negotiations, communications membership, and grievance. The chairs of standing committees will be non-voting members of the executive committee. The executive committee may establish other committees on a standing and/or ad hoc basis. The president will appoint members to any committee and name the chairperson with the consent of the executive committee.

### Section A – Duties of Standing Committees

1. Membership – To increase membership and run social activities for the unit membership
2. Elections – See Article X
3. Grievance – To meet with President as needed and process all grievances with the college
4. Negotiations – Research and negotiate contractual language with the college.
5. Communications – To promote inter and intra Union communication.

Section B - Ad Hoc committees may be established as needed on a temporary basis. Ad Hoc committee chairs will not be considered part of the executive committee.

## Article XIII– Dues

Local dues shall be determined by the executive committee and ratified by the membership. The IEA-NEA dues will be transmitted to the IEA-NEA as per IEA-NEA policies. Any member may inspect the books and records of HCAFA upon reasonable request.

## Article XIV – Savings Clause

If a portion or portions of these bylaws are found to be inconsistent with state or federal law, such provisions to the extent that they violate the law will be considered deleted and of no force and effect.

Reviewed and updated for vote on November 18, 2011