

**College of Lake County – Adjunct Faculty Organization
(CLC-AFO)**

**A COUNCIL OF THE
LAKE COUNTY FEDERATION OF TEACHERS
LOCAL 504, IFT-AFT/AFL-CIO**

BY-LAWS

Approved: January 2006

Amended: August, 2011

ARTICLE I - NAME

This organization shall be known as the College of Lake County Adjunct Faculty Organization (CLC-AFO), a Council of the Lake County Federation of Teachers, Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the "Union."

ARTICLE II - MEMBERSHIP

Section 1

Eligibility for membership shall conform to the Lake County Federation of Teachers, Local 504 constitution.

ARTICLE III - MEETINGS

Section 1

The general membership of the Union shall meet at least two (2) times per year, during the Fall, Spring or Summer sessions of the College of Lake County, and at a time and place designated by the President. The general membership of the Union shall meet at the call of the President, or by petition of at least thirty (30) of the members. In the case of meetings for contract ratification or emergency meetings, the President shall give notice of such meetings no less than three days in advance of the meeting date.

Section 2

A quorum for conducting business of the Union or a committee thereof shall consist of the President or designated Chairperson and five percent (5%) of the Union or committee.

Section 3

A meeting of the general membership may be held in divided sessions at the call of the President. The sessions shall be no more than three days apart and no more than three in number. Any matter requiring a vote at such a meeting is approved by the general membership only if it successfully passes at both sessions. The Secretary must make a reasonable effort to report significant events from the meetings to those who attend any of the sessions. The quorum requirement (as stated in Section 2 of this Article) in the case of divided sessions may be met by the combined attendance of the sessions.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary and Treasurer, and a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution. The President, Vice-President, Secretary and Treasurer shall serve as LCFT Executive Board Delegates. The President, Vice-President, Secretary and Treasurer will be collectively referred to as the Executive Council.

Section 2

The President shall preside over all meetings of the general membership and meetings of the Executive Council. He/she shall be a member of all committees, function as a representative during all contract negotiations, and perform such other duties as appropriate for the office. The President shall make appointments as required of the By-Laws. The President may delegate responsibilities as needed. The President shall preside as chairperson of meetings of the general membership. The President shall vote at meetings of the general membership only to break a tie, as chairperson.

Section 3

The duties of the Vice-President shall include assisting the President in the performance of his duties and other duties customary for the office. The Vice-President shall perform all duties of the office of President in the absence of the President.

Section 4

The Secretary shall attend to all correspondence of the Union and maintain a record of said correspondence. The Secretary shall be responsible for all publicity and notification of meetings. The Secretary may delegate responsibility for publicity and notification.

Section 5

The Treasurer shall receive all money, receipts for same, deposit same with the Treasurer of the LCFT, and pay such financial obligations of the Union as directed by the membership. He/she shall prepare an annual report to be read at a time and place set by the President, and to be submitted to the Secretary. He/she shall forward all dues and current membership lists to the LCFT office.

Section 6

The LCFT Executive Board Delegates shall perform such duties as outlined in the Local 504 Constitution and make timely reports of their activities to the membership. The President or the Secretary may call upon Executive Board Delegates to assist in communication between the officers and the general membership. Executive Board Delegates shall be reimbursed for any expenses directly related to their duties, with final approval for such expenses by the Treasurer.

Section 7

The officers shall receive stipends, less applicable state and federal taxes, as listed below to be distributed by the end of each of the Fall and Spring semesters as follows:

1. Secretary will receive \$300 at the end of the fall and spring semesters.
2. Treasurer will receive \$300 at the end of the fall and spring semester
3. A stipend of \$500 shall be paid to the Vice-President by the Council at the end of the fall and spring semesters

In addition, the President, Vice-President, Secretary and Treasurer shall each receive complete reimbursement, less applicable state and federal taxes, of an academic semester's Union dues reimbursement per semester.

Section 8

Should the President be unable to complete the full term of office, his/her duties and responsibilities shall be assumed by the Vice-President until such time as an election can be held by secret ballot. The newly elected President will then complete the term remaining.

Section 9

Vacancies that occur in the office of Vice-President, Secretary or Treasurer, shall be filled by appointment of the President until such time as an election can be held by secret ballot. Such an election may be held at a general meeting. The newly elected officer will then complete the term remaining.

Section 10

Recall provisions are as follows. All officers are subject to removal from office for reason of negligence, breach of confidentiality, or malfeasance of office. Recall proceedings may begin only after a petition for the recall of an officer, by name and office title, has been signed by fifty percent (50%) of the general membership and submitted to the Secretary. There must be an open hearing at the next general meeting, to be held no later than thirty (30) days after the receipt of a valid petition. The open hearing shall serve as a forum for petitioners and the contested officer to speak before the membership. Recall of an officer may occur only by a three-fifths (3/5) vote of the total membership through secret ballot.

ARTICLE V - ELECTIONS

Section 1

Elections shall be staggered. Beginning with 2013, an election shall be held for the offices of President and Secretary. In 2014, an election shall be held for the offices of Vice-President and Treasurer. Subsequent elections shall take place every 3 years, as per Section 3 below.

Between February 1st and March 1st of every third year beginning with 2013 and 2014 a Nominating Committee shall be appointed by the President. This Committee consists of three (3) members, where at least two are not elected officers and where none are running for election. It shall be the duty of this committee to officially open nominations no later than March 15. The nominating committee will accept nominations as well as nominate candidates for the offices to be filled. Members wishing to run for any of these positions shall notify the Nominating Committee in writing while nominations are open during the election year, so that the member's name can be placed on the ballot. The Nominating Committee shall refer to the LCFT Election Procedure Policy for guidance in all election matters.

Section 2

The election of officers shall be by secret ballot. Ballots may be distributed and collected by any means in accordance with the LCFT Election Procedure Policy that ensures secrecy, accuracy, and transparency, upon the approval of the majority of the Nominating Committee. A detailed election notice and a sample ballot shall be made available to the members. Elections shall occur no earlier than April 15th of the election year, on a date to be set by the Nominating Committee. Election results shall be tabulated and published within five (5) days of the election. The elected officers shall assume their duties on the day immediately following the last day of finals in the spring semester. Outgoing officers shall turn over all Union related material within ten (10) days.

Section 3

Each officer shall serve for three (3) years from the date he or she assumes his or her duties or until the next regularly scheduled election for the officer's position, whichever is shorter.

ARTICLE VI - COMMITTEES

Section 1

All committee members shall be appointed by the President with final approval by a majority of the Executive Council. The names of those serving on committees shall be available to any member of the Union.

Section 2

The Negotiations Committee and the Grievance Committee shall be standing

committees. The duties of these committees will be determined by the Executive Council. Only members of the Union may be appointed to the Negotiations Committee and the Grievance Committee.

Section 3

Any other committees shall be considered Special Committees. The formation of a Special Committee requires prior approval by a majority of the Executive Council.

ARTICLE VII - RULES OF ORDER

The rule of parliamentary practice comprised in Robert's Rules of Order shall govern the proceedings of this organization, subject to the specific and special rules which have been or may be adopted.

ARTICLE VIII - AFFILIATIONS

Section 1

This Union shall maintain affiliation with the American Federation of Teachers (AFT), American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), Illinois Federation of Teachers (IFT), Illinois Federation of Labor and Congress of Industrial Organizations (IFL-CIO), the Lake County Central Trades and Labor Council, the Lake County Federation of Teachers, Local 504 (LCFT).

Section 2

Any member sent as a Union Delegate to an affiliate meeting or convention shall submit a written report on such meeting attended to the Secretary. Included in this report shall be an expense report itemizing expenses for reimbursement subject to the Treasurer's approval. The Secretary may waive this requirement for meetings of (LCFT) at his/her discretion.

ARTICLE IX - DUES

Section 1

Each member of the Union shall pay dues as determined in Section 4 of this Article. The dues are to maintain affiliations of this organization, under the conditions that these affiliations are acceptable to the general membership, and to support various activities in support of the purposes of the Union.

Section 2

The fiscal year of this organization shall begin July 1 and end June 30 of each year.

Section 3

Annual council dues shall be determined according to the following formula: the equivalent of one (1) semester credit-hour of pay at the lowest pay rate of the most recently ratified contract, multiplied by 0.02. All members shall pay council dues in addition to the designated affiliate dues. Dues are payable to the LCFT Treasurer before October 1, or through regular payroll deduction. Dues shall not be collected during the summer semester. Members who begin paying dues in the spring semester will be responsible for one-half the annual dues.

Section 4

Dues shall be collected and forwarded to the Treasurer of the LCFT to be maintained in one (1) treasury. Said funds shall be disbursed by the LCFT Treasurer in a manner which best serves the needs of all members of the Union.

ARTICLE X - AMENDMENTS

Amendments may be proposed by an officer or by a petition of at least fifty (50) members. The bylaws may be amended by a two-thirds (2/3) vote of all members attending a general meeting of the Union, when that meeting meets the quorum requirement of Article III. The bylaws may be amended by a two-thirds (2/3) vote of all voting members by mailed ballot, when at least a quorum of the members cast ballots. All proposed changes shall be reviewed by the President and Vice-President before a member vote. The President may have amendments reviewed by Affiliates to be sure they are not in violation of Constitutions or inconsistent with their bylaws. All amendments shall be announced to the members.

ARTICLE XI - AVAILABILITY OF BY-LAWS

Section 1

Three (3) copies of these By-Laws and all future amendments shall be submitted to the LCFT office.

Section 2

A copy of these By-Laws shall be available to any active member of the Union.

ARTICLE XII - CONTRACT RATIFICATION

Section 1

There will be a general meeting of members, duly announced, to discuss any contract proposed for ratification. The Negotiations Committee shall present the content of the proposed contract. The President shall serve as chairperson for discussion of the

proposed contract.

Section 2

The Negotiations Committee shall be authorized to work with the President and the IFT's Field Service Director to prepare and to conduct negotiations. Confidentiality regarding negotiations may be proper to the process. The Negotiations Committee may agree to Ground Rules, within the bounds of these Bylaws.

Section 3

Any contract proposed for ratification shall be voted, to accept or reject, by secret ballot at the announced general meeting. The contract will be ratified by a simple majority of those members attending the announced general meeting. Ballots shall be tabulated by three members in attendance, as appointed by the President.