

Oakton
College
Adjunct
Faculty
Bylaws

November 6

2016

This document are the Bylaws for the AFA. The Constitution was replaced by the Illinois Education Association Constitution. This document guides affiliation, governance, The Executive Committee and Board as well as vacancies, replacements and general operation of the union local

AFA Bylaws

BYLAWS
Oakton Community College
Adjunct Faculty Association

The AFA Constitution is replaced by the IEA Constitution.

Table of Contents

Article I – Name and Objective.....	1
Section 1 – Name.....	1
Section 2 – Objective.....	1
Article II – Membership, Affiliation and Non-Discrimination.....	1
Section 1 – Membership.....	1
Section 2 – Affiliation.....	1
Section 3 – Privileges.....	1
Section 4 – Censure and Discipline.....	2
Section 5 – Non-Discrimination.....	2
Article III – Governance.....	2
Section 1 – Executive Officers.....	2
Section 2 – Executive Committee.....	2
Section 3 – Board of Directors (Board).....	2
Section 4 – Vacancies.....	2
Section 5 – Recall.....	3
Article IV – Executive Officers.....	3
Section 1 – Duties.....	3
Section 2 – Terms.....	3
Article V- Representative Assemblies Representatives and Alternates.....	4
Article VI– Elections.....	4
Section 1 – Elections Committee.....	4
Section 2 – Procedures.....	4
Section 3 – Challenges.....	4
Article VII – Arbitration and Grievance Appeal.....	5
Article VIII – Committees.....	6
Article IX – Meeting of the Membership.....	6
Article X – Voting.....	6
Article XI – Parliamentary Authority.....	6
Article XII – Notice.....	7
Article XIII – Dues.....	7
Article XIV – Savings Clause.....	7
Article XV – Amending Procedures.....	7

Article I – Name and Objective/Goal

Section 1 – Name

The name of this organization is the Adjunct Faculty Association of Oakton Community College (AFA-OCC), hereafter also known as the Association, an affiliate of the Illinois Education Association (IEA) and the National Education Association (NEA).

Section 2 – Objective/Goal

The AFA-OCC, is a not-for-profit association organized under N.B. 1530 of the laws of the State of Illinois. It operates and functions as a professional association of college teachers, employed by Oakton Community College (Community College District No. 535 of Illinois), and is authorized by its certification to engage in any and all activities that promote the educational process and the welfare of its members.

The objective of the AFA-OCC is to advance public education in Community College District Number 535 and the State of Illinois by supporting and advancing the educational needs of its students by promoting, representing and promoting the welfare of the adjunct faculty, and striving for a harmonious working relationship with the Administration, the full-time faculty, and the Board of Trustees of Oakton Community College.

Article II – Membership, Affiliation and Non-Discrimination

Section 1 – Membership

Membership shall be open to all part-time faculty teaching meeting the criteria outlined in the current contract who are employed by Oakton Community College District 535 (hereafter referred to as OCC).

In addition to IEA dues paid by all adjunct faculty, Members also pay local dues which are determined by the Membership.

Section 2 - Affiliation

This organization will be affiliated with, and comply with the Bylaws of the Illinois Education Association and the Constitution and Bylaws of the National Education Association. If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitutions of the IEA or NEA, the state or national documents will govern.

Section 3 – Privileges

Members will 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 AFA-OCC and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Section 4 – Censure and Discipline

In the event a charge is filed against a member calling for the 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 Executive Committee may be appealed to the Representative Assembly 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 2-3d.

Section 5 – Non-Discrimination

The Association 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 1 – Executive Officers

The officers of the Association shall be the duly elected President, Vice President, Secretary, and Treasurer. They shall form the Executive Committee.

- An election of officers shall be conducted during the spring membership meeting.
- Candidates may run as a slate.

Section 2 – Executive Committee

The Executive Committee consists of Executive Officers. In the event an emergency situation arises and the Board of Directors cannot meet, the Executive Committee may address the situation and report at the next meeting of the Board its decision(s).

Section 3 – Board of Directors (referred to as the Board)

In addition to the Executive Committee (elected representatives), the remainder of the Board of Directors may include but not be limited to membership chairs, grievance chair, election chairs, members-at-large, and a minority representative. The remainder of the Board is appointed by the Executive Committee based on the recommendations of the President.

The Board shall meet monthly (except in July) to conduct the business of the Union.

Section 4 – Vacancy

Vacancies occurring by reason of death, resignation, incapacity or other disqualification shall be filled as follows:

- A. President.** A vacancy in the office of the President, will be filled by the Vice-President for the remainder of the unexpired term.
- B. Other Officers.** If the vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent by majority vote of the Board.

Section 5 – Recall/Resignation

Recall

Any officer may be removed by a two-thirds (2/3) vote of the membership. Such a recall election will be conducted by the Elections Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

Resignation

Any officer may resign by written notice to the Executive Committee.

Article IV – Executive Officers

Section 1 – Duties

- A. President.** The President shall be the Chief Executive Officer, with the power and duty to enforce the Association’s bylaws, carry out Association policies in the interim between Board meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all AFA committees with the consent of the Executive Committee, serve as ex-officio member on all AFA committees, cause an annual budget to be constructed and regular audits to occur, and preside over meetings of the Executive Committee, Board and General Membership. With the approval of the Board, the President shall make recommendations to the College administration of adjunct faculty members to serve on college-wide committees. Whenever the college provides compensation for the transaction of AFA-OCC business, the President, with the consent of the Executive Committee determines the allocation of these funds. The President shall have the power and duty to perform all acts generally associated with the nature of the office which are not inconsistent with the remainder of the Bylaws or the Illinois Education Association Constitution.
- B. Vice-President.** The Vice-President shall have all the powers and duties of the President in the President’s absence, shall succeed to the Presidency pursuant to the Bylaws, serve as Parliamentarian for all AFA meetings, and shall otherwise have such powers and duties as may be assigned by the President. Other tasks which may be assigned by the President may include but are not limited to: Grievance Chair, newsletter, maintenance of communication modalities including the website and any social media, membership liaison activities, and bylaws updates.
- C. Secretary.** The Secretary shall maintain the records of membership and official files and shall assist the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive Committee, Board of Directors, and the Membership and shall be responsible for notifying members of regular and special meetings.

D. Treasurer. The Treasurer shall keep accurate records of expenses and income and shall report such records at the Board of Directors meeting and the meetings of the Membership. The Treasurer shall be responsible for the payment of bills, as approved by the Executive Committee. The Treasurer and one other Executive Committee member (preferably the President) shall sign all checks in excess of \$300, unless otherwise approved by the Board. The Treasurer shall construct an annual budget presented to the Membership for approval and participate in regular audits. The Treasurer will be responsible for updating and returning membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.

Section 2 – Terms

The term of office for Executive Officers will commence on August 1. The term will be three year(s). Officers may succeed themselves.

Article V- IEA/NEA Representative Assemblies Representatives and Alternates

The representative to the Representative Assembly is the President or the President’s designee.

The Representative Assembly Representative(s) shall attend the Representative Assembly meeting, represent the AFA, and report Assembly activities to the Executive Committee, Board, or the Membership as necessary.

Article VI – Elections *(also see Article XII on Voting)*

Section 1 - Elections Committee

- A. Composition.** No person running for office may serve on the Elections Committee for that election. The Board will appoint members to this committee prior to any elections.
- B. Duties.** Establish procedures subject to the approval of the Executive Committee for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots consistent with procedures established by the IEA Elections Committee. Hear initial election challenges.
- C. Vacancies.** Should a vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy will be filled in the manner of the original appointment.

Section 2 - Election Procedures

- A. Calendar.** The Elections Committee shall establish a local election calendar with nominations and election timelines.
- B. Conduct.** All elections will be conducted by open nomination and secret ballot.
- C. Nominations.** Reasonable notice will be given for nomination to all offices to be filled. Notice will include time, place, and method for submitting nominations

- D. Write-In Provisions.** A write-in provision is required if the number of declared candidates is less than the number of positions available.
- E. Eligibility.** All active dues paying members must be afforded the opportunity to run for and vote in any election representing active members. This does not include fair share members.
- F. Notice.** A fifteen (15) day notice of local elections will be given by posting or by other means.
- G. Consistency.** All election procedures will be consistent with Regional, State and Federal requirements.
- H. Use of Dues.** No dues may be used in support of a candidate for any Local, Regional, State or National office.
- J. Runoff Elections.** In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Elections Committee shall immediately conduct a runoff election between the two candidates who had received the highest number of votes for that office. However, elections for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes, except where a candidate is elected as a delegate by virtue of being elected as a local officer.

Runoff elections will be run in the same manner as the original election.
- K. Results of the Election.** The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.

Section 3 - Election Challenges

Any member desiring to challenge the conduct of any election must file a written challenge according to the procedures as follows:

- A. Local Level** - Initial challenges to all local elections governed by this Article will be filed with the Local Elections Committee. Such challenges must be made no later than 5 calendar days of issuance of the election results.
- B. Region, State and National Level** - Consult the region, state, and national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

Article VII – Arbitration and Grievance Appeal

The Executive Committee shall decide whether or not a grievance will be processed to final and binding arbitration. Recommendations should be provided to the Executive Committee from the Grievance Chair and/or President. The affected member (or a designated representative if there are several grievants) has a right to address the Executive Committee before the Committee decides whether to take the matter to arbitration.

Article VIII – Committees of the AFA

Section 1 Committees may be established on a permanent and ad hoc basis by the Executive Committee or the Board.

Section 2 With the consent of the Board of Directors, the President shall appoint members to any AFA committee and name the chairperson.

Article IX – Meeting of the Membership

Section 1 - Regular

There shall be regular Membership meetings twice a year.

Section 2 – Special Meetings

Special meetings of the Membership may be called by the President, a majority of the Executive Committee, or a petition by one-third (1/3) of the Membership, seven (7) calendar days prior to the meeting.

Section 3-Quorum

Ten percent of the total Membership is necessary to transact business.

Article X – Voting

Section 1 - Executive Committee

Unless provided herein, the adoption of all resolutions by the Executive Committee shall be by a simple majority of those present. In cases of emergency, votes may be cast electronically by email or text and by phone.

Section 2 - Board of Directors

Unless provided herein, the adoption of all resolutions by the Board shall be by a simple majority of those present at the meeting.

Section 3 - Membership

Unless provided herein, the adoption of all resolutions by the Membership shall be by a simple majority of those voting or present at a meeting. Proxy voting is not permitted. Electronic voting is not permitted.

Section 4 - Contract

Voting for the adoption of a new contract can only take place in the spring and fall semesters. A quorum for the adoption of a new contract shall be 20% of the membership.

Article XI – Parliamentary Authority

All meetings of this Association will be governed by Robert's Rules of Order, Newly Revised.

Article XII – Notice

Wherever the word “notice” is used, notice may be given by personal delivery, on paper, electronically or other method to reasonably assure receipt by the necessary parties.

Article XIII – Dues

Local dues will be established by the Membership. The IEA-NEA dues will be transmitted to the IEA-NEA pursuant to IEA-NEA policies. Monthly Treasurer’s reports of the organization will be open to inspection by any member upon reasonable request.

Article XIV – Savings Clause

In the event a portion or portions of these Bylaws are found to be inconsistent with state or federal law, such portions to the extent that they violate the law will be deemed deleted and of no force and effect.

Article XV – Amending Procedures

Proposed revisions of these Bylaws must be submitted by the Executive Committee to the full Membership at a regular or special meeting and a two-thirds (2/3) vote of those present will rule, provided that all members of the Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least fourteen (14) days prior to the meeting.

Adopted November 6, 2016 Membership Meeting