

# Harper College Adjunct Faculty Association, IEA-NEA

## CONSTITUTION

### 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 and other part-time 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 There will be no discrimination in conditions of membership based upon race, religion, nationality, age, sex, marital status or sexual orientation.

### Article III – Governance

- Section A The executive officers of HCAFA will be the president, vice president (grievance chair), secretary and treasurer.
- Section B The executive committee will consist of the executive officers, region council representative(s), and one division representative from each of the following divisions:
1. Academic Enrichment/Language Studies
  2. Liberal Arts
  3. Technology/Math/Physical Science
  4. Business/Social Science
  5. Life Science/Human Services
  6. Wellness/Human Performance/Library/Counseling/Student Development

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

### Article IV – Meeting of the Membership

One general membership meeting will be held per semester 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.

#### Article V – Voting

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

#### Article VI – Amendment of Constitution

This constitution may be amended by a two-thirds (2/3) vote of those members voting at a membership meeting provided that all members of HCAFA have received written notice of the date and place of the meeting and the proposed amendment thirty (30) days prior to the meeting.

#### Article VII – Parliamentary Procedure

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

#### Article VIII – Bylaws

Changes in the bylaws will be consistent with this constitution and may be adopted by the membership.

## BYLAWS

### Article I – Goals

The goals of HCAFA include the following:

1. To advance the quality of education at Harper College;
2. To improve our wages, benefits and working conditions;
3. To secure our basic labor rights and protections under the law;
4. To ensure full participation of our members in the decision-making process that affects our employment at Harper College;
5. To secure fair and equitable treatment for our bargaining unit members;
6. To create a positive and respectful working environment;
7. To ensure safe and healthful working conditions;
8. To exercise solidarity among ourselves and with other unions; and
9. To encourage and to assist in organizing other part-time faculty in the Chicago area.

### Article II – Executive Officers

#### Section A – Duties

1. President – The president will be the chief executive officer with the power and the duty to enforce the constitution and 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 constitution and 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 and the publishing of an HCAFA newsletter.
4. Treasurer – The treasurer will maintain the records of membership, 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, for updating and returning of membership rosters to IEA-NEA as per IEA-NEA policies.

## Section B – Terms

1. The term of office for executive officers will be two (2) years commencing on the first day of the fall semester following their election. Officers may succeed themselves for three (3) consecutive terms.
2. The election of officers will be conducted in March.
3. Within ten (10) days after the completion of his/her term of office, each officer will transfer records to the incoming officer. Any officer vacating an office will transfer all records within ten (10) days after a selection of a replacement is made.

## Section C – 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 III – 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. An alternate representative will appointed by the president with the consent of the executive committee and will perform the duties of the regional council representative in his/her absence.

### Section B – Elections and Terms

The election of a regional council representative and an alternate representative will be as prescribed by the IEA-NEA bylaws. The term will be for one (1) year and will commence on the first day of the fall semester.

### 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 IV – Division Representative (D.R.)

### 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 D.R.'s 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 D.R. informed of HCAFA activities and positions and provide incentives for attracting and retaining D.R.

## Section C – Term of Office

Members in each division will elect a division representative for a one (1) year term.

## 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.

## Article V – Executive Committee

### Section A – Duties

In addition to the powers and duties enumerated in the constitution, 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 B – Meetings

1. The executive committee will meet one time per month during the fall and spring semester and may meet as many additional times as necessary or reasonable to transact its business. A majority of the members of the committee must be present to conduct business, and a 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 VI – 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 establish an election calendar, ensure nominations are open to all members and accept nominations from members.
2. The elections committee will conduct all elections by secret ballot, announce elections to the membership and 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 conduct all elections for HCAFA.
4. All election procedures will be consistent with state and federal laws.

#### Article VII – Arbitration and Grievance Appeal

Based on the recommendation of the vice president (grievance chair), the executive committee will decide whether a grievance will be processed 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 VIII – Committees

Standing committees will include elections, negotiations, communications, membership and grievance. 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.

#### Article IX – Dues

Annual local dues will be \$15.00. 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 X – 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.

#### Article XI – Amendment

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) days prior to the meeting.

