CONSTITUTION
of
Kankakee Community College Faculty Association
American Federation of Teachers, Local 604

ARTICLE I—NAME
The name of this organization shall be Kankakee Community College Faculty Association, a Council of the American Federation of Teachers, Local 604, Illinois Federation of Teachers, American Federation of Teachers, hereafter referred to as The Association.

ARTICLE II—OBJECTIVES

Section 1: To promote the highest standards of the teaching profession by protecting and advancing the professional and economic interests of its members.

Section 2: To obtain for its members all the rights to which they are entitled, even to the extent of securing legislative action.

Section 3: To further a commitment to the concept of community college education.

ARTICLE III—MEMBERSHIP

Section 1: Membership in this organization shall be open to all full-time faculty as defined by Article II, Section 1 of the Collective Bargaining Agreement between the Faculty Association and the Board of Trustees.

Section 2: Yearly membership shall be from September 1 to August 31 of the following year. Membership for the -succeeding year shall automatically be considered renewed unless the individual member notifies the Treasurer in writing 30 days prior to the new membership year that the individual desires to withdraw from membership in The Association.

Section 3: The members of this organization shall pay dues (subject to IFT and AFT Bylaws) as determined by a majority of the members voting at the first general meeting of the school year. Laid off employees and employees on unpaid leave shall request from the Treasurer of The Association honorary withdrawal from membership and shall pay no dues.
ARTICLE IV—OFFICERS

Section 1: The elected officers - President, Vice President, Secretary, Treasurer, and Senator — shall comprise the Executive Board.

Section 2: The Executive Board shall have power to act for The Association when necessary between its business meetings and shall perform such other duties as are specified in this constitution. The Board shall be subject to the orders of The Association, and none of its acts shall conflict with action taken by The Association. The Executive Board will initiate Association grievances and support the member through the individual grievance procedures.

Section 3: No division group may have more than three members on the Executive Board.

Section 4: The Executive Board members shall be elected to serve for two years or until their successors are elected, and their term of office shall begin on the first working day of the fall academic term.

Section 5: No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office with the exception that a member who has served less than one-half of a full term may be re-elected to the same office for a third term. A member shall be eligible to serve no more than four consecutive terms on the Executive Board.

Section 6: The Officers and senators shall perform the duties prescribed by this constitution and by Robert’s Rules of Order Newly Revised.

Section 7: The President, in addition to his/her regular duties, shall preside at all Executive Board and general meetings of The Association and serve as Chairperson of the Negotiations Committee. The President shall represent this Association in all its relations to other units of the American Federation of Labor and to all other organizations. When the President serves in this capacity, the President shall make a full report at the next general meeting. The President may appoint a delegate to represent her/him when the President is unable to represent The Association at a meeting.

Section 8: The Vice President, in addition to his/her regular duties, shall assume all the duties and responsibilities of the President in the absence of the President. The Vice President shall become President for the remainder of the unexpired term if the office of President is vacated. The Vice President shall lead faculty initiatives to improve teaching and learning at KCC.

Section 9: The Secretary, in addition to his/her regular duties, shall record minutes of the Executive Board and general meetings, issue all notices, and handle all general correspondence.
Section 10: The Treasurer, in addition to his/her regular duties, shall receive, record, and deposit all monies from dues and other sources, and disburse funds as authorized by the adopted budget. The Treasurer shall make a regular report on receipts and disbursements at the monthly general meeting. The Treasurer shall serve as Chairperson of the Finance Committee. The Treasurer shall submit a financial statement of assets and liabilities and a statement of income and expenses to the AFT Secretary-Treasurer within five months of the end of The Association’s fiscal year which shall coincide with the membership year.

Section 11: The Senator shall attend all KCC Board of Trustees meetings.

ARTICLE V—ELECTIONS

Section 1: Executive Board members shall be elected at the general meeting held on graduation day by secret ballot with the exception that when only one member is nominated for an office, no secret ballot is required. A majority vote of members voting shall be necessary for a choice. If a second vote is required, the two nominees receiving the highest number of votes shall remain on the ballot.

Section 2: The President, and Vice President, shall be elected in even numbered years. The Secretary, Treasurer, and Senator shall be elected in odd numbered years.

Section 3: In the event an executive board member is unable to complete his/her term of office, the President shall appoint a member to fill the remainder of the term of office.

ARTICLE VI—VOTING

A member who is unable to attend a meeting may submit a signed written ballot to the secretary or any member of the Nominating and Election Committee prior to the time of the voting.

ARTICLE VII—COMMITTEES

Section 1: Finance Committee: Members of this committee shall be appointed by the President with the advice and consent of the Executive Board by the end of January every year. Members of this Committee shall audit the Treasurer’s books and make a report to the membership at the May graduation meeting.
Section 2: Nominating and Election Committee: The Nominating and Election Committee shall suggest a slate of at least one name for each member to be elected to the Executive Board. The Executive Board will seek volunteers for the Nominating and Election Committee on or before April 1. No member of the Executive Committee shall be eligible to serve on the committee. No member of the committee can be a candidate for office. One member of the committee shall assist the Secretary in the preparation and tabulation of ballots. In the event the Secretary is a candidate for office another member of the Executive Board who is not a candidate for office shall assist.

Section 3: Negotiations Committee: A minimum of three months prior to the start of negotiations, a Negotiations Committee shall be appointed by the President with the advice and consent of the membership to serve until the contract is finalized. The Negotiations Committee shall consist of a minimum of four members, with at least one member from each division. The President shall serve as the representative for her/his division. When a new President takes office during contract negotiations, the committee shall then expand to include the newly elected President. The immediate past President shall remain on the committee until the contract is finalized. The Negotiations Committee shall survey the membership to gather information for use in developing a contract package. The Negotiations Committee shall present the major elements of the proposed contract package to the membership prior to the beginning of formal negotiations. At any time during negotiations, any member of the Negotiation Team may require the team to caucus. The final contract agreement must be ratified by the membership. A majority of The Association’s membership shall constitute a quorum for the meeting at which the final contract is presented to the membership.

Section 4: This organization shall have additional committees as deemed necessary by The Association and/or the President for the transaction of the business of The Association.

ARTICLE VIII—MEETINGS

Section 1: Regular meetings of The Association shall be held at the August inservice, the January inservice, and on graduation day. A written agenda for regular meetings shall be provided to members at least one week in advance.

Section 2: Special meetings of The Association may be called by the President or the Executive Board. A special meeting of the membership shall be called by the President at the written request of 25% of the members. A written agenda for special meetings shall be provided to members with as much advance notice as feasible.

Section 3: 35% of The Association’s membership shall constitute a quorum.
Section 4: Executive Board meetings shall be held quarterly and as deemed necessary by the President. Special meetings of the Executive Board may be called by the President or at the request of three Board members. A written agenda for Executive Board meetings shall be provided to all Association members normally at least one week in advance of the meeting. Any association member may attend an Executive Board meeting. Minutes of Executive Board meetings shall be distributed to all Association members within two weeks of the meeting or a minimum of one week in advance of the next Association meeting, whichever is earlier.

ARTICLE IX—RULES OF ORDER

Section 1: Robert’s Rules of order Newly Revised shall govern in all cases not covered by this constitution.

Section 2: A Parliamentarian shall be appointed by the President to serve for one year. The Parliamentarian shall keep the President, other officers, and the membership informed of proper parliamentary procedure to be followed during the meetings.

ARTICLE X—OFFICER COMPENSATION

Members of the executive board shall be compensated for their time and efforts by receiving a 50 percent dues rebate each year. This rebate shall be distributed by the Treasurer prior to the winter break.

ARTICLE XI—AMENDMENT

This constitution may be amended at any meeting of The Association by a two-thirds vote of the members voting, provided that the amendment has been submitted in writing to the membership at least two weeks in advance of the day of the voting.

Approved 14 December 2012