

# Bylaws

## College of DuPage Adjuncts Association, IEA/NEA

**Changes submitted to the General Membership  
Spring 2023**

Submitted by Bylaws Revision Committee –  
Bonniejean Alford (Vice President of Policy),  
Susan Purcell (IEA Region Representative),  
and Suzanne Wielgos (Member-at-Large) –  
And the CODAA, IEA/NEA Board of Directors.

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# **BYLAWS**

## **Article I – Name and Objective**

### **Section 1 – Name**

The name of this Association shall be the College of DuPage Adjuncts Association, IEA/NEA (CODAA, IEA/NEA), an affiliate of the Illinois Education Association (IEA) and the National Education Association (NEA).

### **Section 2 – Objective**

The object of the Association shall be to advance public education at College of DuPage (COD) and to promote the welfare of Adjunct and Part-time Faculty.

## **Article II – Membership, Affiliation, and Non-Discrimination**

### **Section 1 – Membership**

Membership shall be open to all eligible Adjunct/Part-time Faculty employed by College of DuPage, District 502. Bargaining Unit Members are those eligible Adjunct/Part-time Faculty who meet the minimum requirements for membership as defined in the most recent bargaining agreement between CODAA, IEA/NEA and the Board of Trustees of College of DuPage. Only bargaining unit members who are dues paying CODAA, IEA/NEA members can hold office, vote to ratify a collective bargaining agreement, vote to ratify Bylaws amendments, represent CODAA, IEA/NEA at IEA or NEA Representative Assemblies, approve a budget, and elect the Executive Officers of CODAA, IEA/NEA.

### **Section 2 – Affiliation**

This Association shall 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 Association, the state or national documents shall govern.

### **Section 3 – Non-Discrimination**

This Association shall not deny membership based upon race, color, national origin, religion, gender, sexual orientation, age, disability, marital status, or economic status.

## **Article III – Governance**

### **Section 1 – Executive Officers**

The elected Executive Officers of CODAA, IEA-NEA shall be the President, Vice President, Secretary, Treasurer, Operations Chair, Grievance Chair, Communications Chair, Membership Chair, and Regional Council Representatives.

### **Section 2 – Executive Board**

The Executive Board shall consist of the Executive Officers plus Chairs of Ad-hoc Committees nominated by the President and approved by the Executive Officers. Chairs of Ad-hoc Committees are appointed and serve for one year unless a shorter duration is appropriate. Appointments may be renewed.

### **Section 3 – Honorariums**

Honorariums will be distributed according to the budgeted amounts adopted by the general membership upon performance of duties. Honorariums are disbursed on a semester basis during the academic year, with no disbursement in the summer except in the case of special Ad-hoc

committees, such as the Bargaining Committee, and with approval from the Executive Board. Non-performance of duties will result in honorarium(s) being withheld or repaid to CODAA, IEA/NEA if already disbursed.

#### **Section 4 – Ex-officio Member**

The immediate past President may sit on the Executive Board in an advisory capacity only as ex-officio, so long as they were not recalled from the position of President. This person would hold no voting rights and do not receive an honorarium.

#### **Section 5 – Division Representatives**

The CODAA, IEA/NEA President, with Executive Board approval, shall have the option of appointing Division Representative(s) in accordance with each campus division. These persons shall be a point person within a division for membership growth and retention. Ideally, they will attend division and/or department meetings and bring information back to CODAA, IEA/NEA either by email to the Vice President, who will serve as point of contact for Division Representatives, or as written report when attending an Executive Board meeting. Division Representatives will attend at least one Executive Board meeting per semester to report on division and/or department needs; they are welcome to attend all Executive Board meetings. Divisional Representatives are not elected and, as such, they are unable to vote in Executive Board meetings. They would be eligible to receive either a small honorarium, as determined by the Ad-hoc Budget Committee and approved by a vote on the budget by the dues paying membership. Only dues paying members can serve as a Division Representation.

#### **Section 6 – Internal Executive Board Dispute**

Should a situation or dispute arise between Executive Board Members dealing with any Executive Officer's performance in office or major personal conflict, such matter shall be referred to a special Ad-hoc Review Committee who will proceed under Executive Board Policy. IEA representatives are not subject to this procedure, per IEA election rules.

#### **Section 7 – Election, Terms, and Recall of Regional Council Representatives**

The election of Regional Council Representatives and possible alternate(s) is prescribed by the IEA Bylaws following practices set forth in the CODAA, IEA/NEA Bylaws. A Regional Council Representative or alternate may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting when a majority of the dues paying membership is present. Such recall election will be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty percent (30%) of the voting eligible membership.

#### **Section 8 – Recall of Elected Executive Board Officers**

Recall of Executive Board Officers can be due to nonperformance of duties for a minimum of sixty (60) days (excluding summers), or any malfeasance done by the officer that is connected to their duties. Any Executive Board Officer may be removed by a three-fifths (3/5) vote of the voting eligible membership present at the meeting, provided members have been given fourteen (14) calendar days' notice of the meeting and the grounds of the recall. Such recall election shall be conducted by a specially appointed Parliamentarian at a general meeting of the membership. Any two members of the Executive Board can request a general membership meeting for a recall consideration and subsequent vote.

#### **Section 9 – Fiscal and Term Year**

The fiscal year for CODAA, IEA/NEA will begin on July 1st of the calendar year and end on June 30<sup>th</sup> of the subsequent calendar year. The term year for CODAA, IEA/NEA will begin on August 1<sup>st</sup> of the calendar year and end on July 31<sup>st</sup> of the subsequent calendar year.

## Article IV – Executive Officers

### Section 1 – Duties

#### A. President

The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board meetings, sign contracts and agreements, represent the Association 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. The President shall cause a budget to be constructed and an annual audit to occur. The President shall preside over meetings of the Executive Board and the membership. The President shall attend COD Board Meetings, and Constituency Meetings with the College President and/or other members of the College's administration. Further, the President shall 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.

#### B. Vice President

The Vice President may have the powers and duties of the President in the President's absence or inability to serve. This person shall attend COD Board of Trustees Meetings and Constituency Meetings with the College President and/or other members of the College's administration, unless an appropriate President approved alternative is appointed. The Vice President, in conjunction with the CODAA, IEA/NEA President and the Executive Board, interprets policy matters necessary for the governance of the Association. This person may also perform other reasonable duties as assigned by the President.

#### C. Secretary

The Secretary shall create and distribute the agenda prior to meetings, maintain the official files, and assist the President with Association correspondence. The Secretary shall keep and distribute accurate minutes of each meeting of the Executive Board and each meeting of the membership. The secretary shall be responsible for notifying members of regular and special meetings and distribute CODAA, IEA/NEA messages to the proper Executive Board Member. The secretary shall keep track of unfinished/old business and bring this business back to the floor.

#### D. Treasurer

The Treasurer shall keep accurate records of expenses and income and report such records at the Executive Board meeting and meetings of the membership. The Treasurer shall bring a comparative report that summarizes activity as related to the budget. The Treasurer shall also work with the Membership Chair to ensure that all IEA obligations are met, following the guidelines within the IEA treasurer's manual. The Treasurer shall be responsible for the payment of all bills. Additionally, the Treasurer shall work with the President and other members of the Ad-hoc Budget Committee to prepare the annual budget for member approval.

#### E. Monthly Reports

All elected Executive Officer positions (President, Vice President, Secretary, Treasurer, Regional Council Representatives, Operations Chair, Grievance Chair, Communications Chair, and Membership Chair) require monthly written reports.

#### F. Voting Rights

All elected Executive Officers shall be able to vote on all issues, motions, and resolutions of the Executive Board. Ad-hoc Committee Chairs may not vote unless also serving in an elected position; they are expected to attend Board meetings. If a conflict of interest is identified, the affected individual will recuse themselves.

### G. Shared Governance Council and College Committee Representation

CODAA, IEA/NEA shall have two representatives on the college-wide Shared Governance Council. One representative shall be either the CODAA, IEA/NEA President or Vice President and one representative shall be a dues paying non-Board member appointed by the President and approved by the Executive Board. In the event that there is not a non-Board member available to serve, an Executive Board Member can be appointed to serve, with Executive Board approval, to ensure full representation. Additionally, the President, along with the Executive Board, shall appoint dues paying members to serve on other college committees, per the guidelines in the most recent bargaining agreement. Executive Board Members are also eligible to serve on these committees.

## **Section 2 – Office Terms**

### A. Terms

The term of office for all elected Executive Officers and elected Permanent Committee Chairs is one year. Officers and Chairs may succeed themselves. The term of office for all Ad-hoc Committee Chairs is also one year, or for a shorter term deemed appropriate by the Executive Board. Ad-hoc Committee Chairs may succeed themselves.

### B. Transfer of Records

After an officer's term is over, the officer shall transfer records to the Association and keys to the college within ten (10) days of leaving office.

## **Section 3 – Vacancies**

### A. Reasons for Vacancies

Vacancies may be due to incapacity, resignation, death, or no longer holding CODAA, IEA/NEA eligibility.

### B. President

A vacancy in the office of the President of more than ninety (90) days shall be filled by a special election. In the interim, the Vice President as approved by the Executive Board, shall serve as Interim President. The Vice President or any dues paying member may run for the unexpired term.

### C. Other Vacancies

If a vacancy occurs in an Officer or Chair role other than President (e.g., Vice President, Secretary, Treasurer, etc.), the President shall appoint a successor for the remainder of the unexpired term, with consent by majority vote of the Executive Board.

## **Article V - Regional Council Representative(s) and Alternate(s)**

### **Section 1 – Duties**

IEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Board and membership as necessary. The number of representatives is determined by IEA. An alternate shall perform the duties of the Regional Council Representative in their absence.

### **Section 2 – Election and Terms**

Regional Council Representatives shall be elected alongside CODAA, IEA/NEA Executive Officers in the same manner of election for said CODAA, IEA/NEA officers. The Regional Council Representative(s) are considered Executive Officers on the CODAA, IEA/NEA Board, and, as such, are voting members. The term of office is as prescribed by IEA Bylaws.

### **Section 3 – Vacancies**

Vacancies for Regional Council Representatives are appointed by the CODAA, IEA/NEA President, with approval from the Executive Board.

## **Article VI – Executive Board**

### **Section 1 – Duties**

The Executive Board shall conduct and supervise the business of the Association, annually recommend a budget for adoption by the membership, undertake such expenditures as are necessary and reasonable for the operation of the Association, consent to the appointment of committees, plan and recommend programs to the membership, develop Bylaws, approve expenditures, and consent to the filling of vacancies.

### **Section 2 – Meetings**

#### **A. Quorum and Rule**

A majority of the members of the Executive Board – a quorum – must be present to conduct business, and a majority vote of those present shall rule.

#### **B. Regular Meetings**

The Executive Board shall meet once per month during the academic school term and may meet as many additional times as necessary or reasonable to transact its business. The Executive Board shall meet at least once during the summer. Meetings may be held in person, virtually, or hybrid.

#### **C. Special Meetings**

Special meetings may be called by the President or may be called upon the written request of at least three (3) members of the Executive Board or by a petition signed by thirty percent (30%) of the voting eligible membership. At least seventy-two (72) hours' notice shall be given to all Executive Board members and business shall be limited to that contained in the notice except in cases of emergency.

## **Article VII – Elections**

### **Section 1 – Elections Committee**

#### **A. Composition**

The President shall appoint, with approval from the Executive Board, an Elections Chair who will obtain additional members as necessary. No person running for office may serve on the Election Committee for that election. Only the Elections Chair is eligible for honorarium.

#### **B. Duties**

Establish procedures subject to the approval of the Executive Board for nomination of candidates, dissemination of notices concerning the election, and conduct the election, including tabulation of the ballots for local roles. For region, state, and national roles, including RA delegates, the manner of election shall be consistent with procedures established by the IEA Elections Committee. The committee shall hear initial election challenges.

#### **C. Vacancies**

Should a vacancy of the Elections Chair occur, 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 2 – Election Procedures**

### **A. Calendar**

The Elections Committee shall establish a local election calendar with nominations and election timelines. Election timelines for RA delegates and other region, state, and national positions must coordinate with the regional election calendar.

### **B. Conduct**

All elections shall be conducted by open nomination and secret ballot. Secret ballots for local offices, approvals, and ratification can be submitted electronically, by mail, or in person, so long as in line with local, state, and federal laws.

### **C. Nominations**

Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.

### **D. Write-In Provisions**

A write-in provision is not required but may be included if the number of declared candidates is less than the number of positions available. A write-in provision can be included for IEA and/or NEA delegate elections, should an election be required, per IEA and/or NEA Bylaws and Election Guidelines.

### **E. Eligibility**

All bargaining unit members who pay dues for CODAA, IEA/NEA membership must be afforded the opportunity to run for and vote in any election representing members of the Association.

### **F. Notice**

A fifteen (15) day notice of local elections may be given by posting or by other means, including email.

### **G. Consistency**

Local elections shall have the purview to be conducted electronically, by mail, or in person, so long as by secret ballot. Regional, state, or national elections must follow the election procedures provided by the IEA or the NEA.

### **H. Use of Dues**

No dues may be used in support of a candidate for any Local, Regional, State, or National office. This includes candidates both within and outside of the Association.

### **I. Restrictions on Officers**

All candidates for the Executive Board must be dues paying members of the bargaining unit.

### **J. Offices Governed by this Article**

All Local Officers, Regional Council Representatives, Delegates to IEA Representative Assembly, and Delegates to NEA Representative Assembly are governed by this article.

### **K. Runoff Elections**

In the event that there is no candidate who has received a plurality of the votes cast for a particular office (e.g., in the case of a tie), 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.

#### L. Results of the Election

The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort. The results must also be communicated to the regional office by the date specified by the regional election chair.

### **Section 3 – Election Challenges**

**A.** Any member(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures based on position level.

#### B. 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 (5) calendar days of issuance of the election results.

#### C. Region, State, and National Level

Consult the region, state, and national governing documents for challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

### **Article VIII – Arbitration and Grievance Appeal**

The Executive Board shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive Board from the Grievance Committee. The affected member (or a designated representative if there are several grievants) has a right to address the committee before the committee decides whether to take the matter to arbitration.

### **Article IX – Committees**

#### **Section 1 – Permanent (Standing) Committee Chairs**

There shall be the following standing committee chairs: Operations, Grievance, Communications, and Membership. All Standing Committee Chairs are elected, can vote on Executive Board business, and may choose additional committee members from the dues paying membership. Additional committee members are not eligible to receive honorariums, except in special circumstances approved by the Executive Board.

#### **Section 2 – Operations Committee**

The Operations Committee shall be responsible for operations matters of the Association, including room reservations, set-up, and refreshments for all Board and General Membership Meetings. This committee shall be responsible for planning and holding socials and special events, for which the committee chair shall serve as host. Additionally, the Committee Chair shall serve as point person for all external communications with vendors. Financial expenditures shall be approved by the President and/or the Executive Board.

#### **Section 3 – Grievance Committee**

The Grievance Committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. The committee chair shall copy all official communications with the administration to the President of CODAA, IEA/NEA. It shall make recommendations whether to arbitrate grievances to the Executive Board.

#### **Section 4 – Communications Committee**

The Communications Committee shall be responsible for planning and implementing the public relations activities of the local association. The Committee Chair will be responsible for posting policies, programs, and accomplishments of the local, state, and national Associations, as

appropriate. The chair will work closely with the President, Secretary, and Webmaster for communication matters. The Webmaster might also concurrently serve as Communications Chair, if elected to the role.

#### **Section 5 – Membership Committee**

The Membership committee shall promote dues paying membership and maintain the membership database. It shall inform newly eligible members of the policies, programs, and accomplishments of the local, state, and national Associations. The chair shall coordinate the list with the college payroll department, college human resources department, and IEA membership processing as well as the state and regional databases. The chair can assign an assistant chair who is eligible to receive an honorarium, with Executive Board approval.

#### **Section 6 – Ad-hoc Committee Chairs**

The President shall appoint Ad-hoc committee chairs with the consent of the Executive Board. Ad-hoc Chairs do not vote on issues before the Executive Board, but they do have a non-voting seat on the Executive Board, are expected to attend Executive Board Meetings, and may be eligible for an honorarium, upon approval of the Budget and/or Executive Board.

#### **Section 7 – Ad-hoc Committees**

The Ad-hoc committees are Elections, Legislative, Bylaws, Bargaining, Budget, Webmaster, and any other committees deemed necessary by the Executive Board to conduct the business of the Association.

#### **Section 8 – Legislation Committee**

The Legislation Committee shall work with IEA Government Relations to help promote activities which lead to the passage of desirable state and federal legislation for community colleges and its Part-time Faculty.

#### **Section 9 – Webmaster**

The Webmaster shall maintain the CODAA, IEA/NEA website and perform all related technical operations, as directed by the President and/or the Executive Board.

#### **Section 10 – Members-at-Large**

The President may appoint and reappoint up to four (4) Members-at-Large from the dues paying membership to serve on Ad-hoc Committees or to assist the Officers or Committee Chairs from time to time, as needed. A Member-at-Large shall be invited to attend at least one Executive Board meeting per six (6) month period and may attend additional meetings at the discretion of the President. Members-at-Large are not eligible for honorariums, with the exception of those sitting on the Bargaining Committee, do not vote at Executive Board meetings, and do not have a formal term of office. They serve solely at the discretion of the President.

### **Article X –Membership Meetings**

#### **Section 1 – Regular Meetings**

Regular meetings of the membership shall be held each academic term. Meetings can be held in person, virtually, or hybrid. Any voting conducted at the meeting shall be aligned with the meeting type for consistency. All Bargaining Unit Members are welcome to attend, but only dues paying members may vote.

#### **Section 2 – Special Meetings**

Special meetings of the membership may be called by the President, a majority of the Executive Board, or a petition by thirty percent (30%) of the dues paying membership. Except in case of emergency, at least five (5) days' notice shall be given. The Secretary and Webmaster shall notify the membership as soon as possible. Meetings can be held in person, virtually, or hybrid. Any voting

conducted at the meeting shall be aligned with the meeting type for consistency. All Bargaining Unit Members are welcome to attend, but only dues paying members may vote.

### **Section 3 – Social Events**

Social events and meetings designed to build and retain membership shall be held each semester as appropriate. Executive Officers are expected to attend when available, but as no Association business shall take place at these events, maintaining a quorum is not necessary. All Bargaining Unit Members are welcome to attend.

### **Section 4 – Recording of Events and Meetings**

Recording meetings, or portions thereof, shall only be conducted by the Executive Board at the request and approval of the Executive Board for the benefit of the membership.

## **Article XI – Voting**

Unless otherwise provided herein, the adoption of all business by the Executive Board and the dues paying membership shall require a majority of those voting.

## **Article XII – Parliamentary Authority**

All meetings of this Association shall be governed by Robert's Rules of Order, Newly Revised. However, if different, CODAA, IEA/NEA's bylaws shall take precedence over Robert's Rules of Order.

## **Article XIII – Dues**

Local dues shall be established by the membership. IEA and NEA dues are determined by the IEA and NEA respectively. IEA and NEA dues shall be collected by CODAA, IEA/NEA and transmitted accordingly to IEA for distribution to IEA and NEA, as per IEA and NEA policies. The books and records of the Association shall be open to inspection by any dues paying member upon reasonable written request.

## **Article XIV – 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 XV – Amending Procedures**

Proposed revisions of these Bylaws shall be submitted by the Executive Board to the dues paying membership at a regular or special meeting and a two-thirds (2/3) vote of those present shall rule, provided that all dues paying members of the Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least seven (7) days prior to the meeting.

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Proposed for amendment to the Executive Board December 9, 2022.

Submitted for dues paying membership vote January 20, 2023, by Bylaws Revision Committee – Bonniejean Alford (Vice President of Policy), Susan Purcell (IEA Region Representative), and Suzanne Wielgos (Member-at-Large) – and the CODAA, IEA/NEA Executive Board.

Proposed for amendment to dues paying membership January 20, 2023.

Amended: date to be added following approval