

# ***CONSTITUTION AND BY-LAWS***

## ***COOK COUNTY COLLEGE TEACHERS UNION Local 1600***

American Federation of Teachers  
208 West Kinzie  
Chicago, IL 60654

This is the final Constitution and By-Laws as voted and ratified by the CCCTU House of Representatives  
on November 19, 2010.

Motion to change the name and mission of Gender Equity Committee approved on September 18, 2020.

Motion to change the name and mission of the Research-Data Committee approved on January 15,  
2021.

**Constitution and By-Laws**  
**COOK COUNTY COLLEGE TEACHERS UNION**

**CONSTITUTION**  
**PREAMBLE**

We the College and University Teachers, Librarians, classified staff, mid-managers, pro-techs, counselors, security & police, and other specialized higher education personnel in Cook County eligible for membership, declare this Union to have the following purposes:

1. To increase the usefulness and advance the ideals, standards, and welfare of its members.
2. To promote the interests of the public, the students, and the faculty in higher education programs.
3. To safeguard the guarantees of academic freedom and tenure.
4. To cooperate with teacher organizations and with organized labor to achieve democratic practices.
5. To seek and attain these objectives by orderly democratic processes.
6. To take no position on social and political matters except by a referendum of the Membership; however, by a three-fifths vote of the Union House of Representatives, the Union may endorse and otherwise support candidates for state or national office in an Election.

**ARTICLE I**

**Name and affiliations**

**Section 1:** The name of this organization shall be the Cook County College Teachers Union, chartered as Local 1600 by the American Federation of Teachers (AFL-CIO).

**Section 2:** This Union shall be directly affiliated with the Chicago Federation of Labor, the Illinois Federation of Teachers, and the Illinois State Federation of Labor.

**Section 3:** Delegates to meetings of these affiliates shall be determined in accordance with rules set by these affiliates and the Cook County College Teachers Union By-Laws.

## ARTICLE II

### Membership

**Section 1:** Full membership shall be open to full and part-time teachers, librarians, counselors, mid-managers, pro-techs, security and police, retired members and other specialized personnel designated as eligible in the By-Laws, in all Cook County colleges which do not have a local of their own.

**Section 2:** All members on sabbatical or paid leaves shall be considered full members and shall pay full dues.

**Section 3:** Associate membership shall be open to members on unpaid leaves of absences, and other eligible for membership at Cook County colleges and universities, which do not have a separate local of their own. Associate members may attend general membership meetings and have the right to the floor therein, but shall not have the right to vote or hold office in the Union, or sign nominating petitions.

**Section 4:** Any 35 or more full members in a Cook County college or branch of a college shall constitute a chapter. Members who are part-time employees count as a member for purposes of determining chapter status and representation in the House of Representatives.

(a) The membership shall be divided into the following chapters and divisions:

1. A City College Faculty Division shall take in all faculty chapters in the Chicago City Colleges. Professionals, security, training specialists, and counselors shall also be part of the City Colleges Division.
2. A suburban Community College Faculty Division shall take in Cook County public colleges, which do not have a local of their own.
3. A City College Clerical and Technical Personnel Division shall take in all clerical and technical personnel in the Chicago City Colleges.
4. A suburban Community College Classified Staff Division shall take in all classified personnel in the Suburban Community Colleges in Cook County.

(b) Functional chapters of specialized personnel shall be established as approved by the House of Representatives.

(c) Questions of policy, which affect only one division, may be decided by that division. However, in the event of conflict between a policy decision of a division and a policy decision of the House of Representatives, the policy decision of the House of Representatives shall take precedence.

**Section 5:** In voting for vice-presidents, as specified in Article IV, the members shall be divided into the following divisions: the City Colleges Division, the Suburban

Community College Faculty Division, the City Colleges Clerical and Technical Personnel Division, and the Suburban Community College Classified Division. Each Division will elect one Vice-President as its representative on the Executive Board.

**Section 6:** General membership meetings shall be held at least twice yearly.

**Section 7:** Special Membership meetings may be called by the Executive Board or upon petition of five percent (5%) of the total membership, on at least seventy-two (72) hours' notice to the membership.

**Section 8:** Membership in this Union is forfeited by being more than one-half year in arrears in dues, special assessments, and fines, or for such other causes as specified in the By-Laws.

**Section 9:** Any former member of the Union may be reinstated in membership by procedures provided in the By-Laws.

### **ARTICLE III**

#### **Dues, Assessments, Initiation Fees, Finance**

**Section 1:** Annual dues shall be set by the House of Representatives, in accordance with procedures set forth in the By-Laws.

**Section 2:** Assessments for unusual expenditures shall be set by the Executive Board subject to ratification by the House of Representatives and the membership.

**Section 3:**

(a) The House of Representatives shall have the power to establish fines for specific violations of decisions made by (1) a general membership meeting, (2) a referendum of the membership, or (3) by the House of Representatives. However, no fine may be imposed or any other punishment enacted ex post facto. Except as in paragraph "b" below, no fine may be imposed or any other punishment enacted except by recommendation of a special judicial committee approved by the House of Representatives. In any such proceeding, the accused member or members shall have the right to appear, answer charges, call witnesses in the accused behalf, cross-examine witnesses, and generally make use of all the procedural rights which exist in the law.

(b) Any Union member who crosses official Union picket lines during a strike authorized by this Union shall pay an amount to the Union Treasury equal to the member's net pay during the days the violation continued and any other penalties authorized by the House of Representatives or shall forfeit Union membership.

(c) If any Union member desires a hearing regarding the violation of Union policy, the member shall have the right to appear before a special meeting of the Executive Board, answer charges, call witnesses in the member's behalf, cross examine witnesses, and be represented by counsel.

(d) A fine against a Union member, levied pursuant to the preceding subsections (a) or (b), may be reduced, compromised or forgiven by the Executive Board upon the recommendation of the Treasurer and one other officer. One officer shall be from the same division as the member whose fine is involved. The House of Representatives may reduce, compromise, or forgive all fines levied against Union members pursuant to action taken with regard to a strike pursuant to subsection (b) above. Such action shall be subject to whatever conditions or policy as may be declared by the House of Representatives.

## **ARTICLE IV**

### **Elective Officers**

**Section 1:** The officers shall consist of a President, Secretary, Treasurer, Legislative Representative, Chair of the Union Grievance Committee, and one Vice-President to represent each active division.

**Section 2:** The officers shall be elected every three (3) years by this Union and may be re-elected, according to procedures set forth in the By-Laws.

**Section 3:** When any office shall become vacant, it shall be filled by the House of Representatives until the next regularly scheduled election. However, when the office of the President shall become vacant, the House of Representatives shall elect an acting president. The candidates for acting president shall be limited to the seven elected officers. This duly elected officer shall become acting President, and shall serve until the next regularly scheduled election.

## **ARTICLE V**

### **Committees**

**Section 1:** Standing Committees shall be established by the House of Representatives upon the recommendation of the President. The number, names, and functions of Standing Committees shall be as set forth in the By-Laws.

**Section 2:** The appointed Chair of all Standing Committees shall be voting members of the Executive Board and shall have the right to speak but not vote at meetings of the House of Representatives.

**Section 3:** The Chair of the Standing Committees, except for the Chair of the Legislative Committee, and the Chair of the Union Grievance Committee shall be appointed by the President and ratified by majority vote of the Executive Board. Chair of Standing Committees, except the Chair of the Legislative Committee and the Chair of the Union Grievance Committee shall be appointed for a term of three years and shall serve until their successors are selected.

**Section 4:** Special Committees shall be established by the House of Representatives as needed. The Chair and members of Special Committees shall be appointed by the President with the approval of the House Representatives. Special Committees shall be established for periods not to exceed six months, and they may be extended for additional periods not to exceed six months with the approval of the House of Representatives.

## ARTICLE VI

### Executive Board

**Section 1:** The Executive Board of the Union shall include all elected Union officers, the Chair of all Standing Committees, the Assistant to the President, and the Chapter Chair from each Chapter. When a Chapter Chair is unable to attend an Executive Board meeting, the Assistant Chapter Chair may attend instead and shall have the rights of an Executive Board member.

**Section 2:** Subject to direction and sanction by the House of Representatives, as provided in the By-Laws, the administration of this Union shall be the responsibility of the Executive Board.

**Section 3:** The Executive Board shall have the power to carry on all the business affairs of the Cook County College Teachers Union (CCCTU), including, without limitation, the power to do on its behalf any or all of the following:

- 1) to sue and be sued, complain and defend on behalf of and for the use of the CCCTU;
- 2) to employ attorneys and counselors to advise the Executive Board and the officers and employees on all matters pertaining to its business and affairs;
- 3) to employ accountants, agents and other persons having skills and knowledge needed in the conduct of the business;
- 4) to adopt an official seal, which may be altered at pleasure, and to use the same by causing it or a facsimile thereof to be impressed or affixed or in any manner reproduced;
- 5) to purchase, take, receive, lease as lessee, take any gift, devise or bequest or otherwise acquire and to own, hold, use, deal in or with any real or personal property or any interest therein;
- 6) to sell convey, mortgage, pledge, lease as lessor and otherwise dispose of all or any part of its property and assets;
- 7) to purchase, take, receive or otherwise acquire, own, hold, vote and use shares or other interesting or obligations of domestic or foreign corporations, associations, partnerships or individuals; and to sell, mortgage, loan, pledge or otherwise dispose of such shares;

- 8) 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 CCCTU 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 deed of trust of all or any of its property and income;
- 9) to invest the funds of the CCCTU from time to time in any real or personal property; and to take and hold real and personal property as security for the security of funds so invested or loaned; and
- 10) to do anything they deem necessary or appropriate to the exercise of the foregoing powers or any other powers granted to the Executive Board in this Constitution.

## **ARTICLE VII**

### **House of Representatives**

**Section 1:** The House of Representatives is the policy-making body of the Union and shall have the power to legislate on all matters pertaining to this organization.

**Section 2:** The House of Representatives shall consist of all elected Union officers, the Chairs of all Standing Committees, and representatives from each college, university, or branch of a college or university, or functional chapter on the basis of one representative for every 35 members or major fraction thereof, of which the first such entitled representative shall be the Chapter Chair, provided that every college, university or branch of a college or university, or functional chapter, shall be entitled to at least one representative if it has at least 10 members. (The Assistant to the President shall have the right to speak but not vote at meetings of the House of Representatives).

**Section 3:** Representatives will be elected for three year terms, according to procedures set by the By-Laws, and may be re-elected. However, no member may be a candidate or hold, at the same time, more than one office carrying voting membership in the House of Representatives. Specifically, no member may be a candidate for, or hold the office of, chapter chair or assistant chair while also being a candidate for or holding the office of one of the eight elected local-wide offices. A member also may not run for, or serve, for two offices at the chapter level when both provide a vote in the House of Representatives. A local-wide officer may, however, hold any other chapter office which does not provide a vote in the Local 1600 House of Representatives.

## **ARTICLE VIII**

### **Amendments and Referenda**

**Section 1:** This Constitution, with the exception of this article, may be amended by a two-thirds vote at any meeting of the House of Representatives, provided that notice of the proposed amendment, with a copy thereof, was in the call of the meeting, and provided also that the amendment was published to the membership not less than ten days prior to the meeting.

**Section 2:** Any question, including amendments to this Constitution, shall, on the recommendation of the Executive Board, or on recommendation of the House of Representatives, or on petition often percent of the membership of the Union, be decided by referendum of the full members of the Union, a majority of the full members deciding the issue. Voting on the referendum must take place no more than 45 days after the question has been submitted except in summer months.

## **ARTICLE IX**

### **Rules of Order**

**Section 1:** Robert's Rules of Order, Revised, shall govern in all cases not covered by this Constitution or by the By-Laws of this Union.

## **ARTICLE X**

### **Quorum Rules**

**Section 1:** One-half of the membership of the Executive Board shall constitute a quorum for that body.

**Section 2:** One-half of the membership of the House of Representatives shall constitute a quorum for that body.

**Section 3:** One-tenth of the local membership shall constitute a quorum at a general membership meeting.

## **ARTICLE XI**

### **Enabling Article**

**Section 1:** This Constitution shall become effective when approved by a majority of the membership.

## **BY-LAWS** **ARTICLE I**

### **Procedure to Establish or Reinstate Membership**

**Section 1:** Application for membership or for reinstatement of membership in this Union shall be made on a form prescribed by the Executive Board. Such application must be signed by the applicant and countersigned by a Chapter Representative, the Chapter Chair, or a member of the Executive Board. The Chapter Representative or the Chapter Chair shall turn over all applications for membership with dues payment to the Treasurer who shall issue a



receipt for dues payment on a form prescribed by the Executive Board, unless membership dues are paid by dues checkoff. A person shall qualify for full membership if the member is teaching or otherwise employed in a college or university in work regarded as acceptable by the Executive Board at least half of the load or time the member's department or office regards as normal full-time employment. Associate membership shall be open to members who retire and to all others who do not meet the requirement that they be employed at least halftime at a college or university but who qualify in all other respects.

**Section 2:** The Treasurer shall present to each meeting of the Executive Board all applications for new membership and for reinstatements, and the Board shall act thereon.

**Section 3:** Application for reinstatement of membership when membership is lost due to arrears in dues shall be accompanied by a year's dues paid in advance, except that the latter requirement shall be waived if the member elects to go on Dues Checkoff. Application for reinstatement of membership when membership is lost because of failure to pay special assessments or fines shall be accompanied by the amount of such special assessment or fine, and shall then follow the procedure described in the first paragraph of this section.

**Section 4:** A form of Union membership card shall be adopted by the Executive Board. The Treasurer shall have sole custody of the same.

**Section 5:** The Treasurer shall issue membership cards to all applicants for new memberships and for reinstatement accepted by the Executive Board. Every applicant shall be considered a member of the Union from the time the application is accepted by the Board.

**Section 6:** Upon circumstantial claim presented in person by any member of the Union that the Union membership card has been lost, and upon verifying membership, the Treasurer of the Union shall issue another regular membership card, conspicuously marked "Duplicate."

## **ARTICLE II**

### **A. Membership Dues**

**Section 1:** Annual dues shall be payable in advance, dated from November 1, but may be paid in installments of one half-year's dues on November or May 1, or monthly if dues checkoff is adopted. Prorating of all uneven dues shall be the responsibility of the Treasurer. Effective April 10, 1970, all new applications for membership in divisions and chapters with collective bargaining shall be made on a dues checkoff basis.

Any member who once elects or is required to pay dues by means of dues checkoff and who thereafter elects to cease paying dues by checkoff shall be deemed to have forfeited membership the day the resignation from checkoff becomes effective.

(a) Effective January 1, 1982 the annual dues for full members, except retired members, shall be nine-tenths of one percent of regular academic year base salary. The annual dues

for full members of the Community College Classified Staff Division shall be eight-tenths of one percent of the base annual salary or a minimum of \$100 per year, whichever is greater. However, the annual dues shall be \$75 for full members in each division, chapter or functional group which is not under a collective bargaining contract negotiated by this Union.

(b) Effective January 1, 1982, in addition to the above dues, each member shall pay annually the amount of dues raised by the Illinois Federation of Teachers, the American Federation of Teachers, the Chicago Federation of Labor, and the Illinois State Federation of Labor. All future dues raises by such affiliates or any of them will be automatically included in yearly dues as of the date of the dues raise.

(c) The annual dues for associate members shall be Sixty-Five dollars and 40 cents (\$65.40).

(d) Annual dues for retired members shall be Forty-One dollars and 40 cents (\$41.40).

**Section 2:** Union members on leave of absence with full pay or half pay shall continue to pay Union dues in order to remain in good standing; however, Union members on leave of absence without pay will pay dues as associate members.

**Section 3:** Persons who are not accepted to membership shall have their advance payment refunded. The cumulative record card of any former member whose dues remain unpaid for twelve months shall be transferred from the current membership file to a withdrawal file.

**Section 4:** At least sixty (60) days' notice shall be given to the membership prior to any dues change.

### **B. Fair Share Payments**

The Executive Board is authorized and directed to determine the amount of the cost of the proportionate share of the cost of the collective bargaining process and contract administration which non-member employees are required to pay the union pursuant to an agreement between a board of trustees of an Illinois community college district and the union. Such determination shall be made at the beginning of each fiscal year and shall be predicated on the total annual cost of all expenditures germane to the collective bargaining process or contract administration.

Any non-member making such payments may object to any expenditure from said payment for political activities or causes or ideological issue activities or causes not germane to the collective bargaining process or contract administration, if any such expenditures are included in the proportionate payments.

The Executive Board is authorized and directed to establish and maintain a hearing procedure under which a non-member objecting to alleged expenditures above described may obtain an objective disposition of any such complaints by providing internal union proceedings from which

a objector may appeal to final and impartial arbitration of all controverted issues concerning the existence and/or propriety of expenditures included in the proportionate share payments.

### **ARTICLE III**

#### **General Membership Meetings**

**Section 1:** General membership meetings shall ordinarily be held in November and May of each year.

**Section 2:** The purpose of the general meeting shall be to report on the work of the Union and place information before the members. The place, the time and the agenda of general meetings shall be fixed by the Executive Board. In case of emergency, matters not on the agenda of a meeting may be brought before the meeting by the presiding officer.

**Section 3:** Union members desiring to have placed before a general meeting any information or resolution shall submit material in writing to the Executive Board (with the privilege of presenting the matter personally) not later than the Executive Board meeting next before the general meeting. If the Board agrees that the material should be presented, the introducer thereof shall have the privilege of speaking upon the matter at the meeting for five minutes.

**Section 4:** Items may also be added to the agenda upon petition of twenty members. Such items shall take priority over any other items under new business.

### **ARTICLE IV**

#### **Nomination and Election of Chapter Representatives**

**Section 1:** No later than the second week in February of every third year beginning in 2008, the Executive Board shall inform each chapter of the representatives and alternate representative to which it is entitled for the next two years, using membership figures of January 31. However, upon request of the Chapter Chair, a count of the chapter membership may be taken at any time. If the result of the count so warrants, the Executive Board shall authorize the chapter to hold a special election in order to elect any additional representatives and alternate representatives to which the chapter may be entitled. Any person so elected shall be seated at the House meeting next following the election and shall serve until the end of the term for which the representative was elected.

**Section 2:** Upon receiving notification of the number of representatives and alternate representatives to which it is entitled, the chapter chair shall call a meeting of the chapter for the purpose of nominations. Each chapter shall elect both its representatives and alternate representatives by secret ballot on a day or days designated by the Executive Board, but not later than May 15. The day or days so designated shall be uniform for all chapters.

**Section 3:** The ballots shall be counted at the chapter and turned over to the Secretary of the Union who shall recount the ballots and certify the winning candidates. From the list of

candidates for representatives those equal in number to the number of representatives to which the chapter is entitled and receiving the highest number of votes shall be declared elected as representatives. From the list of candidates for alternate representatives those equal in number to the number of representatives to which the chapter is entitled and receiving the highest number of votes shall be declared elected alternate representatives. Representatives and alternate representatives shall begin their term of office at the first House meeting in June of an election year and shall serve until the first House meeting in June of the following election year.

**Section 4:** Any representative who shall be unable to attend any regular or special meeting of the House of Representatives shall inform an alternate representative who shall attend in the representative's place and shall have all the rights and privileges of a representative.

**Section 5:** Any representative who shall be absent from three consecutive regular or special meetings of the House of Representatives, or who shall be absent five times during any full academic term from regular or special meetings of the House of Representatives may, at the discretion of the President, or at the direction of the House, be required to show cause why the representative's seat shall not be declared vacant and an alternate representative be declared representative in the representative's place for the remainder of the term .

## ARTICLE V

### Chapter Organization and its Duties

**Section 1:** The organization of the Chapter shall be the following:

- a) The membership of the Union at each college or campus shall comprise a Chapter of the Union and shall meet at the call of the Chapter Chair at least once a month throughout the academic year.
- b) The officers of the Chapter shall consist of a Chair, an Assistant Chair, a Treasurer, a Social Committee Chair, a Secretary, and a Chapter Grievance Committee Chair, and a legislative chair elected for three year terms by secret ballot of the chapter membership at the same time as elections of representatives. They shall take office on June 15 of each election year and serve until June 15 of the following election year.
- c) An Executive Committee consisting of all the Chapter officers and the House of Representatives members of the Chapter shall administer the Chapter affairs. The Chapter Chair shall convene a meeting of the Chapter Executive Committee monthly throughout the academic year.
- d) Upon election, the Grievance Committee Chair shall appoint a Grievance Committee of between three and five persons to enforce the Union contract according to the grievance procedure. The Chapter Chair will be an ex-officio member to the Chapter Grievance Committee.

- e) The Chapter Chair shall appoint and maintain in each department of the college an active Union Department Representative to implement Union policy and report regularly to the Chapter Chair on affairs within the department. The Chapter Chair shall be empowered to remove a Department Representative for nonperformance of duties.

**Section 2:** The duties of the Chapter Executive Committee shall be the following:

- a) To secure and maintain in Union membership every eligible person in the college.
- b) To collect the Union dues where necessary for the college and to prevent dues arrearages.
- c) To transmit all Union money collected by the Chapter to the CCCTU Treasurer.
- d) To see that the House of Representatives members of the college attend all Union meetings of which they are constituents and give a fair report of same to the Chapter members.
- e) To distribute to the Union members or to all the faculty members of the college the material sent for that purpose by the elected officers of the Union and/or committee chairs.
- f) To conduct all Union elections at the college.
- g) To refer to the Divisional Vice-President and the Union Grievance Committee all written grievances submitted to the Chapter Grievance Committee.
- h) To fill any Chapter office that shall become vacant until next regularly scheduled election.
- i) To keep minutes of all Chapter meetings and to send copies of such minutes to the Union office in care of the appropriate divisional Vice-President.

## **ARTICLE VI**

### **Nomination and Election of Union Officers**

**Section 1:** Nomination and election of Union officers shall take place in accordance with the following procedure:

- a) No later than February 1 in each election year the general membership of the Union is to receive written notice of the dates for election of Union officers and the methods of nominating candidates for union office.
- b) Every candidate for Union office must have been a full member in good standing for at least four years, including the election year.

- c) Nominations can be made by any House of Representatives member at the first meeting of the House of Representatives in January of the election year. The nominated member must either be present to accept the nomination or have presented to the House a written acceptance of the specific office.
- d) Additional nominations can be made by the majority vote of any chapter or by petitions carrying the signature of at least fifty (50) members of the Union. At least five (5) signatures must be obtained from each of the chapters in the respective division. These nominations accompanied by written acceptances must be submitted to the Elections Committee no later than February 15 of the election year.
- e) Election of officers shall take place during the election year by secret ballot on the days designated by the Executive Board. At the discretion of election committee, the election may be conducted by mail secret ballot with ballots being delivered to a lock box of the United States Post office.
- f) Candidates receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority, a run-off election shall be held within four weeks between the two candidates receiving the highest number of votes. The officers elect will take office June 15 of the election year and shall serve until June 15 of the following election year.

## **ARTICLE VII**

### **Duties of Union Officers**

#### **Section 1: President**

The president shall preside at House of Representatives, Executive Board, and General Membership meetings. The president shall make decisions on the basis of organization policy between meetings of the Executive Board. The president shall ordinarily be the spokesman for the Union on public occasions. The president shall be a member, ex-officio, of all delegations of the Union to affiliated labor bodies, and of all Union committees.

#### **Section 2: Secretary**

The Secretary shall be responsible for the preparation of minutes of the Executive Board, General Membership, and House of Representatives meetings and for their dissemination to the membership. The Secretary shall keep records of these meetings, including attendance at meetings of the House of Representatives and Executive Board. The Secretary shall conduct the usual correspondence of the Union and supervise the files and non-financial records.

#### **Section 3: Legislative Representative**

The Legislative Representative shall be the Chair of the Legislative Committee and shall be responsible for the introduction of legislation and the development of political action campaigns.

**Section 4: Treasurer**

The Treasurer shall be responsible for the accurate keeping of financial records, the payment of bills, the preparation of the annual budget, and the preparation of periodic reports on the dues-paying status of the members. Also, the Treasurer will have sole responsibility for the issuance of membership cards. The books of the Treasurer shall be audited at the end of the fiscal period by a committee appointed by the President consisting of two Union members who are instructors of accounting. The Chair of the auditing committee must be a certified public accountant. In the event the elected treasurer is not a certified public accountant, the Executive Board may employ a CPA to conduct, under the supervision of the president and treasurer, the business of the treasurer.

**Section 5: Grievance Chair**

The Grievance Chair will be the chair of the grievance committee. The chair will preside over all grievances which have exhausted all chapter steps and coordinate the case to present before the Executive Board or House of Representatives as to the subsequent action of the Union including arbitration. The grievance chair shall also coordinate grievances at the City Colleges of Chicago at the step two level. The grievance chair shall also coordinate cases of discipline up to and including termination of members and present such to the Executive Board or House for action.

**Section 6: Divisional Vice-Presidents**

The Divisional Vice-Presidents shall preside over their respective divisions. They shall have the responsibility of the organizational health and growth of their respective divisions, and the preparation of policy proposals affecting their divisions to be submitted to the House of Representatives.

**ARTICLE VIII**

**Meetings and Duties of the House of Representatives and Executive Board**

**Section 1:** The House of Representatives shall ordinarily meet on the third Friday of each odd-number month. Special meetings of the House of Representatives may be called by the President or by petition of twenty percent (20%) of the members of the House.

**Section 2:** At each regular meeting of the House of Representatives, it shall hear and, at its discretion, act upon reports from officers of the Union, from the Executive Board, from Union committees, from Representatives, and from any other sources whose presentations are duly authorized.

**Section 3:** The Executive Board shall ordinarily meet on the third Friday of each even-numbered month.

**Section 4:** The Executive Board shall make the necessary administrative decisions of a non-policy nature. On policy matters, The Executive Board may act only on previously adopted policy. The Executive Board shall report to the House of Representatives all of the official acts of the Board, together with such recommendations as it may deem desirable.

## ARTICLE IX

### Functions and Duties of Standing Committees

**Section 1:** The Standing Committee shall be:

- a) Editorial
- b) Educational Policies and Student Liaison
- c) Grievances and Defense
- d) Pension and Fringe Benefits
- e) Legislative
- f) Election
- g) Social
- h) Civil Rights and Minority Recruitment
- i) Membership
- j) Research-Data
- k) Gender Equity
- l) Political Education

**Section 2:** It shall be the duty of every Union Committee to consider and report first to the Executive Board and then to the House of Representatives upon all matters referred to it. Any standing committee may on its own initiative make recommendations to the Executive Board on any matter within its jurisdiction.

**Section 3:** After due consideration by the Executive Board, items shall be assigned to the proper committee by the President. Committee chairs shall hold at least one full committee meeting each semester. If unable to hold at least one such meeting, the Committee chair shall so report to the Executive Board which shall consider the future status of the committee.

**Section 4:** The chairs of all standing committees, after informing the President, shall report all actions of the committees to the Executive Board. The Executive Board may, at its discretion, recommend committee action to the House of Representatives for final approval or rejection.

**Section 5:** The Editorial Committee shall prepare and distribute a monthly bulletin. The editor of the bulletin shall be a member of the committee. The bulletin shall contain, among other things, news from other college locals, reports of bargaining sessions and grievances processed, and a report of resolutions adopted at each meeting of the House of Representatives. This Committee shall have primary responsibility for internal publicity matters.



**Section 6:** The Educational Policies and Student Liaison Committee shall study and make recommendations concerning curricula, teaching techniques, admission standards, fees, tuition, and other professional matters. Before making its recommendations, the Committee shall meet with student leaders at the various chapters and take their views into consideration in making its reports.

**Section 7:** The Grievance and Defense Committee shall act on all grievances submitted to it in writing and on grievances referred to it by the Chapter Grievance Committees. It shall review existing grievance procedures and shall make recommendations for improvements to the House of Representatives. The Committee shall cause the grievance procedure to be publicized as widely as possible. The Grievance Committee Chair of each chapter shall be a member of the Union Grievance and Defense Committee.

**Section 8:** The Pension and Fringe Benefits Committee shall plan and recommend appropriate programs covering pension benefits for the membership.

**Section 9:** The Legislative Committee shall keep up-to-date information on actual and proposed legislation which concern Union members, and through its Chairperson make periodical reports regarding the above to the House of Representatives and to the Executive Board. The Committee shall also prepare and annually recommend to the House of Representatives and the Executive Board the Union's legislative program. The Committee shall recommend and guide implementation of the Union's campaign for specific legislation.

**Section 10:** The Elections Committee shall supervise the conduct of all elections of Union officers, members of the House of Representatives, delegates to conventions of the American Federation of Teachers and to conventions of affiliates. The Committee shall also insure the proper form of ballots and arrange for open meetings on a chapter basis to hear and discuss the candidates. The Elections Committee shall be composed of one member from each Union chapter.

**Section 11:** The Social Committee shall plan and make arrangements for an annual Fall reception for new faculty members and one annual Spring banquet for all Union members. The Committee shall also advise Union chapters in planning chapter social affairs. The Committee shall coordinate its activities with the Membership and Publicity Committees.

**Section 12:** The Civil Rights and Minority Recruitment Committee shall recommend policy positions and programs which insure that the civil and constitutional rights of faculty members, other Board employees and students are not violated. It shall also bring to the attention of the Union civil rights conferences and programs sponsored by other unions.

**Section 13:** The Membership Committee shall prepare recommendations to the Executive Board and House for a membership drive Fall and Spring of each academic year. After the House has approved the proposals for membership drives, the Membership Committee shall have the responsibility of supervising the conduct of the membership drive.

**Section 14:** The Research-Data Committee is responsible for supporting the Local and its Chapters with information requests for contract negotiations. The committee shall be an immediate aid to the Executive Board with contract negotiations and additional associated data analysis.

**Section 15:** The Gender Equity Committee shall recommend and advocate for policies and programs to support the work and advancement of women, trans, nonbinary, and gender-nonconforming workers. The committee's work seeks to protect against and dismantle oppressive systems within higher education by identifying and addressing concerns at the intersections of gender and other identities, including but not limited to race, ethnicity, sexuality, disability, and class. This work is done in solidarity with the global movement for workers' rights.

**Section 16:** The Committee on Political Education shall identify candidates for state office that support the Union's position on Legislation. The Committee shall also recommend to the House of Representatives the endorsements of candidates and carry out fund raising activities.

## **ARTICLE X**

### **Compensation and Expenses**

**Section 1:** By a two-thirds majority vote, the House of Representatives may provide in the Union budget a specified compensation for one or more officers of the Union, as resources will allow.

**Section 2:** The Union budget shall provide a contingent fund for the Executive Board, to meet emergency expenses in Union services. The Treasurer shall have charge of this fund and shall render in monthly and annual reports an itemized account of its expenditures.

**Section 3:** Expenditures of over \$100, which are not related to the Union budget or Union Services, must be authorized by the House of Representatives.

## **ARTICLE XI**

### **Amendments**

**Section 1:** These By-Laws may be amended by either of the following procedures:

- a) By a two-thirds vote of the House of Representatives, provided notice of the proposed amendment was in the notice of the meeting.
- b) By a referendum of the general membership as provided in the Constitution of the Union.