

AMERICAN FEDERATION OF TEACHERS

Local #1810

Illinois Valley Community College

815 N. Orlando Smith Rd

Oglesby, Illinois 61348

CONSTITUTION

Article I. Name.

This organization shall be known as the Illinois Valley Community College Federation of Teachers, Local 1810 of the American Federation of Teachers.

Article II. Purpose.

The purpose of this Federation shall be:

Section 1: To promote the educational philosophy of Illinois Community College District No. 513

Section 2: To work for the improvement of public education.

Section 3: To effect closer relationships, better communication, and greater involvement among students, faculty, administration, and residents of Illinois Community College District 513.

Section 4: To promote the best professional atmosphere conducive to quality education.

Article III. Amendment.

This Constitution may be amended only by a two-thirds vote of the entire membership.

BY-LAWS

Article I. Membership.

Section 1: This organization shall consist of teaching and counselor faculty members of Illinois Valley Community College who have originally signed the charter or who shall be admitted to membership thereafter.

Section 2: Application for membership shall be received at any time during the year.

Section 3: All applicants for admission to membership shall be accepted.

Section 4: Faculty members on leave of absence and retired faculty may continue to have honorary membership.

Section 5: Membership shall be open to all members of the bargaining unit, and related professionals.

Section 6: Membership shall have no restrictions because of race, religious faith, gender, sexual orientation, or political activities or beliefs.

Section 7: Membership may be dropped by sending written notice to the Union by email, campus mail, or the United States Postal Service.

Article II. Meetings.

Section 1: There will be a minimum of one regular meeting of the general membership each semester (fall and spring). Likewise, there will be a minimum of one Executive Board meeting each semester (fall and spring).

Section 2: Special meetings will be called whenever the President, the Executive Board, or twenty-five percent of the paid-up members considers a matter urgent. Requests for a Special meeting from the members should be provided to the President in writing or email. Special meetings will be scheduled by the President to be held within five working days of receipt of a request.

Section 3: Notification of meeting with agenda shall be given to all members twenty-four hours in advance of the meeting.

Section 4: A quorum for regular and special meetings of the general membership shall consist of twenty-five percent of the number of paid-up members. A quorum at an Executive Board meeting shall consist of four officers including the presiding officer.

Article III. Officers.

Section 1: The officers of this organization shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and three Sergeant-at-Arms.

Section 2: All officers shall be elected by a vote of the membership and shall hold office for a two-year term or until their successors' election has been validated.

Section 3: Per contract language, the President shall receive either three credit hours of release time or three credit hours of overload pay per semester.

Section 4: Per contract language, the President shall have one credit hour of release time or of overload pay per semester that can be used by the President or assigned pay to a designee for performing union-related duties. The use of this credit hour must be approved by the union membership at the first meeting of the semester.

Section 5: The duties of the officers shall be those usual to their regular offices.

Section 6: The officers of the organization shall constitute the Executive Board when meeting together for organizational purposes. The Executive Board shall act as an advisory group and steering committee for the organization.

Section 7: Negotiations shall be conducted by a person(s) nominated by the Union President and approved by the Executive Board.

Section 8: Local #1810 members of the Educational Excellence Council (EEC) will be nominated by the Union President and approved by the Executive Board.

Section 9: Upon approval by the Executive Board, the Treasurer is allowed to disburse up to \$500 per item. An expenditure greater than \$500 requires approval from the membership.

Section 10: Upon approval by the Executive Board, the Treasurer is allowed to disburse up to \$1000 to cover a spring social gathering to celebrate retired or forthcoming retirees for that academic year. Unless the membership fund falls below \$2000, each retiree will receive \$50 and a card from the membership during the spring gathering.

Section 11: Per contract language, the use of leave days for Union business must be approved by the Executive Board

Section 12: Vacancies which occur during the year may be filled by appointment by the President with the unanimous consent of the Executive Board, with the exception of a vacancy of the office of President which will be filled by the Vice-President whose office shall be declared vacant. All such appointments shall be subject to the approval of a majority of members present and voting

at the first meeting following the appointment.

Section 13: A member must be in good standing for sixty (60) days before the election to be eligible to hold office.

Section 14: New officers shall assume their duties after their election has been validated (See Article VI, Sec. 8).

Article V. Dues.

Section 1: As of August 1983, membership dues of this organization will be assessed at a rate which will reflect any per-capita increase approved at the State or National Convention. Any other increase will be approved by the membership. (This automatic per-capita increase is to insure that the Local #1810 does not suffer as a result of National dues increases.) The dues will be payable by a payroll checkoff.

Section 2: Each member will be assessed \$5 for the Local #1810 flower fund as part of their annual dues.

Section 3: Dues deduction is irrevocable regardless of union membership, unless the member leaves the bargaining unit or if the member sends written notice to the Union by email, campus mail, or by the United States Postal Service postmarked between August 1 and August 31. Revocation of dues payment ends a person's affiliation with the Union.

Section 4: The President may override Section 3 and end dues payment of a member who wishes to end their affiliation with the Union outside the revocation window.

Article VI. Elections.

Section 1: All nominations and elections shall be conducted in accordance with the Landrum-Griffin Act.

Section 2: The Executive Board shall show no favoritism during Local #1810 election campaigns.

Section 3: Elections shall be held at least 15 days after a notice of elections has been sent by U. S. Mail to each member's home address.

Section 4: Candidates may be nominated by a nominating committee or from the floor.

Section 5: Nominations and elections for Local #1810 office shall be held during a special meeting of the membership in December. Following this meeting, voting will proceed by ballot. Members must vote in person at a polling location and times designated by the election committee, which can include electronic ballots built by the Local's AFT/IFT field office. Election to office shall be by a majority of those voting in the election. At least twenty-five percent of the members in good standing must vote for the election to be valid.

Section 6: The elections will be conducted by the Election Committee, appointed by the President.

Section 7: No proxy or absentee votes will be counted.

Section 8: The results of the vote count will be in writing and published over the signature of the chair of the Election Committee. The results of the election will be considered validated by Local #1810 24 hours or one working day after the vote has been published. A special meeting may be called for the approval of the election results if 25 percent of the active Union membership request it in writing of the current president within twenty-four hours or one working day.

Section 9: The ballots, the tally sheets, the notice of result, and related materials shall be kept for a period of one year after the election by the person in charge of conducting the election.

Article VII. Committees.

Section 1: Standing committees shall consist of the following and may be made up of members from the Executive Board or appointed by the President:

- a. Membership
- b. Publicity and Public Relations
- c. Legislative and Political Education
- d. Grievances and Legal Matters
- e. Social Activities
- f. Parliamentarian
- g. Flower

Section 2: Special committees may be appointed by the President.

Section 3: The Corresponding Secretary will maintain and post a list of all committees and their membership.

Article VIII. Letters of Understanding and Agreement.

Section 1: A Letter of Understanding (LOU) or a Memo of Understanding (MOU) will be prepared to clarify existing contract language. It shall be posted and emailed for perusal and feedback from the members of Local #1810 for five working days. It will then be presented to the Executive Board for approval by $\frac{3}{4}$ of the Executive Board members present before it is signed by the Local #1810 President. If a special meeting is called by the members regarding an LOU or MOU, the LOU or MOU will not be signed until the said meeting occurs. The Executive Board may recommend by majority vote that the LOU or MOU be submitted to the general membership for approval before it is signed.

Section 2: A Letter of Agreement (LOA) will be prepared to complete unresolved contract issues or to cover issues not in the current contract. Unless the letter originated during contract negotiations, it shall be posted and emailed for perusal and feedback from the members of Local #1810 for at least five working days. A Letter of Agreement will require majority approval of the members voting at a regular or special meeting before it is signed by Local #1810 President.

Section 3: Amendment to proposed letters will be out of order at regular or special meetings.

Article IX. Affiliations.

Section 1: Local #1810 shall maintain affiliations with the State Federation of Teachers, the American Federation of Teachers, the AFL-CIO, and the Illinois Valley Federation of Labor Council. The fiscal year shall be from July 1 to June 30 to coincide with the AFT year.

Section 2: The President and Vice President will serve as delegates to AFT/IFT state and national conventions.

Section 3: The Executive Board will determine if the Local will send a full or partial delegation to the AFT/IFT state and national conventions.

Article X. Organization Procedure.

Section 1: This organization shall be governed by the rules of parliamentary procedure as set forth in Robert's Rules of Order by Henry M. Robert.

Section 2: The order of business shall be as follows:

Call to Order
Reading of the Minutes
Treasurer's Reports
Reading of Communications
Reports of Officers and Committees
Unfinished Business
New Business
Adjournment

Article XI. Amendment.

Section 1: Proposed amendments to these by-laws shall be submitted, in writing, at a meeting.

Section 2: Amendments shall be voted on at the first meeting following that in which it was proposed.

Section 3: Amendments to these by-laws shall be approved by a three-fourths majority of those present and voting.

*Revised: January 1983; March 1988; September 2003; January, 2005; October, 2006;
October 2012; September 2018; *October 2023*