

## **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/part-time faculty-teaching three or more hours-for Joliet Junior College; excluding all other employees of Joliet Junior College and all supervisors, managerial, confidential and short-term employees as defined by the Illinois Educational Labor Relations Act. If a JUAC member is not teaching three or more hours for Joliet Junior College in a Fall or a Spring semester, they may continue their membership in the JUAC for no more than six (6) consecutive fall/spring semesters by paying their local, state and national dues to the JUAC.

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 JUAC and all other such rights conferred through the JUAC.

Retired JUAC members who are members of IEA-Retired may participate in a nonvoting capacity in all JUAC meetings and committees.

**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, age, disability, 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 Officer may be removed by a two-thirds (2/3) vote of those present at a general membership meeting. Any Department Representative may be removed by a two-thirds (2/3) vote of the members of that Department present at a general membership meeting. 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 Executive Officer, with the power and the duty to enforce and interpret the Bylaws, carry out JUAC policies between Executive Board meetings, sign contracts and agreements, represent the JUAC 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 will 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.
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 JUAC 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 IEANEA will provide training for the Department Representatives to carry out their duties. Members of a Department shall elect the number of Department Representatives obtained by dividing the number of department bargaining unit members by 15 and rounding the result up to the next larger whole number. This will provide that every Department shall have at least one Department Representative.

## **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. 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. The Executive Board shall call upon the IEA Director of Business Services to conduct a financial review or audit should the Executive Board determine circumstances warrant such.

## **Section C— Terms of Office and Vacancies**

All Executive Officers shall serve for two (2) years. Officers may succeed themselves. Each officer shall transfer records to JUAC within ten (10) days of leaving office. All Department Representatives shall serve two (2) year terms. Department Representatives may succeed themselves. Elected officers shall take office on August 1<sup>st</sup> 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. If a vacancy occurs in both the office of President and of Vice-President, the Secretary or Treasurer, the one who has served the greatest time as a voting member of the Executive Board, shall assume the President's duties to complete the unexpired term of the President.

## **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 and the chairperson 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 Chairperson.
2. The Elections Committee shall establish, subject to the approval of the Executive Board, procedures 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. However, elections for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes.
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 which will include at least \$3 per member for arbitration, mediation and fact-finding.

**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. Proxy voting is not permitted.

## **Article XI— Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the JUAC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NEA, IEA, these bylaws, or any special rules of order the JUAC may adopt.

## **Article XII — Dues**

Local dues shall be \$15 per semester. If an adjunct faculty member is not teaching at least three hours, the local dues shall be \$7.50 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 — 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 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 JUAC 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 26, 2023