

Bylaws

CODAA, IEA-NEA

Changes approved by Membership May 2, 2007

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BYLAWS

Article I - Name and Objective

Section 1 - Name

The name of this organization shall be the College of DuPage Adjuncts Association an affiliate of the Illinois Education Association and the National Education Association (CODAA, IEA-NEA).

Section 2 - Objective

The object of the Association shall be to advance public education at COD and to promote the welfare of adjunct and part time instructors.

Article II

Section 1 - Membership

Membership shall be open to all adjunct and part-time instructors employed by the College of DuPage, District 502.

Adjunct faculty are the bargaining unit members who meet the minimum requirements for membership as defined in the bargaining agreement between CODAA and the Board of Trustees.

Only bargaining unit members who are full NEA/IEA members can vote to: ratify a collective bargaining agreement, represent CODAA at IEA or NEA Representative Assemblies, approve a budget, elect the officers of CODAA.

Section 2 - Affiliation

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

Section 3 - Non-Discrimination

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

Section 1- Executive Officers

The Executive Officers of CODAA shall be the President, First Vice President, Second Vice-President, Secretary, Treasurer, and Regional Council Representative.

Section 2 - Executive Board

The Executive Board shall consist of the Executive Officers plus Directors of Membership, Communications, Legislation, Elections, Grievance, Negotiations, By-laws, College Governance and Academic Standards. Directors are appointed by the Executive Board and serve at its discretion.

Section 3 - Recall

Any Executive Board member may be removed by a two-thirds (2/3) vote of those members voting at a general membership meeting. Such recall election shall be conducted by the Election Committee upon the request of a two-thirds vote of the Executive Board.

Article IV - Executive Officers

Section 1 - Duties

A. President. The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board 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 Board, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Board, and the membership. Further, the President shall have the power and duty to perform all acts generally associated with the nature of the office and such other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

B. First Vice-President

The First Vice-President shall have the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws and shall otherwise have such powers and duties as may be assigned by the President.

C. Second Vice-President

The Second Vice-President shall have the powers and duties of the President in the event that the President and First Vice-President are unable to serve, shall succeed to the First Vice-President pursuant to the Bylaws and shall otherwise have such powers and duties as may be assigned by the President.

D. Secretary. The Secretary shall maintain the official files and shall assist the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive Board and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.

E. Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Board meeting and meetings of the membership. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.

Section 2 - Terms

A. Term The term of office for the President, First Vice-President and the Second Vice-President shall be one year for each office, commencing on the August 1 after election. The term of office for the Secretary, Treasurer, and Council Representative shall be two years. Officers may succeed themselves

B. Transfer of Records. Each officer shall transfer records to the Association within ten (10) days of leaving office.

Section 3 - Vacancies

A. President, First-Vice President

A vacancy in the office of the President shall be filled by the First-Vice President. A vacancy in the office of the First Vice-President shall be filled by the Second Vice-President.

B. Second Vice-President, Secretary, Treasurer. If a vacancy occurs in the office of Second Vice-President, Secretary, Treasurer, the President shall appoint a successor for the remainder of the unexpired term, with the consent by majority vote of the Executive Board.

C. President, First Vice-President Second Vice President. If vacancies occur in the three offices of President, First Vice-President, and Second Vice President, the Secretary or Treasurer (the one who has served the greatest time as a voting member of the Executive Committee) shall assume the President's duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired terms.

Article V - Regional Council Representative(s) and Alternate(s)

Section 1 - Duties

IEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Board and membership as necessary. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Section 2 - Election and Terms

The election of a Regional Council Representative and alternate shall be as prescribed by the IEA Bylaws.

Section 3 - Vacancies

Vacancies for Regional Council Representative(s) and alternate(s) must be filled in the manner of the original election as prescribed by the IEA Bylaws.

Article VI - Executive Board

Section 1 - Duties

The Executive Board shall conduct and supervise the business of the organization, annually recommend a budget for adoption by the membership, 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, develop Bylaws, approve expenditures, and consent to the filling of vacancies.

Section 2 - Terms

The term of office for the President, First Vice-President the Second Vice-President shall be one year for each office, commencing on the August 1 after election. The term of office for the Secretary, Treasurer, and Council Representative shall be two years. Officers may succeed themselves

For the year 2007 an election shall be held to elect a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Regional Council Representative. Thereafter, every odd numbered year an election shall be held to elect a First Vice-President, Second Vice-President, Secretary, Treasurer, and Regional Council Representative.

Section 3 - Vacancies

If a vacancy occurs within the Executive Board, the President shall appoint a replacement for the unexpired term with the consent by majority vote of the Executive Board.

Section 4 - Meetings

A. Quorum. A majority of the members of the Executive Board must be present to conduct business, and a majority vote of those present shall rule.

B. Regular Meeting. The Executive Committee shall meet once per month during the school term, and may meet as many additional times as necessary or reasonable to transact its business.

C. Special Meetings. Special meetings may be called by the President, or shall be called upon the written request of any member of the Executive Board. Except in cases of emergency, at least 24 hours notice shall be given to all Executive Committee members and business shall be limited to that contained in the notice.

Article VII - Elections

Section 1 - Elections Committee

A. Composition. The President shall appoint an Elections Committee with one person serving as the Director who is appointed by the President.

B. Duties. Establish procedures subject to the approval of the Executive Board for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots which shall be consistent with procedures established by the IEA Elections Committee. Hear initial election challenges.

C. Vacancies. Should a temporary or permanent vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy shall 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 shall be conducted by open nomination and secret ballot.

C. Nominations. Reasonable notice shall be given for nomination to all offices to be filled. Notice shall 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.
In cases of elections where the local officer will also serve as a delegate to the IEA and/or NEA Representative Assembly, a write-in provision is required.

E. Eligibility. All bargaining unit members who are full NEA/IEA members must be afforded the opportunity to run for and/ or vote in any election representing active members

F. Notice. A fifteen (15) day notice of local elections may be given by posting or by other means.

G. Consistency. All election procedures shall 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.

I. Restrictions on Officers. All candidates for the Executive Board must be members of the bargaining unit.

J. Offices Governed by this Article. All Local Officers, Building Representatives (Association Reps.), Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.

K. 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 received the highest number of votes for that office.
Runoff elections shall be run in the same manner as the original election.

L. 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(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures as follows:

A. Local Level – Initial challenges to all local elections governed by this Article shall be with the Local Elections Committee. Such challenges must be made no later than five 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 VIII- Arbitration and Grievance Appeal

The Executive Board shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive Board from the Grievance Committee.

Article IX – Committees

Section 1 - Appointment

The President shall appoint members to any committees and name the chairperson with the consent of the Executive Board.

Section 2 - Standing Committees

There shall be the following standing committees: Negotiations, Grievance, Membership, Communications, and Legislative. The Ad-Hoc Committees are By-laws, College Governance and Academic Standards, and Elections.

Section 3 - Negotiations/Working Conditions Committee

The Negotiations Committee shall explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole. The Bargaining Team shall be appointed by the President with consent of the Executive Board.

Section 4 - Grievance Committee

The Grievance Committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. It may [will] make recommendations whether to arbitrate grievances to the Executive Board.

Section 5 - Communications Committee

The Communications Committee shall be responsible for planning and implementing the Public Relations activities of the local association. The committee will be responsible for publishing the CODAA newsletter and maintaining the CODAA website.

Section 6 - Membership Committee

The Membership committee shall promote membership. It shall inform the potential membership of the policies, programs, and accomplishments of the local, state, and national Associations.

Section 7 - Legislation Committee

The Legislation Committee shall work with IEA Government Relations to help promote activities which lead to the passage of desirable state and federal legislation for community colleges and its part time faculty.

Section 8 - Ad-hoc Committees

Ad-hoc committees relating to By-laws, College Governance and Academic Standards will be formed at the discretion of the Executive Board.

Article X – Meeting of the Membership

- A.** Regular meetings of the membership shall be held per academic term.
- B.** Special meetings of the membership may be called by the President, a majority of the Executive Board, or a petition by thirty (30) percent of the membership. Except in case of emergency, at least five days notice shall be given. The Secretary shall notify the membership as soon as possible.

Article XI - Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board and the membership shall be by a majority of those voting.

Article XII - Parliamentary Authority

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

Article XIII - Dues

Local dues shall be established by the membership. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies. The books and records of the organization shall 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 shall be deemed deleted and of no force and effect.

Article XV - Amending Procedures

Proposed revisions of these Bylaws shall be submitted by the Executive Board to the full membership at a regular or special meeting and a two-thirds (2/3) vote of those present shall 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 seven days prior to the meeting.

Adopted MAY 2, 2007