



Support Staff of Elgin Community College Association (SSECCA) BYLAWS

ARTICLE I – Name and Objective

Section 1 – Name

The name of this organization will be the Support Staff of Elgin Community College Association (SSECCA), an affiliate of the Illinois Education Association and the National Education Association.

Section 2 – Objective

The purpose of the organization will be to promote, protect, and defend the rights of all employees at Elgin Community College who are eligible for membership; to develop, secure, and maintain adequate compensation and terms and conditions of employment for all represented by the Union; and to speak for the membership on matters relating to common interests.

ARTICLE II – Membership Affiliation and Non-Discrimination

Section 1 – Membership

Membership shall be open to all full-time and part-time support staff at Elgin Community College, excluding administrators, managers, supervisors, faculty and confidential employees as defined in the Illinois Educational Labor Relations Act.

Section 2 – Affiliation

This organization will be affiliated with and comply with the Bylaws of the Illinois Education Association and Bylaws of the National Education Association. If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitution of the state or national organization, the state or national documents will govern.

Section 3 – Privileges

Full Members will have all rights 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.

Non-Members are not accorded these rights and privileges.

Section 4 – Censure and Discipline

In the event a charge is filed against a member calling for the censure, suspension, or expulsion of the member, the Executive Board shall conduct a due process hearing and rule on the charge. The decision of the Board may be appealed to the IEA Review Board.

The local shall deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaws 2-3.d.

Section 5 – Non-Discrimination

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

ARTICLE III – Governance

Section 1 – Executive Board

The Executive Board will consist of the Officers, Coordinating Representatives, and Area Representatives

A. Duties

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

B. Terms

The term of Executive Board members will be one (1) year (or until a successor is elected or appointed) and shall be from July 1st to June 30th of the subsequent year.

C. Vacancies

If a vacancy occurs within the Executive Board, excluding Officers and Regional Council Representative(s), the President shall appoint a replacement for the unexpired term with the consent by majority vote of the Executive Board.

D. Meetings

1. Quorum

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

2. Regular Meeting

The Executive Board shall meet at least one (1) time per month, and may meet as many additional times as necessary or reasonable to transact business.

3. Membership Meetings

Meetings of the membership will be held twice yearly during spring and fall. Members shall receive written or electronic notice of the meeting's agenda at least three (3) business days prior to its occurrence.

4. Special Meetings

Special meetings of the membership may be called by the President, a majority of

the Executive Board, or a petition by thirty (30) percent of the membership. Except in case of emergency, at least 3 days' notice shall be given. The Secretary will notify the membership as soon as possible.

Section 2 – Recall

Any officer 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.

Any Area Representative not fulfilling his/her duties may be removed by a two-thirds (2/3) vote of the Executive Board as prescribed by the procedures established and approved by the executive board.

ARTICLE IV – Officers

The Officers of the Association will be the President, First Vice-President, Second Vice-President, Grievance Officer, Secretary, Treasurer, and Membership Officer. Before a member may hold office as President, First Vice-President, Second Vice-President, or Grievance Officer, they must have served as an Area Representative or other Officer for the period of two (2) years. Before a member may hold office as Secretary, Treasurer, or Membership Officer, they must have served as an Area Representative for the period of one (1) year.

Section 1 – Duties

A. President

The President will be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Board, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Board and the membership. Further, the President will have the power and duty to perform all acts generally associated with the nature of the office and such duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

B. First Vice-President

The Vice-President will have all the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President.

C. Second Vice-President

The Second Vice-President shall serve as a member of the executive board, advocate on issues of interest of members, shall succeed to the Presidency pursuant to the Bylaws, and shall otherwise have such powers and duties as may be assigned by the president.

D. Grievance Officer

The Grievance Officer will be appointed by the President and will facilitate grievances, utilizing Area Representatives when possible. The Grievance Officer shall have all the powers and duties of the President in the President's and both Vice-President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President.

E. Secretary

The Secretary will maintain the official files and shall assist the President with Association correspondence. The Secretary shall prepare agendas and keep accurate minutes of each meeting of the Executive Board and each meeting of the membership, and shall organize and notify members of regular and special meetings.

F. Treasurer

The Treasurer will maintain the records of membership, keep accurate records of expenses and income while remaining compliant with policies and procedures as documented by IEA/NEA, and report such records at the Executive Board meetings and meetings of the membership. The Treasurer shall be responsible for payment of bills, preparation of the annual budget, for updating and returning of membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.

G. Membership Officer

The Membership Officer will be responsible for maintaining accurate records of the status of all Members & Non-Members, prepare orientation packets and track and facilitate orientation, follow up on all paperwork for completion and/or accuracy, and forward all necessary information to the Treasurer. In addition, this position will be responsible for assigning all new hires to an Area Representative, and any other duties assigned by the President.

Section 2 – Terms and Transfer of Records

A. Term

The term of Officers will be one (1) year (or until a successor is elected or appointed) and shall be from July 1st to June 30th of the subsequent year.

B. Transfer of Records

Each officer shall transfer records to the Association within ten (10) days of leaving office.

Section 3 – Vacancies

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

A. President

A vacancy in the office of the President will be filled by the Vice-President for the remainder of the unexpired term.

B. President and Vice-Presidents

If a vacancy occurs in both the office of President and of Vice-President, the Vice-President of Part-Time shall assume the President's duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired term. If the vacancy occurs in the office of the President and both Vice-Presidents, then the Grievance Officer shall assume the President's duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired term.

C. Other Officers

If a vacancy occurs in any office other than the President, the President shall appoint a successor for the remainder of the unexpired term, with the consent by majority vote of the Executive Board.

Article V - Coordinating Representative (CR) and Area Representative (AR)

Section 1– Duties

A. Coordinating Representatives will be appointed by the President from members currently serving as Area Representatives. The CR shall perform all functions of the Area Representative as well as mentoring assigned ARs while serving as liaisons between the Officers and the ARs. A CR must have been an AR for the period of one (1) year preceding the appointment.

B. Area Representatives will serve as liaisons between the Executive Board and the membership of an assigned area, serving as a direct link from the Executive Board to the membership and vice versa, distribute materials to members personally and conduct informative meetings. The ARs shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for ARs, keep ARs informed of Association activities and positions, and provide incentives for attracting and retaining ARs. In addition, ARs shall serve as membership advocates in attempting to resolve individual concerns. A member must have been a full member for the period of at least six (6) months preceding the election or appointment.

Section 2 – Term

The term of the CRs and ARs will be one (1) year (or until a successor is elected or appointed) and shall be from July 1st to June 30th of the subsequent year.

Section 3 – Vacancies

The President has the authority to appoint replacements for vacancies occurring by reason of death, resignation, incapacity or other disqualification.

Article VI – Regional Council Representatives and Alternates

Section 1 – Duties

IEA Regional Council Representative(s) will attend the regional council meeting, represent the Association, and report Council activities to the Executive Board and membership as necessary. An alternate shall perform the duties of the Regional Council Representative in his or her absence.

Section 2 – Election and Terms

The election of a Regional Council Representative and alternate must be as prescribed by the IEA Bylaws. The member must have served one (1) year as an Area Representative.

Section 3 – Vacancies

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 Committee

Section 1- Committee Members

A. Composition

An election committee will be appointed no later than October 31st. No person running for office may serve on the Elections Committee for that election.

B. Duties

Establish procedures subject to the approval of the Executive Board for nomination of candidates, dissemination of notices concerning the election and conduct the election and tabulation of the ballots consistent with procedures established by the IEA Elections Committee. This committee shall also hear initial election challenges.

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 2 – Election Procedures

A. Calendar

The Elections Committee shall establish a local election calendar with nominations and election timelines.

B. Conduct

All elections will be conducted by open nomination and secret ballot.

C. Nominations

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

D. Write-In Provisions

A write-in provision is required if the number of declared candidates is less than the number of positions available.

In cases of elections where the local officer will also serve as a delegate to the IEA or NEA Representative Assembly, a write-in provision is required.

E. Eligibility

All active dues-paying members must be afforded the opportunity to run for and vote in any election.

F. Notice

A fourteen (14) calendar day notice of local elections will be given by posting or by other means.

G. Consistency

All election procedures will be consistent with Regional, State and Federal requirements.

H. Use of Dues

No dues may be used in support of a candidate for any Local, Regional, State or National office.

I. Offices Governed by this Article

All Local Officers, Area Representatives, Regional Council Representatives, Delegates to the IEA Representative Assembly, and Delegates to NEA Representative Assembly.

J. 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 had 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.

K. Results of the Election

The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.

Section 3 – Election Challenges

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

A. 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 fourteen (14) calendar days of issuance of the election results. Response to the allegation will be stated no later than fourteen (14) calendar days after receipt of the challenge.

B. 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 – Arbitration and Grievance Appeal

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

Article IX – Committees

Section 1 – Appointment

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

Section 2 – Negotiations Committee

The Negotiations Committee shall explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole. The Bargaining Team will be appointed by the President with consent of the Executive Board.

ARTICLE X – Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board and the membership must be by a majority of those voting. Proxy voting is not permitted.

ARTICLE XI – PARLIAMENTARY AUTHORITY

All meetings of this Association shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE XII – Notice

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

ARTICLE XIII – DUES

Local dues will be established by the Executive Board. The IEA-NEA dues will be transmitted to the IEA-NEA pursuant to IEA-NEA policies.

The books and records of the organization will be open to inspection by any member upon reasonable request.

The organization will pay the annual local dues for the seven (7) officers: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership Officer, and Grievance Officer.

ARTICLE XIV – Savings Clause

In the event a portion or portions of these Bylaws are found to be inconsistent with state or federal law, such portions to the extent that they violate the law will be deemed deleted and of no force and effect.

ARTICLE XV – Amending Procedures

Proposed revisions of these Bylaws must be submitted by the Executive Board to the full membership at a regular or special meeting and a two-thirds (2/3) vote of those present will rule, provided that all members of the Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least (14) days prior to the meeting.

Adopted January 23, 1985

Amended June 30, 1991, September 25, 1996, September 11, 1998,
September 15, 2006, September 17, 2010, September 25, 2015, and
September 21, 2018