

Joliet United Adjuncts Coalition, IEA-NEA

Bylaws

Article I—Name, Goals and Objectives

Section A— The name of this organization will be the Joliet United Adjuncts Coalition, IEA-NEA. This organization is an affiliate of the Illinois Education Association and the National Education Association. Hereinafter this organization will be referred to as “JUAC”.

Section B—The object of JUAC will be to promote the welfare of Joliet Junior College adjunct faculty. JUAC will promote collective bargaining for the purposes of improved wages, benefits and working conditions. It will secure basic labor rights and protections under the law and ensure the participation of our members in the decision-making process that affects employment at Joliet Junior College.

Article II—Membership Affiliation and Non-Discrimination

Section A—Membership will be open to all adjunct faculty teaching at least three hours for Joliet Junior College. Membership is also open to any adjuncts who have taught for at least three hours for Joliet Junior College and who have subsequently not had a break in service of four (4) or more consecutive fall/spring semesters. A fall or spring semester in which an adjunct has requested a teaching assignment or the teaching assignment has been cancelled for any reason shall not count as a break in service.

Members shall have full membership services and privileges, including voting, holding office, serving on committees, serving as a delegate to state and national conventions, participating in fringe benefits provided by the Coalition and all other such rights conferred through the Coalition.

Section B—JUAC 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 constitution of the state or national organization, the state or national documents shall govern.

Section C—There will be no discrimination in conditions of membership or participation based upon race, color, ethnicity, religion, national origin, economic status, gender, marital status or sexual orientation.

Article III—Governance

Section A—The officers of JUAC shall be the President, Vice President, Secretary, Treasurer, Membership Secretary, Assistant Membership Secretary, and Department Representatives.

Section B—Any Executive Board member may be removed by a two-thirds (2/3) vote of the Executive Board of JUAC. Another two-thirds vote of those present at a general membership meeting shall be required to ratify such a decision. A 15-day written notice shall be provided to the membership before such a meeting.

Article IV—Executive Board

The Executive Board will consist of the Executive Officers and Department Representatives.

Section A— Officers

1. **President**—the President shall be the Chief Officer, with the power to carry out Coalition policies between Executive Board meetings, sign contracts and agreements, represent the Coalition before the public either personally or through designees, and preside over meetings of the Executive Board and the membership. The President will have the authority to appointment committee members with the approval of the Executive Board.
2. **Vice-President**—the 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. The Vice-President shall serve as the chair of the Grievance Committee.
3. **Secretary**—the Secretary shall maintain the official files and shall assist the President with Coalition 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. The minutes shall be available to any member upon request.
4. **Treasurer**—the Treasurer shall verify that appropriate membership dues and fair share fees are received by JUAC, keep accurate records of expenses and income, and report such records at the Executive Board meeting and meetings of the membership. The Treasurer shall be responsible for the payment of bills, and for transmitting dues to the IEA as per IEA policies. The Treasurer will be responsible for ensuring that any checking accounts will require two signatures on checks and any other financial accounts will require two signatures for the transfer of monies. The Treasurer will ensure that bank statements will be first sent to a JUAC officer other than the Treasurer.
5. **Membership Secretary**—the Membership Secretary shall be responsible for keeping the database of adjunct faculty information updated, for updating and returning of membership rosters to IEA, and will assist the Treasurer in preparing accurate membership records. The Membership Secretary shall

also assist in efforts to recruit adjuncts to join JUAC.

6. **Assistant Membership Secretary**—the Assistant Membership Secretary will assist the Membership Secretary in the responsibilities of the Membership Secretary as assigned by the Membership Secretary. The Assistant Membership Secretary will be able to perform the full responsibilities of the Membership Secretary.
7. **Department Representative(s)**—will be members of JUAC elected to provide communication between JUAC leadership and the members, distribute materials to members, conduct informative meetings, and generally serve as the link between rank-and-file adjunct faculty and their elected union officers. They will seek to recruit volunteers, seek input from adjunct faculty and generate support for JUAC programs. JUAC and IEA-NEA will provide training for the Department Representatives to carry out their duties. It is the intent of this organization that there would be at least one Department Rep. for each 15 members, and that satellite campuses with a significant number of part-time instructors shall have representatives.

Section B— Meetings

The Executive Board will meet at least one time per month during the fall and spring semesters. Meetings may be called by the President or by the request of a majority of the members of the Executive Board. A quorum shall simply be the number of Board members at any duly and properly called meeting.

Section C— Terms of Office and Vacancies

All Executive Officers shall serve for two (2) years. All Department Representatives shall serve two (2) year terms. Elected officers shall take office on August 1st of each year. If a vacancy occurs in any Executive Board position, the President shall appoint a successor with the consent of a majority of the Executive Board, with the exception of a vacancy in the Presidency itself, where pursuant to **Article IV (A)**, the Vice-President shall assume that vacancy.

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

Section A —Duties

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

Section B—Election and Terms

The election of a Regional Council Representative and alternate shall be as prescribed by IEA Bylaws. The term shall be for two (2) years and shall commence on the first day of attendance in the school year following the election.

Section C—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—Committees

Section A —Ad Hoc Committees

The executive Board may establish committees on ad hoc basis.

Section B—Standing Committees

Standing committees will include membership, elections, negotiations, political action and grievances.

Section C—Duties

The Executive Board shall direct standing and ad hoc committees in carrying out their duties.

Section D—Appointment of Committees

The President will appoint committee members with the approval of a majority of the Executive Board.

Article VII—Elections

Section A —Elections Committee

1. The President shall appoint an Elections Committee with one person serving as its Chair.
2. The Elections Committee shall 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.

3. 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 B—Election Procedures

1. The Elections Committee shall establish a local election calendar with nominations and election timelines.
2. All elections shall be conducted by open nomination and secret ballot.
3. Reasonable notice shall be given for nomination of all offices to be filled. Notice shall include time, place, and method for submitting nominations.
4. 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 of the IEA and/or NEA Representative Assembly, a write-in provision is required.
5. All JUAC members who are full IEA/NEA members must be afforded the opportunity to run for and/or vote in any election representing active members.
6. A fifteen (15) day notice of local elections shall be given by posting or other means.
7. All elections procedures shall be consistent with Regional, State, and Federal requirements.
8. No dues may be used in support of a candidate for any Local, Regional, State or National office.
9. All candidates for the Executive Board must be members of *JUAC*.
10. If the number of nominations equals the number of positions available for an office, the JUAC Executive Board may declare the nominated person(s) are elected. This provision does not apply for the election of the President and the Vice-President.
11. 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.
12. The results of the election must be published in a timely manner that allows members to obtain the information without unusual effort.

Section C—Election Challenges

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

1. 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.
2. Region, State and National Level: Consult the region, state, 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 — Meeting of the Membership

Section A—Regular meetings of the membership shall be held at least twice annually. A budget shall be adopted annually by the membership.

Section 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 10 days notice shall be given. The Secretary shall notify the membership as soon as possible.

Article IX- Arbitration and Grievance Appeal

The executive committee shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations shall be provided to the executive committee from the grievance chairperson (Vice-President). In the event that the executive committee decides not to arbitrate a grievance, the grievant shall have the right to appeal this decision in person before the executive committee.

Article X — 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 XI— Parliamentary Authority

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

Article XII — Dues

Local dues shall be \$15 per semester. JUAC shall change dues only by approval of a two-thirds majority of those attending a general membership meeting. 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 XIII — 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 XIV — 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 Coalition 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.

Approved October 4, 2017