

**Adjunct Faculty Association  
Oakton Community College  
CONSTITUTION and BYLAWS**  
(Approved April 26, 2009)

Preamble

The Adjunct Faculty Association of Oakton Community College, hereafter referred to as 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. As the representatives of the Adjunct Faculty of Oakton Community College it seeks to better serve the residents of Community College District No. 535 and the educational needs of its students by promoting and striving for a harmonious working relationship with the Administration, the full-time faculty, and the Board of Trustees of Oakton Community College.

Article I – Name

Section 1     The name of this organization shall be the Adjunct Faculty Association of Oakton Community College, hereafter known as the AFA-OCC.

Article II - Membership Affiliation

Section 1     Membership shall be open to all part-time faculty teaching three (3) or more hours employed by Oakton Community Colleges - Community College District 535 (hereafter referred to as OCC).

Section 2     A member in good standing is defined as any part-time faculty paying the dues assessment.

Section 3     Dues paying members shall be entitled to all rights and privileges of the organization.

Section 4     There shall be no discrimination in conditions of membership based upon race, religion, nationality, age, sex, or sexual orientation.

Article III - Officers

- Section 1 The officers of the Association shall be the duly elected President, Vice-President, Secretary, and Treasurer. They shall form the Executive Committee.
- Section 2 The term of office shall be two years. An election of officers shall be conducted during the spring membership meeting, and they will assume office during the next fall semester.
- Section 3 The Executive Committee has the authority to constitute a Board of Directors to perform duties as directed by the Executive Committee.
- Section 4 The duties of the officers shall be those prescribed by the Bylaws.
- Section 5 In the event a vacancy occurs in the office of President, the Vice-President shall automatically become President for the remainder of the unexpired term. If a vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent of the Board of Directors.
- Section 6 Any officer may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting or may resign by written notice to the Board of Directors.

#### Article V - Meeting of the Membership

- Section 1 There shall be regular membership meetings twice each year.
- Section 2 Special meetings of the membership may be called by the President, a majority of the Board of Directors, or a petition by one-third (1/3) of the membership, seven (7) calendar days prior to the meeting.
- Section 3 Ten percent of the total membership shall constitute a quorum to transact any business.

#### Article VII – Voting

- Section 1 Unless otherwise provided herein, the adoption of all resolutions by the Executive Committee (or Board of Directors), and the membership shall be by a majority of those voting.

Section 2 Voting for adoption of a new contract can only take place during the spring or fall semesters. A quorum for the adoption of a new contract shall be 20% of the membership.

#### Article VIII - Amendment of Constitution

Section 1 This Constitution may be amended by two-thirds (2/3) vote of those members voting, providing that all members of the Association have received written notice of the date of the meeting and the proposed amendments two weeks prior to the meeting.

#### Article IX – Bylaws

Section 1 Bylaws not inconsistent with this Constitution may be adopted by the membership.

### **BYLAWS**

#### Article I – Officers

Section I. President. The President shall 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 Board of Director meetings, sign contracts and agreements, represent the Association before the public either personally or through delegates, appoint and remove members of all standing committees with the consent of the Board of Directors, serve as ex-officio member without vote on all committees, and preside over meetings of the Board of Directors, and the membership. Further, 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 Constitution and Bylaws.

Section 2 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 Constitution, and shall otherwise

have such powers and duties as may be assigned by the President.

- Section 3      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 Board of Directors, and each meeting of the membership and shall be responsible for notifying members of regular and special meetings.
- Section 4      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 shall sign all checks.
- Section 5      Any officer unable to perform duties of the office for any reason whatsoever for a period of 30 days shall submit a written resignation. If such resignation is not received within 60 days, the Board of Directors shall declare the office vacant and shall name a successor. In the event a vacancy occurs in the office of President, the Vice-President shall automatically become President for the remainder of the unexpired term. If a vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent of the Board of Directors. Any officer may be removed by a two-thirds (2/3) vote of dues-paying members voting, or may resign by written notice to the Board of Directors.
- Section 6      Within ten (10) days after the close of office, each office shall transfer records to the incoming officer. Any officer vacating an office shall transfer all records within ten (10) days after a selection of a replacement is made.

## Article II - Executive Committee

- Section 1      In addition to the powers and duties enumerated in the Constitution, the Executive Committee shall conduct and supervise the business of the organization as directed by the Board of Directors, included but not limited to recommending a budget, planning agendas, and examining proposed Constitution and Bylaws changes.

Section 2 The Executive Committee shall meet once per month during the school term, and may meet as many additional times as is necessary or reasonable to transact its business. A minimum of three members must be present to conduct business and a majority vote shall rule. All members must be notified by mail or telephone at least 24 hours in advance of a regular or special meeting.

#### Article III - Board of Directors

Section 1 The Board of Directors shall be appointed by the executive committee, and shall include, but not be limited to, the membership chair, grievance chair and the communications chair.

Section 2 In addition to the powers and duties enumerated in the Constitution, the Board of Directors shall annually adopt a budget, recommend the dues of the Association, approve all expenditures, consent to committee appointments, and may adopt programs in behalf of, or for recommendation to, the membership.

Section 3 The Board of Directors shall meet once per month during the school term, and may meet as many additional times as is necessary or reasonable to transact its business. A minimum of three members must be present to conduct business and a majority vote shall rule. All members must be notified by mail or telephone at least 24 hours in advance of a regular or special meeting.

Section 4 Meetings may be called by the President, or by three members of the Executive Committee/Board of Directors.

#### Article IV - Membership Meetings

Section 1 The membership shall act through meetings called pursuant to Article VI of the Constitution and may form and dissolve such committees and exercise such powers as are not inconsistent with the Constitution or Bylaws.

Section 2 Upon proper motion and the approval of a majority of the members present and voting, any proposal may be submitted to a secret written ballot.

## Article V - Nominating Committee

- Section 1     The Secretary shall oversee the formation of a volunteer nominating committee.
- Section 2     The Nominating Committee shall conduct any uncontested election by voice vote or contested election by secret ballot, announce elections to the membership, and supervise the counting of ballots and certify the winners. In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Nominating Committee shall immediately conduct a run-off election between the two (2) candidates who had received the highest number of votes for that office.
- Section 3     The Nominating Committee shall conduct the elections for officers and the Board of Directors during the Spring semester. Newly elected officers shall take office during the Fall semester.

## Article VI – Dues

- Section 1     Annual local dues shall be recommended by the Board of Directors and approved by the membership.
- Section 2     The books and records of the organization shall be open to inspection by any member upon reasonable request.

## Article VII – Committees

- Section 1     Committees may be established on a permanent and ad hoc basis by the Board of Directors.
- Section 2     The President shall appoint members to any committees and name the chairperson with the consent of the Board of Directors.

## Article VIII - Amendment of Bylaws

Section 1 Revisions of these Bylaws shall be submitted by the Board or Directors to the full membership at a regular or special meeting and a majority vote of those present shall rule.

Article IX - Rules of Order

Section 1 The current edition of Robert's Rules of Order shall govern the proceedings of this Association when not in disagreement with the Constitution and Bylaws.