

City Colleges Contingent Labor Organizing Committee, IEA-NEA

Bylaws

Article I – Name and Objective

Section A

The name of this organization will be the City Colleges Contingent Labor Organizing Committee (hereinafter referred to as “CCCLOC”), an affiliate of the Illinois Education Association and the National Education Association.

Section B Objective

The main objective of CCCLOC is to protect, maintain, and improve the economic and social interests of its member employees, i.e. part-time academic employees including adjunct professors, vocational lecturers and part-time librarians of the City Colleges of Chicago.

CCCLOC uses the power of collective bargaining with the City Colleges of Chicago in order to secure optimal wages, benefits, and working conditions for its members. CCCLOC works to secure labor rights and protections as prescribed by applicable federal, state, and local laws and to ensure full participation of its members in the decision-making process that affects their employment at the City Colleges of Chicago. CCCLOC will support the organizing of other academic employees in the Chicago area by demonstrating solidarity with other unions.

Article II – Membership

Section A

CCCLOC membership will be open to all employees of City Colleges of Chicago in the bargaining unit represented by CCCLOC.

Section B

CCCLOC will be affiliated with and will comply with the constitution and bylaws of the Illinois Education Association and the National Education Association.

Section C

CCCLOC will not discriminate based upon race; color; national origin; religion; gender, including transgender, non-binary, and transitional status; sexual orientation; age; disability; marital status; or economic status.

Section D: Privileges of Membership

Members will have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Article III – Governance

Section A

CCCLOC’s elected executive officers will consist of the President, 1st Vice President/Grievance Chair, 2nd Vice President/Membership Organizing, Secretary, Treasurer, and Membership Secretary.

Section B

The Executive Committee will consist of the elected executive officers, Region Council Representative(s) and Campus Representatives. The Chairs of all standing committees shall be ex officio (non-voting) members of the Executive Committee.

Section C

Each college campus is entitled to elect at least two (2) Campus Representatives. If a campus has more than twenty (20) members, it is entitled to elect one Campus Representative for each additional twenty (20) members or majority fraction thereof. Campus Representatives will be elected by the members on their respective primary campuses and shall serve on the Executive Committee.

Section D: Executive Committee Duties

The Executive Committee will conduct and supervise the business of CCCLOC, annually adopt a budget which will include at least \$3 per member for arbitration, mediation and fact-finding, 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 Committee shall call upon the IEA Director of Business Services to conduct a financial review or audit of the Association's financial records should they determine circumstances warrant such an audit.

Section E: Meetings

1. The Executive Committee will meet one time per month during the fall and spring semesters and may meet as many additional times as necessary or reasonable to transact its business. Notice must be given at least seven (7) days prior to any regular meeting.
2. A special meeting of the Executive Committee may be called by the President or by the request of a majority of the members of the Executive Committee. Except in cases of emergency, at least three days' notice must be given to all Executive Committee members and business must be limited to that contained in the notice.
3. A quorum of the Executive Committee will consist of the presence of a majority of the officers on the Executive Committee and one Executive Committee member from at least four (4) of the seven (7) City Colleges Campuses.

Section F

No member of the Executive Committee may perform any action counter to these Bylaws, obstruct the ability of the Executive Committee to function, demonstrate behavior that is detrimental to the good of the membership or the local's Code of Conduct, or fail to perform the duties of the office for which the member is elected unless excused by a vote of the Executive Committee.

1. Discipline: In the event that any member of the Executive Committee is accused of performing any action deemed by the majority of the Executive Committee to be unbecoming of a representative of the Association or the local's Code of Conduct if one exists, such a member may be subject to Committee censure. A call for censure must be included on the meeting agenda issued prior to the start of the meeting. A simple majority of those present at a meeting may pass a vote of censure.
2. Recall of an Officer: In the event that any Officer is accused of performing any action deemed by the majority of the Executive Committee to be unbecoming an officer of the Association or otherwise stated in this Section F; such an Officer may be subject to recall from office. Recall may be initiated in two ways. First, one-third (1/3) of the membership may petition for the recall of an Officer. Second, if any Officer or any ten members accuses an Officer of performing any action unbecoming an officer of the Association, the Executive Committee shall follow due process, which consists of 1) advance notification to the Officer being accused; 2) a copy of the accusation(s) in writing; 3) the opportunity for the Officer to review documents used to support the accusation(s); and 4) the opportunity to appear in person before the Executive Committee to respond to the accusation(s). A majority vote of the Executive Committee is necessary to recommend recall. Once a recall petition of the membership is received or a recall vote of the Executive Committee is approved, the Election Committee shall provide at least a fourteen (14) notice to the CCCLOC membership of a membership meeting to address the recall. The notice must include the date, time, and location of the proposed meeting.

Such Executive Officer will be removed upon a vote by two thirds (2/3) of those members voting when at least one-third (1/3) of the membership is present.

3. **Recall of a Campus Representative:** Any Campus Representative may be removed by a two-thirds (2/3) vote of those members voting from the campus who elected that position, provided at least one-third (1/3) of the membership from the campus votes. Such recall election shall be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the eligible membership.

Article IV – Executive Officers

Section A: Duties of Officers

1. **President** – The President will be the chief executive officer with the power and the duty to enforce the bylaws, carry out association policies between executive committee 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 committee, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, prepare agendas and preside over meetings of the executive committee and the membership. Further, the President will have the power and duty to perform all acts generally associated with the nature of the office which are consistent with the bylaws.
2. **1st Vice President** – The 1st Vice President will have the powers and duties of the President in the President's absence, will succeed to the presidency pursuant to the bylaws, will be the chairperson of the grievance committee, and as such will be responsible for handling grievances, and will otherwise have such powers and duties as may be assigned by the President.
3. **2nd Vice President** – The 2nd Vice President will have the powers and duties of the President in the absence of both the President and 1st Vice President. The 2nd Vice President's primary duties are to oversee member organizing, working with the Campus Representatives, to assist the Membership Secretary with servicing members, to assist the 1st Vice President with grievances when requested by the 1st Vice President, and will otherwise have such powers and duties as may be assigned by the President.
4. **Secretary** – The Secretary will maintain the official files and will assist the President and other executive officers with CCCLC correspondence. The Secretary will keep accurate minutes of each Executive Committee meeting and each general membership meeting. The Secretary will be responsible for notifying the membership of meetings, events, and activities.
5. **Treasurer** – The Treasurer will maintain the records of membership, prepare an annual budget subject to approval by the Executive Committee, keep accurate records of expenses and income, and report such records at the Executive Committee meeting and the meetings of the membership. The Treasurer will be responsible for the timely payment of bills, and reconciling the membership rosters to IEA-NEA dues rosters.

CCCLC's banking account(s) shall have three designated signers for all accounts and for all transfer of monies. The signature of two of the three signatories shall be required on all checks. In the instance when any of the three is the payee of the check, the remaining two designated signatories shall sign the check.

6. **Membership Secretary** – The Membership Secretary shall be responsible for keeping the membership database updated and shall assist the 2nd Vice President and campus representatives in membership recruitment. The Membership Secretary shall assist the Treasurer in preparing, verifying and reconciling accurate membership records. Each academic semester, the Membership Chair shall prepare and distribute to all campus representatives rosters of the members and non member adjuncts/lecturers at their respective campus.

Section B: Terms and Term Limits

1. The term of office for Executive Officers, campus representatives, and delegates to Region 67 will be two (2) years, and will commence on June 1 following their election. However, in the case that the results of the election are challenged with the IEA, any officer(s) of those office(s) challenged shall assume office in accordance with rules and procedures as prescribed by the IEA with regard to challenges to elections.
2. The terms of Executive Officers shall be limited to three (3) two (2) year terms in any one office. Campus Representatives and delegates to Region 67 shall not be subject to term limits.
3. If an Executive Officer is appointed to fill a vacancy for the remainder of a two (2) year term, he or she may run for another term so long as it does not exceed the six-years-term limit in any one office.
4. Upon the termination of his/her office each Officer and Committee Chair or Committee Member shall transfer to the Association all funds, records, accounts and other assets in his/her possession within ten (10) days of leaving office.

Section C: Vacancies

A vacancy occurring by reason of death, resignation, incapacity or other disqualification shall be filled as follows:

1. In the event a vacancy occurs in the office of the President, the 1st Vice President will automatically become President for the remainder of the unexpired term. In the event the 1st Vice President is unable or unwilling to serve, the 2nd Vice President shall automatically assume the presidency. If a vacancy occurs in any other office or Campus Representative position, the President will appoint a successor for the remainder of the unexpired term with the consent of the Executive Committee.
2. An office shall be declared vacant if the officeholder has not been employed by the City Colleges for more than two (2) consecutive semesters not including the summer term or is not actively performing the duties of the elective office for more than ninety (90) consecutive days of a semester. To assume any elective office, a member must be employed by the City Colleges of Chicago at the time of election or appointment.

Article V – Campus Representatives

Section A: Duties of Campus Representatives

The campus representatives will be members of CCCLOC, elected by the members at their campus in accordance with Article III, Sec. C. Their duties are to provide communication between CCCLOC leadership and the members at their designated campus. The campus representatives will distribute materials to members and conduct informative campus meetings. The campus representatives will recruit volunteers on their respective campus to assist them in promoting and carrying out CCCLOC activities and to generate support for CCCLOC positions and programs. The campus representatives will assist the 2nd Vice President and the Membership Secretary in recruiting new CCCLOC members. They will also report potential grievances on their respective campuses to the 1st Vice President (Grievance Chairperson). They are voting members of the Executive Committee.

Section B: Training

CCCLOC will provide training to Campus Representatives in order to keep the membership informed of CCCLOC activities and positions and provide incentives for attracting and retaining the Campus Representatives.

Article VI– Regional Council Representative(s)

Section A: Duties of Regional Council Representative(s)

1. IEA-NEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Committee and membership as necessary. 2. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Section B: Elections and Terms

The election of a Regional Council Representative and alternate shall be as prescribed by the IEA-NEA Bylaws. The term shall be for two (2) years and shall commence on the June 1 following the election.

Section C: Vacancies

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 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 (30) percent of the membership.

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 VII – Elections

Section A

The election for Executive Officers and Campus Representatives shall be conducted in April of each even numbered year.

The standing committee on elections will conduct the elections of Officers, Campus Representatives, and Regional Council Representatives. This Committee will be composed of a Chairperson and two members appointed by the President and approved by the Executive Committee. No person running for office may serve on the Election Committee for that election. The make up of this Committee will be finalized by March 15 prior to the scheduled election.

Section B – Duties

1. Establish a calendar for the nomination and election process, which provides 15-day notice of the election to members. The committee will submit this calendar to the Executive Committee, including the campus representatives, who will then disseminate said calendar to the members on their respective campuses.
2. Establish procedures for nominations of candidates, dissemination of notices concerning the election and conduct of the election, and tabulation of the ballots, consistent with procedures established by the IEA Elections Committee.
3. Hear initial election challenges as detailed in Section F.1 below.

Section C – Vacancies

Should a vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy will be filled in the manner of the original appointment.

Section D – Nominations

Reasonable notice will be given for nomination to all offices to be filled. Notice will include time, place, and method for submitting nominations. Nominations for each Executive office will be open to all members in good standing. Nominations will be open for Campus Representatives to all members in good standing at the respective campus. All members whose names are submitted to the Nominating Committee will be on the election ballot provided that they are members in good standing, are eligible to serve a full term, and accept the nomination for the office.

Section E – Elections

1. All elections will be conducted by open nomination and secret ballot. A write-in provision is required if the number of declared candidates is less than the number of positions available.
2. All active dues paying members must be afforded the opportunity to run for and vote in any election representing active members. Members of CCCLOC who remain bargaining unit eligible shall also be entitled to these rights for local elections.
3. All election procedures will be consistent with Regional, State and Federal requirements.
4. Offices Governed by this Article: All Local Officers, Campus Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.
5. Runoff Elections. 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. However, elections for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes, except where a candidate is elected as a delegate by virtue of being elected as a local officer. Runoff elections will be run in the same manner as the original election.
6. Results of the Election. The results of the election must be published in a timely manner that allows members to obtain the information without unusual effort.

Section F – Election Challenges

Any member desiring to challenge the conduct of any election must file a written challenge according to the procedures as follows:

1. Local Level - Initial challenges to all local elections governed by this Article will be filed with the Local Elections Committee. Such challenges must be made no later than 7 calendar days of issuance of the election results. The Election Committee will issue its response within 72 hours of receipt of said challenge.
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2. Region, State and National Level - Consult the region, 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– Committees

Section A - Appointment

Committees may be established on an ad hoc basis by the Executive Committee. The President shall appoint members to standing and ad hoc committees and designate the chairperson with the consent to all appointments by the Executive Committee.

Section B – Standing Committees

1. **Elections**, this committee will conduct and oversee all elections and voting on contracts, bylaw changes, and special issues.
2. **Negotiations**, this committee shall handle all contract negotiations with City Colleges Management. In addition, this team will participate in labor management meetings and special contractual concerns. The President oversees this committee.
3. **Political Action**, this committee shall participate in and conduct recommendation hearings and meeting regarding candidate endorsement and support.
4. **Media/Communications**, this committee shall prepare and publish media and other communication

designed to promote the local activities, accomplishments, and events.

5. **Pension/Benefits**, this committee shall participate in hearings and meetings and report to the membership on pension and benefits changes or proposals.

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). The effected members (or a designated representative if there are several grievants) have a right to address the Committee before the Committee decides whether to take the matter to arbitration.

Article X - Dues

Annual local dues shall be established by the membership at 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 XI – Notice

Wherever the word “notice” or “notification” is used, notice may be given by personal delivery, on paper, electronically or other method to reasonably assure receipt by the necessary parties.

Article XII – Voting

Unless otherwise provided herein, the adoption of all business by the executive committee and the membership will be determined by a majority of those voting. Proxy voting is not permitted.

Article XIII – Parliamentary Procedure

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

Article XIV – Meeting of the Membership

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Section A

At least one general membership meeting will be held per semester at a time and place determined by the Executive Committee.

Section B

A special meeting may be called by the President, a majority of the Executive Committee, or a petition by thirty (30) percent of the membership. An agenda shall be distributed to the membership at least (7) days prior to the meeting.

Article XV – Savings Clause

If a portion or portions of these bylaws are found to be inconsistent with state or federal law, such provisions to the extent that they violate the law will be considered deleted and of no force and effect. However, the remaining bylaws will remain intact and enforceable.

Article XVI – Amending the Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of those members voting at a membership meeting provided the CCCLOC membership was sent electronic notification of the meeting at least fourteen (14) days prior to the meeting. The electronic notification must include the date, time, and place of the meeting and the language of the proposed amendment.

Adopted:

Amended: April 13, 2024

