



NOTICE OF ELECTIONS

HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION

ATTENTION ALL HCAFA MEMBERS! HCAFA NEEDS YOU!!

Dear HCAFA member,

Our Executive Committee members hope the semester is going smoothly for you. It's election season for our membership and we solicit your support and involvement.

Our membership will fill HCAFA leadership positions to serve through May, 2024 with an online election to be held

Attached is information describing the roles as well as a nomination form to be submitted as noted. **We have a pressing need for members to help guide our local to serve our members!** All elected positions may be shared between members; for example, we may have two co-Presidents or two division representatives. Some officers are given college-paid reassignment time for association activities.

The time requirements are minimal while the personal and professional satisfactions are maximal. Please see the following for information about the positions; please respond to this email if there are questions or if you would like to talk about the possibilities. Please note that the deadline for nominations is *Monday, May 16, 2022*.

HCAFA is so much more than an organization that hard-bargains a contract for us as it just completed. We're here every day to help protect those provisions for our 200+ members, particularly in this atmosphere of criticism of public-sector employees.

If you have questions, please contact our Robert Allare, our local president, at roballare@comcast.net.

Please review the following and we would love to hear from you. In unity,

Harper College Adjunct Faculty Association Executive Committee



NOTICE OF LOCAL ELECTION
HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION
(2022 - 2024)

NOMINATIONS must be received by 1:00pm, Monday, May 16, 2022
at HCAFAtreasurer@gmail.com

ONLINE ELECTION DATES: Tuesday, May 17 – Saturday, May 28,
2022

TALLY DATE: Sunday, May 29, 2022

Descriptions of the duties of HCAFA officers and division representatives, according to HCAFA ByLaws, are as follows:

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.

6. Regional Council Representative – The regional council representative represents HCAFA at monthly meetings of representatives of other IEA-NEA local units from school districts in the immediate area.

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.

7. Division Representatives - 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 – Term of Office

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

NOTES:

All Officers and Division Representatives are voting members of the Executive Committee, which meets monthly.

Any full dues-paying member may nominate himself or herself or another full dues-paying member (with that member's approval) to be an Officer or Division Representative.

IMPORTANT: If we had to send this to your Harper email, please share your personal email for this important endeavor. Your email will positively NOT be shared with ANY other entity. We cannot send ballots to Harper email. Send personal email to:
HCAFAtreasurer@gmail.com

