

WAUBONSEE COMMUNITY COLLEGE
FACULTY COUNCIL
LOCAL 604
IFT/AFT

CONSTITUTION

Revised August 2003
Amended August 20, 2004
Amended January 2005
Amended August 2005
Amended September 2006
Amended September 2009
Amended September 2010
Amended August 2012

ARTICLE I

Name

This organization will be known as the Waubensee Community College Faculty Council, (WCCFC), American Federation of Teachers Local number 604.

ARTICLE II

Objectives

The objectives of this organization will be:

- Section 1: To foster associations among teachers and professionals involved in instructional support into relations of mutual assistance and cooperation.
- Section 2: To obtain for them the rights to which they are entitled.
- Section 3: To raise the standards of the teaching and instructional professions by securing the conditions essential to the best professional service.
- Section 4: To promote such as democratization of the college as will enable it better to equip its students to take their places in the social, economic, and political life of the community.
- Section 5: To promote the welfare of all students by providing progressively better educational opportunities.
- Section 6: To uphold the equal treatment of all faculty while in performance of their collegiate duties, without regard to non-merit factors, which include but are not limited to race, religious preference, ethnicity, national origin, gender, marital status, disability, age, or sexual orientation.
- Section 7: To advance the general welfare of the college.

ARTICLE III

Membership

- Section 1: Full-time certified employees of Waubensee Community College, specifically including teachers, librarians, counselors, coaches, and nurses are eligible for membership.
- Section 2: Other full-time support staff and educational employees, including clerks, typists, audio-visual aids personnel, teacher aids, and other para-professionals, are eligible for membership. Newly created positions may be eligible for Council membership is approved by a 3/4 vote by the Senate and a majority vote by the full membership. Administrative and supervisory personnel cannot be Council members.
- Section 3: Teachers in public or private institutions outside the jurisdiction of this local may be admitted to non-voting membership until such time as a local is chartered in their jurisdiction.
- Section 4: No discrimination will ever be shown toward individual members or applicants for membership because of race, religious preference, ethnicity, national origin, gender, marital status, disability, age, sexual orientation, or any other non-merit factor.
- Section 5: A member may be expelled for acts deemed to be detrimental to the objectives and mission of the WCCFC upon presentation of documented written charges signed by at least $\frac{1}{2}$ of the total WCCFC voting membership and approved by at least $\frac{3}{4}$ of the WCCFC Senate. The member will have the right to appeal the decision to the membership at the following membership meeting and will be immediately be reinstated with full rights if a majority of the voting members present vote to reinstate.
- Section 7: Any member who fails to pay dues upon request (plus 90 days grace period) will be placed on non-voting membership status.

ARTICLE IV

Officers

- Section 1: The following officers will be elected biennially by the WCCFC:
- a. President
 - b. Vice-president
 - c. Secretary
 - d. Treasurer
- Section 2: Membership in good standing in the WCCFC, IFT, and AFT for at least one year is required to hold office.
- Section 3: Vacancies in any office will be temporarily filled by the WCCFC Senate until the next general membership meeting at which time an election will be held to elect a new officer to fill the vacancy.
- Section 4: Tenure in any one office may not exceed two consecutive terms without a one-term interim.
- Section 5: The four officers specified above, along with the WCCFC Senator for Local 604, shall represent the Council's Executive Committee, which shall meet monthly during the regular academic school year, call additional Senate meetings, prepare Senate agenda, meet regularly with administration, liaison with Local 604, and otherwise coordinate WCCFC activities and articulate Council policies.

ARTICLE V

Committees

- Section 1: The following standing committees will be active in this Council:
- a. Grievance Committee;
 - b. Elections Committee;
 - c. Social Committee;
 - d. Audit Committee;
 - e. Long-Range Planning Committee;
 - f. Scholarship Committee.
- Section 2: Any special committee the majority of members, majority of Senators, or the President deems necessary may be established for

a period of one year. Such committees may be re-established annually.

Section 3: Chairs of each of the standing committees will be appointed by the President with the approval by 2/3 vote of the WCCFC Senate. Committee chairs will serve as *ex officio members of the WCCFC Senate*. This section is not intended to require an election except when called for by a member of the Senate.

Section 4: The committee chairs will seek to recruit a diverse membership from the Council at large.

ARTICLE VI

The Senate

Section 1: The Senate of this Council will consist of the following:

- a. All elected officers
- b. One representative from each of the teaching divisions of the college and one representative from the counseling/librarian staff to be elected to one year terms. Council members may also make provisions to provide for a temporary substitute and will communicate such provisions to the Council vice-president.
- c. Chairs of standing committees, who will serve as *ex officio members*.

Section 2: Vacancies in Senate offices will be filled by the affected teaching divisions and/or counseling/librarian staff. Failure to do so within a four week period will result in the forfeiture by that particular division/staff of its formal representation in the senate, including voting rights, for the remainder of the academic year, which will necessitate the lowering of the quorum number.

Section 3: If no individual from a teaching division or the counseling/librarian staff agrees to serve on the WCCFC Senate, another Council member may be appointed by the Council President after consultation with the officers and the affected teaching divisions and counseling/librarian staff to represent the interests and concerns of the affected teaching division or the counseling/librarian staff.

- Section 4: The WCCFC Senate will administer the policy of this Council as set by the members. It will have the power to act for the good of the Council in emergency situations where the policy cannot be set by the membership.
- Section 5: The chair of the WCCFC Senate will be the Vice-president.
- Section 6: The WCCFC Senate will meet a minimum of three times a semester. The first meeting shall be held within one month of semester orientation, the second meeting shall occur between the sixth and tenth week of the semester, and the third meeting shall be held during the final three weeks of the semester. Additional meetings shall be convened at the convenience of the Council Executive committee. Senate quorum shall consist of at least fifty percent of the senators.
- Section 7: The time and place of WCCFC Senate meetings will be set by the Senate and made available to each Council member.
- Section 8: The WCCFC Senate will have the power to employ all personnel including an executive negotiator, clerical help, legal counsel, and other persons of a full or part-time basis as may be determined by the needs and finances of the Council.
- Section 9: The WCCFC Senate will have the power to make contracts and incur liabilities that may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Council purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or trust of all or any of its property and income.
- Section 10: At the beginning of each contract negotiation period, the WCCFC Senate will appoint principal negotiators and such additional persons it deems appropriate.
- Section 11: All matters considered by the WCCFC Senate will be decided by a majority of those members present and voting.
- Section 12: The WCCFC Senate will report its activities upon request at each regular membership meeting.
- Section 13: Senators will be elected in the annual fall meeting of the Council.

ARTICLE VII

Affiliations

- Section 1: This Council will maintain affiliation with and whenever possible send delegates to the following organizations per the latter's election protocol:
- a. The American Federation of Teachers
 - b. The Illinois Federation of Teachers
 - i. This will include any Senator(s) to IFT Local 604, who will be elected to a two-year term(s) at the same time Council officers are elected.
 - c. The local AFL-CIO Trades and Labor Assembly;
 - d. The Illinois AFL-CIO Labor Council.
- Section 2: All delegates will make reports to the WCCFC Senate on meetings attended.
- Section 3: Every reasonable effort will be made by this Council to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.
- Section 4: The WCCFC to the best of its ability will be active in the affairs of affiliated organizations.
- Section 5: Delegates to affiliated organizations will meet the same requirements as officers of WCCFC (must be a member in good standing for at least one year).

ARTICLE VIII

Duties of Officers

- Section 1: The President will preside at all meetings of the WCCFC. He/she will be an *ex officio* member of all committees (except the audit committee), will sign all necessary papers and documents, report to the membership on the status of the union, and represent the WCCFC when and where necessary. The President will be a member of the WCCFC Senate.
- Section 2: The Vice-president will perform all duties of the President in the absence of that officer and will be a member of the WCCFC

Senate. In addition the Vice-president will chair the WCCFC Senate.

Section 3: The Treasurer will perform the following functions:

- a. Will be a member of the WCCFC Senate but will not serve on the Audit Committee.
- b. Receive, record, and deposit in the name of the WCCFC all monies from dues and all other sources.
- c. Keep the membership roll, issue receipts, and delinquent notices as needed.
- d. Forward all per capita dues and current membership lists to the national office of the American Federation of Teachers and to other affiliated organizations to keep the WCCFC in good standing at all times.
- e. Keep adequate financial records available at all times for the WCCFC Senate.
- f. Pay all authorized bills, retaining voucher or invoice for same.
- g. Make financial reports and recommendations at regular meetings of the membership including presentation of an annual budget at the first senate meeting of the school year.
- h. Arrange with an accountant for an annual audit and the preparation of any necessary tax returns.
- i. Consult annually with the Auditing Committee on the state of Council finances

Section 4: The Secretary will perform the following duties:

- a. Be a member of the WCCFC Senate.
- b. Record, maintain, and publish written minutes as appropriate of all Senate meetings, membership meetings, and other meetings, as the President or Senate will direct.
- c. Record, maintain, and publish as appropriate this Constitution and its By-Laws, specifically adhering to the provisions of Article XIV (note: this article concerns the availability of the constitution to the members) of this Constitution.
- d. Receive, maintain, answer, and initiate such Council correspondence as directed by the President of a majority of the Senate.
- e. Maintain all files necessary for the good and well being of the Council.

- f. Maintain one published copy of Robert's Rules of Order, keep-said copy at all Council and Senate meetings, and function as Parliamentarian at such meetings.

Section 5 Officers, including members of the Senate, may be removed by the following process:

- a. Notification of intent to remove by a petition signed by one-third of the Council membership presented during a WCCFC Senate meeting
- b. A three-fifths vote by the voting Senators to recommend removal to the Council as a whole.
- c. A three-fifths vote by the assembled Council membership at a regular or special membership meeting in favor of removing the particular officer.

Section 6 Removal from office will not be in anyway interpreted as to jeopardize a member's status in the Council, nor will it be deemed grounds for precluding the member from again running for office or the WCCFC Senate.

ARTICLE IX

Duties of Committees

Section 1: The Grievance Committee will act on all grievances submitted in writing to the Senate. It will present to the Senate a procedure for handling grievances.

Section 2: The Elections Committee will receive nominations for Council officers, send election notices to all members certified as qualified to vote by the Treasurer for Council officers or on any substantive matters requiring a sealed ballot, receive completed ballots, and certify elections.

Section 3: The Social Committee will arrange such programs and entertainments and perform such duties as the Council may direct.

Section 4: The Audit Committee will review all Council financial transactions and records on an annual basis and prepare a formal report for Council officers and membership for presentation at the fall membership meeting.

- Section 5: The Long-Range Planning Committee will consider strategic goals in relation to Council activities, including but not limited to organizational structure, institutional governance, quality of instruction, and contract negotiations.
- Section 6: The duties of special committees will be determined by the establishing authority and will be carried out by those committees.
- Section 7: Chairpersons of all standing and special committees will prepare and present individual reports to the WCCFC Senate on an annual basis in addition to other reports requested by the President and/or Senate.

ARTICLE X

Elections

- Section 1: During the first week of November of even-numbered years, the Election Committee will send a written request for nomination for Council officers and IFT Local 604 Senator(s) to all qualified members of the Council. The nominations will be open for seven calendar days after written request has been sent; the deadline will be indicated on the nomination form. All nominations will be written.
- Section 2: The Election Committee will then send a written notice to each member nominated requesting his/her signature indicating whether he/she accept or reject the nomination to the office or offices [excise] for which he/she have been nominated. The nominees will be given seven calendar days from the date of notification to reply; the deadline will be indicated on the nomination notice. If the nominee does not provide a written reply before the deadline, the nomination will be considered rejected.
- a. While Council members may be nominated for as many as all four offices, nominees may only be a candidate for one officer per election.
 - b. The Council President will automatically serve as IFT Local 604 Senator. Other IFT Local 604 Senator(s) will be chosen by the membership as described herein.
- Section 3: Election to Council offices will be by a majority of those voting in the election. Should any election of an officer result in less than a majority vote, the Election Committee shall proceed to schedule a run-off election between the two candidates receiving the greatest number of votes to be held within seven calendar days of the original vote. The election process will be completed by December 7 and the new officers and IFT Local 604 Senator(s) will take office on January 1.
- Section 4: Whenever 15% of Council members petition orally or in writing to the President that any given issue before the WCCFC which requires a vote be designated as "Important Matter," the President will so designate that matter.
- Section 5: Any issue may be

Odesignated by the President as an "Important Matter". However, all "strike," "work stoppage," or similar actions will be designated "Important Matters."

- Section 6: The voting method on "Important Matters" will be as follows:
- a. All WCCFC voting members may vote "aye," "nay," or "abstain" on ballots marked in secret and sealed.
 - b. The vote may be taken either in general membership meetings or by use of the campus mail.
 - c. Members absent from meetings on "Important Matters," where these votes are taken must exercise their right to vote within two working days, and by secret and sealed ballot, or forfeit their right to vote on the issue under consideration. The Elections Committee will send ballots through the campus mail to members absent from meetings where "Important Matters" votes were taken.
 - d. A motion to take a strike or work stoppage vote requires a 24-hour delay before the balloting may begin.
 - e. All "Important Matters" votes will be decided by a simple majority of the full membership, except strike or work stoppage votes, which require 2/3 of the full membership.

Section 7: For all written ballots, the Election Committee will prepare a ballot and provide it to all members qualified to vote. The members will have up to seven calendar days from the date of mailing to return the ballot to the committee, except as provided in Section 6c (above). The deadline will be indicated on the ballot.

ARTICLE XI

Meetings

Section 1: The time and place of regular membership meetings will be fixed by the WCCFC Senate.

Section 2: The regular membership meetings of the WCCFC will be held at least once each fall and spring semester and only while the college is in the regular fall and spring sessions.

Section 3: Membership meetings may be called as necessary by the President, or by the Senate, or by at least a majority of the members of the Council in a signed notice. Notice of such meetings must be made public at least 72 hours in advance of such meetings.

Section 4: A quorum will consist of thirty percent of the total membership.

ARTICLE XII

Finance

Section 1: The regular annual dues for WCCFC may be evaluated and set annually by the Senate and approved via secret ballot by a majority of the voting membership present at the first fall WCCFC meeting.

Regular dues will be increased without a poll of the membership only as necessary to reflect periodic increases in dues owed by WCCFC to national, state, and local affiliates. The increase is to be no more than the proportionate increase in dues owed at the national, state or local affiliate levels. Members will be notified of the dues rate by the Treasurer as such need arises.

Section 2: Upon documented written presentation of extraordinary circumstances, the Senate may propose a one time special assessment fee, which must be approved via secret ballot by a majority vote of the membership during the first fall WCCFC meeting.

Section 3: The typical dues year will be from September 1 through August 31.

Section 4: Dues may be paid:

- 1) directly to the Treasurer in one annual lump sum payment or in pro-rated monthly payments;
- 2) or through the WCC payroll deduction system pro-rated per paycheck and paid to the WCCFC account.

Section 5: At the conclusion of contract negotiations, the Senate will allow for the disbursement of a fee at the rate of four times the individual annual dues to the principal contract negotiators with the apportionment of such fee determined by the principal negotiators.

Section 6: Officers shall have their individual dues reimbursed by the membership at the end of the academic year, or at the end of their terms on a *pro rata* basis for those officers unable to finish their complete terms.

Section 7: Additional finances may be obtained by various fund raising activities of the WCCFC membership with prior approval of a majority vote of the Senate

ARTICLE XIII

Rules of Order

Robert's Rules of Order, Revised, will govern in all cases not covered by this constitution or by the By-Laws of the WCCFC.

ARTICLE XIV

Amendment

This constitution may be amended as follows:

Constitutional amendments may be submitted to the WCCFC Senate, or the Senate may initiate amendments. After having received two-thirds vote of the Senate, the amendment will be submitted to each member. A majority vote of all members by secret ballot will be sufficient for adoption.

Amendments to the Constitution shall be written into the document, superseding antiquated language. The Secretary shall insure that previous written and electronic versions of the Constitution be kept for future reference and will keep similar copies of all proposed amendments.

ARTICLE XV

Availability of Constitution

Section 1: Three copies of this Constitution and all future amendments will be submitted to the national office of the American Federation of Teachers by the Secretary.

Section 2: Copies will be made available by the Secretary to other affiliated organizations upon request.

Section 3: Copies will be available for any members of the WCCFC upon request to the Secretary.