

# THE CONSTITUTION OF THE HENRY FORD COMMUNITY COLLEGE ADJUNCT FACULTY ORGANIZATION

As amended by the membership at the Winter, 2015 General Membership Meeting

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## **Article I – Name**

This organization shall be known as the Henry Ford Community College Adjunct Faculty Organization (AFO), American Federation of Teachers-Michigan (AFT-MI)/American Federation of Teachers (AFT) Local 337, American Federation of Labor-Council of Industrial Organizations (AFL-CIO), hereafter referred to as the “AFO.”

## **Article II – Objectives**

The purposes of the AFO shall be:

### **Section 1**

To secure full trade union rights, including the right to exclusive recognition and collective bargaining, for all employees of Henry Ford Community College who are eligible for membership and to represent their interests and protect their academic freedom and other rights.

### **Section 2**

To implement public support for and interest in Henry Ford Community College through close contact and effective cooperation between members, the College community and the wider community the College serves.

### **Section 3**

To promote the professional, social, economic, and political well-being of the membership and thus improve the quality of education at Henry Ford Community College.

### **Section 4**

To work in cooperation with the Henry Ford Community College Board of Trustees and other interested organizations and individuals in endeavors to secure such legislation as will provide adequate financial support of the College.

### **Section 5**

To promote increased collegiality of members within and across academic units and make members full citizens in the governance structures of the College.

### **Section 6**

To strengthen public and government support for universal access to high quality public education at all levels, from primary school to graduate studies in the state of Michigan and beyond.

## **Section 7**

To help build a dynamic and democratic national labor movement, animated by the principle that an injury to one is an injury to all, and in that spirit, to promote local, national and international labor solidarity.

## **Section 8**

To promote democracy, justice, equality, and trade unionism in the society at large.

## **Article III – Membership**

### **Section 1**

All persons in the bargaining unit agreed upon with the College shall be eligible for membership in the AFO during any academic term in which the person teaches at least the equivalent of a one-credit hour course or works at least 15 hours in a non-teaching capacity. To become a member such persons must sign a membership form and agree to pay membership dues either through payroll deduction or other means.

A member not employed during an academic term will be considered an AFO associate member if the member pays a reduced dues rate as set by the Executive Board. If the associate member has taught at least a one-credit hour course or worked at least 15 hours in a non-teaching capacity during the current academic year (beginning with the fall term), he or she will not be assessed dues during that academic year. Subsequent to that academic year, the associate member may continue in this associate member status for a period of up to three years, as long as the associate member pays continues to pay a reduced dues rate as set by the Executive Board.

Retired members shall be eligible to continue their membership as associate members without being required to pay dues for an indefinite period.

No person shall be denied membership or discriminated against based on age, color, ethnicity, national origin, citizenship status (subject to compliance with federal, state and local law), sex (including pregnancy, sexual orientation, gender identity and gender expression), disability (including HIV status), height, weight, marital status, religious faith, ancestry, political persuasion or affiliation, familial status or veteran status.

### **Section 2**

A member in good standing is defined as a member who is current in payment of dues to the AFO and has been a current dues-payer after switching status from a fees payer for at least the six months immediately preceding any election or ratification vote; new hires shall have 60

days to join the union before being subject to this restriction. An associate member in good standing is defined as an associate member who is current in payment of dues to the AFO if he or she is required to pay dues. A member or associate member who is more than thirty (30) days delinquent in dues payment shall be considered a member or associate member in bad standing, and shall be promptly notified of such status. A member or associate member shall be removed from membership in the AFO, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

### **Section 3**

A member who is removed from membership and seeks at some later point to become reinstated will be responsible for a one-time dues payment equal to any amount set by the Executive Board up to an amount equal to the difference between the membership dues and the agency fees she or he did pay during the period the former member was removed from the membership.

### **Section 4**

Only members in good standing and associate members in good standing who taught at least a one-credit hour course or worked an equivalent amount of time in a non-teaching capacity in the bargaining unit during the academic year in which the contract is negotiated shall have the right to vote on their collective bargaining contract. Only members in good standing employed during the current term shall have the right to vote on a job action occurring during the term. All members and associate members in good standing shall have the right to vote on all other matters.

## **Article IV – Membership Meetings**

### **Section 1**

The legislative power of the AFO shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget, shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the AFO. In addition, Membership Meetings may include seminars and workshops on professional development, union organizing, or other areas of concern to the AFO and its members.

## **Section 2**

Membership Meetings shall be held twice times per year, once in the Winter and once in the Fall terms at a predetermined time and place. Membership Meetings may also be called at the discretion of the Executive Board or more or less often as approved by the majority vote of assembled members in a regularly constituted Membership Meeting. The Executive Board shall give notice of all regular Membership Meetings at least thirty (30) days in advance and an agenda shall be communicated to the membership at least one (1) week in advance of the meeting day. Notice of the Membership Meeting time and place and communication of the agenda may take place through the AFO's newsletter, a mailing to the membership, an e-mail message to the membership, and/or on the AFO's website.

## **Section 3**

Membership Meetings shall be open to all members and associate members in good standing. Proxy balloting shall be allowed at Membership Meetings under procedures established by the Elections Committee.

## **Section 4**

A quorum for the Membership Meeting shall be the lesser of (a) thirteen members or associate members in good standing physically or virtually present at the meeting or (b) a total number of members or associate members in good standing physically or virtually present at the meeting that is equal to twice the number of Executive Board members physically or virtually present at the meeting. To be counted as virtually present at the meeting, a member or associate member in good standing must be able to participate in the proceedings of the meeting by telephone conference call, internet connection, or similar electronic contact. If a quorum cannot be assembled at a regularly scheduled or special Membership Meeting, the Executive Board is empowered to make contingent decisions as necessary to ensure the continued operation of the AFO. Such contingent decisions must be ratified, modified, or rejected at the first subsequent Membership Meeting at which a quorum is assembled.

## **Section 5**

Special Membership Meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members and/or associate members in good standing. The notice of the special Membership Meeting and the agenda shall be circulated to all members at least one (1) week in advance of the

special Membership Meeting. Items not included on the agenda for the special Membership Meeting will not be addressed. All special Membership Meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

## **Article V – Election of Officers/Elections Committee**

### **Section 1**

Elections of officers shall be conducted in accordance with the AFT Constitution.

### **Section 2**

The AFO will elect the following officers: President, Internal and External Vice-Presidents, Recording Secretary, Treasurer, and Financial Records Secretary.

### **Section 3**

To be eligible for office a person must be, or must have been, an AFO member in good standing in any two of the three terms (counting the spring/summer terms as one term) during the one year period prior to the date of the election. Associate members who do not fit these criteria are not eligible to be elected to office, but if a member in good standing becomes an associate member while in office, he or she shall be allowed to continue in office for the duration of her or his term.

### **Section 4**

The Elections Committee shall conduct all general and special elections and referenda.

The Elections Committee shall consist of at least three members or associate members in good standing nominated and elected by a majority of members present at the winter term Membership Meeting. Once appointed, the Elections Committee will preside over all elections and referenda until the next winter term Membership Meeting and a new Elections Committee is assembled. Members of the Elections Committee may be re-appointed. The Elections Committee shall elect its own chair.

Any member of the Elections Committee nominated for or seeking office must vacate his or her position and be replaced by a member nominated by the president and approved by the Executive Board.

If a member of the Elections Committee vacates his or her position for any reason, he or she can be replaced by a member nominated by the President and approved by the Executive Board.

## **Section 5**

Sixty (60) days prior to the date of the election of officers, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and the date of the election. Notice of the election of officers may take place through the U.S. mail, the AFO's newsletter, a mailing to the membership, an e-mail message to the membership, and/or on the AFO's website.

## **Section 6**

The nomination of candidates for office shall be conducted as follows:

To be nominated a candidate must submit to the Elections Committee a petition containing the signatures of ten (10) percent of the membership, or twenty (20) members and/or associate members, whichever is less. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

Nominations may also be made from the floor at the Membership Meeting just prior to the meeting during which the election is validated.

Members nominated to run for office must affirmatively accept their nomination.

The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

## **Section 7**

At least fifteen (15) days prior to the election, the Elections Committee shall notify all members of the election procedure and the candidates for office. The vote shall normally be by secret ballot and will always be by secret ballot if the election is being contested. At minimum, this notice about the election will be distributed via e-mail and will be posted on the AFO website. Elections of officers may be conducted by any of the following methods:

- a paper ballot to be returned to the AFO by U.S. mail;
- a paper ballot to be collected and counted at a Membership Meeting;
- a paper ballot to be collected at a designated campus voting place or places; or
- an electronic ballot to be collected via the Internet.
- Voice votes may be permitted and proxy voting is permitted for ballots collected and counted at a Membership Meeting.



## **Section 8**

President, Internal Vice President, External Vice President, Treasurer and Recording Secretary shall be elected to two-year terms by a majority of those voting. All AFO members and associate members in good standing shall be eligible to vote. Beginning with the election scheduled for the Fall of 2015, the current system of staggered elections will no longer be used. To achieve this end, President and Financial Records and Recording Secretaries shall be elected to a one year term in Fall, 2015. Thereafter, all offices will be open for election for two-year terms in Fall, 2016.

## **Section 9**

In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. In the event of a tie between candidates receiving the second highest number of votes, the candidate receiving the most votes and those involved in the tie will constitute the candidates for the run-off election. In the event this election does not produce a winner, other run-off elections following the same procedure will be held until one candidate receives the majority of votes and is declared the winner. The Elections Committee will have the discretion to conduct run-off elections following a procedure different than the procedure followed in the initial election provided it is otherwise consistent with the provisions of this Constitution.

## **Section 10**

Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

## **Section 11**

The election results will be published in the AFO newsletter and posted on the AFO website within thirty (30) days of the count. All elections materials, including paper ballots and records of electronic ballots, will be kept in a secure location for one (1) year.

## **Section 12**

Successful candidates shall take office no later than the next general Membership Meeting following their election.

### **Section 13**

With the exception of the President, or in case of recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

### **Section 14**

Membership or associate membership in good standing is required to continue to hold office in the AFO. A petition signed by twenty-five percent (25%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the AFO, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

## **Article VI – Duties of Officers**

### **Section 1**

All officers shall contribute to the organizing efforts of the AFO.

### **Section 2**

The President shall:

- be the presiding officer at all meetings of the membership and of the Executive Board;
- be an ex-officio member of all committees except the Elections Committee;
- appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- be the principal officer of the AFO;
- receive, report and respond to correspondence of the AFO;
- supervise any and all employees of the AFO;
- be one of the responsible financial officers of the AFO and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- represent the AFO before bodies of the employer, executive and legislative officials;
- represent the AFO before the public, community organizations, and the news media;
- be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- be, by office, a delegate to the convention of the AFT and meetings or conventions of its affiliated bodies;

- make a report to the membership at least once a year, summarizing the accomplishments of the AFO and outlining plans for the next year; and
- be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

### **Section 3**

The Vice-President shall:

- assume the duties of the President in the event of the absence, illness, or death of the President;
- oversee the work of and receive regular reports from the Legislation and Political Action and Education Committee;
- oversee the work of and receive regular reports from the Organizing and Leadership Development Committee;
- perform other duties as delegated by the President or assigned by the Executive Board; and
- co-sign financial instruments in the absence of the President or Treasurer.

### **Section 4**

The Recording Secretary shall:

- maintain the non-financial files and records of the AFO;
- be the custodian of the seal and charter of the AFO;
- record and keep accurate minutes of Membership Meetings and meetings of the Executive Board;
- oversee the work of, and receive and certify the reports of, the Elections Committee;
- assist the President in handling the correspondence of the AFO; and
- perform other duties as delegated by the President, or assigned by the Executive Board.

### **Section 5**

The Treasurer shall:

- receive, record, and deposit all dues monies and other income in the name of the AFO;
- maintain accurate membership records;
- issue membership cards and notices of delinquency;
- be one of the responsible financial officers of the AFO and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;

- maintain all financial records of the AFO;
- arrange for an independent audit of the finances of the AFO annually and make same available to the Executive Board and membership;
- transmit per-capita payments on a regular basis to the Secretary-Treasurer of the AFT and similar officers of all other bodies with which the AFO is affiliated;
- oversee the work and receive reports from the Finance Committee;
- perform other duties as delegated by the President or assigned by the Executive Board; and
- perform duties of the office as required by the guidelines developed by the AFT.

### **Section 6**

The AFO is an organization consisting of part-time employees of HFCC. The Executive Board has the discretion to modify the duties of Vice President and/or the Treasurer depending on the needs of the organization and the abilities and time availability of specific members willing to serve as officers. Accordingly, where appropriate, the President, with the consent of the Executive Board, may merge or separate the offices and duties of the Financial Records Secretary Vice President and the Treasurer as needed.

### **Section 7**

The Financial Records Secretary shall:

- Design, build, and develop processes to create and maintain a member and bargaining unit database as necessary to support organizational reporting needs;
- Provide material assistance to the Treasurer in the fulfillment of the Treasurer's responsibilities; and
- perform other duties as delegated by the President or assigned by the Executive Board.

## **Article VII – Executive Board**

### **Section 1**

The Executive Board shall serve as the executive of the AFO as a whole, responsible for implementing the will of the members as dictated at Membership Meetings. The Executive Board shall:

- coordinate the organizing efforts and other activities of the AFO;
- prepare an annual plan and an annual budget for the AFO and submit these to the membership for approval at the winter term Membership Meeting;
- oversee and execute the administrative needs of the AFO;

- promote the development of an informed and active membership; and
- fulfill all other roles, functions, and duties assigned to it by this Constitution.

## **Section 2**

The Executive Board shall consist of between four (4) and six (6) voting members. The officers elected by the general membership of the AFO (the President, the Vice-Presidents, Recording Secretary, Treasurer, and Financial Records Secretary) shall serve as voting members of the Executive Board. Should the President, with the consent of the Executive Board, merge the offices and duties of the Financial Records Secretary and Treasurer and the Vice Presidents as permitted in Article VI, Section 6 in effect reducing the number of elected offices to three, an at-large member of the Executive Board should be elected to office by a majority of those casting votes at a Membership Meeting. In addition, the chair of the Bargaining Committee shall serve as an ex-officio member of the Executive Board with voting rights. Chairs of other standing committees may be added as ex-officio members of the Executive Board with voting rights if nominated for membership on the Executive Board by the President and approved by a majority of the members casting votes at a Membership Meeting.

## **Section 3**

The Executive Board shall meet monthly from September through May, and as determined by the Board from June through August, or at the call of the President, or at the call of three (3) or more of its members, for the purpose of initiating, overseeing or revising the program of the AFO and to conduct other business of the AFO that is within its authority. A quorum for the Executive Board shall be one-half (1/2) of its members.

## **Section 4**

The Executive Board shall determine the agenda for all Membership Meetings.

## **Section 5**

The Executive Board shall employ any and all professional, technical, clerical and support staff of the AFO.

## **Section 6**

The Executive Board shall establish the salary, benefits and expense guidelines of any and all employees of the AFO.

## **Section 7**

The Executive Board shall be empowered to make contracts and incur liabilities

including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

### **Section 8**

The Executive Board shall approve the chairperson and membership of all standing and special committees of the AFO, except the Elections Committee, and receive regular reports from such committees.

### **Section 9**

The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the AFO.

### **Section 10**

The Executive Board shall issue regular reports, including an annual report, to the membership.

### **Section 11**

An Officer on the Executive Board who fails to attend four (4) regularly scheduled meetings of the Executive Board without reasonable excuse during one academic year shall be grounds for the Executive Board member's suspension and/or replacement.

## **Article VIII – Committees**

### **Section 1**

The standing committees of the AFO shall be:

- Elections
- Bargaining
- Finance
- Publications and Communications
- Legislation and Political Action and Education
- Organizing and Leadership Development
- Social
- Safety and Health
- Grievance

## **Section 2**

The Executive Board, either on its own initiative, or at the direction of a Membership Meeting, may establish special committees. Such special committees will serve for a period of time determined by the President and the Executive Board. If a special committee is deemed to be of more permanent value to the AFO, then Article XV – Amendments must be followed, and the membership will determine if the committee is to be added to this current Article VIII – Committees.

## **Section 3**

The Vice-President shall chair the Legislation and Political Action and Education and the Organizing and Leadership Development Committees; and the Treasurer shall chair the Finance Committee. The Elections committee will appoint its own chair. The President, with the approval of the Executive Board, shall appoint all remaining committee chairs. Members of the Elections Committee will be appointed as specified in Article V (Elections of Officers), Section 4 (a) of this Constitution. Stewards (as specified in Article IX of this Constitution) shall be members of the Organizing and Leadership Development and the Grievance Committees. The President, in consultation with the appropriate committee chair and with the approval of the Executive Board shall appoint any additional members of these committees and members of all remaining committees.

## **Section 4**

An Elections Committee shall be appointed at the Membership Meeting at least two meetings prior to the meeting during which an election shall take place or is certified. This committee and the process by which it is constituted are described in Article IV (Elections of Officers), Section 4 of this Constitution.

## **Section 5**

The Bargaining Committee shall consist of the President and such other members as the President shall appoint with approval of the Executive Board. This committee shall prepare proposals as directed by the President or Executive Board concerning salary, grievances, policy, and other negotiable matters and shall negotiate these matters with the appropriate representatives of the Board of Trustees. Any proposed contract settlement shall be submitted to the Executive Board prior to its submission to the membership for action.

## **Section 6**

The Finance Committee shall handle and discuss the financial affairs of the AFO, and shall make recommendations to the membership regarding the financial stability and prosperity of the AFO. The Treasurer, as chair of this committee, will be responsible for the AFO's revenues and disbursements in conjunction with the President.

## **Section 7**

The Publications and Communications Committee shall design, produce, and distribute a regular communication to the membership; a regular bulletin for officers and committee chairs; and other material for the AFO as necessary. This committee will also convey any special bulletins from the officers to the general membership.

## **Section 8**

The Committee on Legislation and Political Action and Education shall be responsible for monitoring government actions that may affect the membership and developing appropriate responses to such action in cooperation with affiliated organizations. The committee shall secure voluntary contributions to support the political work of the AFO; screen and recommend endorsement of candidates for local, state and federal office to the Executive Board; educate members on the issues of importance to the AFO, its membership and clients; and develop programs to promote voter registration and to support the election of candidates who support the interests of the AFO, its membership and the people they serve. Such recommendations may come from the AFT, the AFT-M, or the AFO itself. At the direction of the Executive Board, the committee may oversee telephone and correspondence campaigns regarding proposed legislation. It may also initiate recommendations and make known the record of government officials.

## **Section 9**

The Organizing and Leadership Development Committee shall develop programs and activities that shall cause all eligible persons to join, participate in and help lead the AFO.

## **Section 10**

The Social Committee shall conduct activities that promote the social well-being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.



## **Section 11**

The Safety and Health Committee shall be responsible for conducting an assessment of various safety and health risks and recommending policies and contractual language to the Executive Board designed to provide a safe and secure working and learning environment for AFO members, other HFCC employees and students and visitors. Members of the Safety and Health Committee may represent the interests of the AFO on various College committees, task forces, and the like that are charged with recommending and/or implementing programs, policies and so forth designed to reduce the incidence of emergencies and to mitigate the damage done when they do occur.

## **Section 12**

The President, with the approval of the Executive Board, will appoint a Chief Grievance Officer. Normally, but not necessarily always, the Chair of the Bargaining Committee will be asked to serve as Chief Grievance Officer. The Chief Grievance Officer shall chair the Grievance Committee. The Grievance Committee shall work with the Executive Board in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location. Once a grievance has reached step 3, the Grievance Committee will review the grievance and the Grievance Officer will brief the Executive Board regarding the merits of pursuing the grievance. The Executive Board will then decide either to withdraw or advance the grievance. If the Executive Board declines to pursue a grievance, the grieving party (or parties) shall be notified within ten (10) days. The grieving party (or parties) will then have ten (10) days to appeal the Executive Board's decision to the Executive Board. If the Executive Board declines to pursue the grievance a second time, the grievance shall not be pursued.

## **Article IX – Stewards**

### **Section 1**

Stewards shall serve as representatives of the members in their units, and as organizers for the AFO. As such they shall be members of both the Organizing and Leadership Development and the Grievance Committees.

## **Section 2**

Stewards should be chosen by the members of the unit(s) that they serve, or appointed by the Executive Board, absent an election.

- a steward shall be a member or associate member in good standing;
- in any unit that has fewer than ten (10) members, the unit may be merged with another unit, preferably one with similar characteristics;
- no unit shall be without representation by a Steward. If necessary, the Executive Board may designate a Steward from one unit as the representative for members in another unit or units that otherwise would not have a steward; and
- a unit is defined as a division, department, or building.

## **Section 3**

In respect to their duties, Stewards shall:

- organize and recruit members in their unit and beyond;
- make reports to the membership as necessary;
- meet regularly with the members in their units to discuss workplace and organizational issues, and to receive instruction from their membership;
- initiate grievances and resolve disputes at the worksite or other appropriate location from members of their unit and beyond;
- consult regularly with the employer's management personnel at the worksite regarding matters of interest to the AFO membership; and
- report on activities to the Grievance Officer.

## **Article X – Referenda**

### **Section 1**

Referenda may be initiated by a majority vote of the Executive Board or by a petition from the membership. The Elections Committee shall conduct any referendum as a ballot of the membership.

### **Section 2**

A petition from the membership shall be submitted to the Elections Committee for validation. The Elections Committee shall have ten (10) days to accept or reject the petition. To be considered valid, a petition from the membership must:

- be signed and dated by at least twenty-five percent (25%) of the members and/or associate

members in good standing;

- contain the full text of the referendum; and
- have had all of its signatures collected in a continuous period of not more than ninety (90) days.

### **Section 3**

Examples of referenda include but are not limited to votes on collective bargaining platforms, on collective bargaining agreements, and on job actions.

### **Section 4**

Referenda may not recall officers, nor amend or contradict this Constitution in any way. Referenda may not alter the annual budget. Furthermore, no referendum on a job action shall require the AFO to undertake the specified action. Rather, such a referendum shall only grant permission from the AFO to undertake the specified action if in the judgment of the Executive Board it is deemed necessary.

### **Section 5**

All referenda shall be passed by a simple majority of the votes cast.

## **Article XI – Balloting**

### **Section 1**

At the discretion of the Elections Committee, a ballot of the membership shall be either by a secret ballot or a voice vote. Generally, the Elections Committee will conduct a secret ballot, as opposed to a voice vote, for contract ratification and contested officer elections and conduct voice votes for all other referenda unless a secret ballot is requested by a member.

### **Section 2**

Unless otherwise specified in this Constitution, all members and associate members in good standing of the AFO shall be eligible to vote in a ballot of the membership and all issues shall be decided by a majority of the votes cast.

### **Section 3**

Unless otherwise specified in this Constitution, a ballot of the membership may be conducted by any of the following methods:

- a voice or paper ballot cast at a Membership Meeting;
- a paper ballot to be returned to the AFO by U.S. mail;
- a paper ballot to be collected and counted at a Membership Meeting;

- a paper ballot to be collected at a designated campus voting place or places; or
- an electronic ballot to be collected via the Internet.
- Voice votes (including votes by acclamation) and proxy voting are permitted for ballots collected and counted at a Membership Meeting.

#### **Section 4**

In the case of balloting on a referendum initiated by a valid petition from the membership, the Elections Committee shall determine the method to be used for the balloting and the dates or dates of the balloting, which dates shall not be more than forty-five (45) days after the date on which the petition from the membership was submitted to the Elections Committee. In all other cases, the method to be used for the balloting and the date or dates of the balloting shall be as specified in this Constitution or as determined by a majority vote of the Executive Board.

#### **Section 5**

Advance notice of the balloting and a description of the method to be used shall be provided to the entire membership. Such notice may be provided via the AFO's newsletter, a mailing to the membership, an e-mail message to the membership, and/or on a members-only section of the AFO's website. In no case shall less than fourteen (14) days of advance notice be provided, but other provisions of this Constitution may require a longer period of notification.

#### **Section 6**

The Elections Committee shall be responsible for conducting the balloting, counting the votes, and certifying and reporting the results.

### **Article XII – Budget Process**

#### **Section 1**

The Executive Board shall submit an annual budget for the AFO, including any proposed changes to dues and agency fee policies, to the membership at the winter term Membership Meeting for discussion, possible amendment and approval. Member dues and non-member agency fees shall be fixed in accordance with the By-Laws.

#### **Section 2**

The fiscal year shall begin July 1 of each year, and end on June 30 of the subsequent year.

### **Section 3**

The AFO will be responsible for collecting Agency/Service Fee and shall adopt procedures consistent with local, state and federal law and Article VIII, Sections 1 (a) – (d) of the AFT By-Laws.

### **Section 4**

The Executive Board shall publish its proposed budget to all members at least fourteen (14) days prior to the winter term Membership Meeting. The proposed budget along with a draft report of the previous year's financial activities as well as information on any changes shall be included. Publication may take place in the AFO's newsletter, a mailing to the membership, through an e-mail message to the membership, and/or on a members-only section of the AFO's website.

### **Section 5**

A majority of the votes cast at the second winter Membership Meeting, including proxy votes, shall be required for approval of the budget.

## **Article XIII – Affiliations**

### **Section 1**

The AFO shall maintain affiliations with the AFT, the AFT-M, the local AFL-CIO Central Labor Body Assembly, and the Michigan State AFL-CIO Labor Body Assembly.

### **Section 2**

Delegates to any and all of these respective bodies shall be elected by the membership in a special election and shall submit reports to be presented at Memberships Meetings.

### **Section 3**

Delegates from the AFO to affiliated organizations shall meet the same requirements as Officers of the AFO.

## **Article XIV – Rules of Order**

### **Section 1**

*Robert's Rules of Order, Newly Revised* shall be considered the authority in all cases not expressly covered by this Constitution or the By-Laws of the AFO. A copy of the rules must be kept on hand at every meeting.

### **Section 2**

The President shall appoint a parliamentarian.

## **Article XV – Amendments**

### **Section 1**

Any member or associate member of the AFO may propose an amendment to this Constitution or the by-laws to this Constitution through the following procedure:

The member or associate member shall prepare a petition containing the full text of the proposed amendment. The petition shall adhere to a format to be specified by the Executive Board and made available to members through their stewards;

The member or associate member shall collect on the petition the valid signatures of twenty (20) members or associate members in good standing of the AFO and then submit the original copy of the petition to the Recording Secretary of the AFO;

The Recording Secretary shall verify the compliance of the petition with the provisions of this Article, and within ten (10) days of the receipt of the petition either return the petition to the originating member or associate member with a written explanation of its deficiencies or transmit the petition to the Executive Board for review and discussion;

The Executive Board shall publish its recommendation together with the proposed amendment to all members at least fourteen (14) days prior to the next general Membership Meeting. Publication may take place by inclusion in the AFO's newsletter, or by inclusion on the AFO's website, or both.

### **Section 2**

The membership shall vote on all amendments to this Constitution.

Following the Membership Meeting at which the proposed amendment was introduced, the Elections Committee will hold a vote on the amendment at the next Membership Meeting.

In the alternative, following the Membership Meeting at which the proposed amendment was introduced, a special Membership Meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted with the terms of Article IV, Section 5.

The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the Membership Meeting, including proxy votes held by those members or associate members, shall be required for passage of the amendment.

### **Section 3**

Until November 30, 2011, Amendments may be presented by the Executive Board or by petition and passed by a simple majority vote of members or associate members present and voting at a general Membership Meeting, including proxy votes held by those members or associate members. Thereafter, Section 2 applies. at any Membership Meeting. The Executive Board shall publish its recommendation together with the proposed amendment to all members at least fourteen (14) days prior to the Membership Meeting at which it is presented. Publication may take place by inclusion in the AFO's newsletter, or by inclusion on the AFO's website, or both. Approval, modification, or rejection of the proposed amendment shall take place at the first regular or special Membership Meeting subsequent to the meeting at which it is presented following the same procedure outlined in this Section for amendments proposed by any member or associate member as outlined in Section 2 of this Article XV – Amendments.

## **Article XVI – Availability of Constitution**

### **Section 1**

Copies of this Constitution shall be made available to any member of the AFO upon request to the Secretary. A copy of this Constitution will be posted and available on the AFO website.

### **Section 2**

Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

### **Section 3**

One copy shall be sent to the similar officer of each organization with which the AFO is affiliated.

**Article XVII – Ratification**

This Constitution shall go into effect upon its ratification by a majority of the votes cast in a ballot of the membership.

Constitution originally submitted to the membership on \_\_\_\_ and passed by a vote of \_\_\_\_ in favor, \_\_\_\_ against.

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Signature of the Elections Committee Chairperson



## **By-Laws to the Constitution of the Henry Ford Community College Adjunct Faculty Organization**

### **By-Law I—DUES, ASSESSMENTS**

#### **SECTION 1**

The membership dues of the Adjunct Faculty Organization (AFO) shall be 2.05% of salary beginning in the Winter of 2015 subject to the stipulation that the percentage amount covers the prevailing per capita amounts for affiliated organizations including the American Federation of Teachers, AFT-Michigan, and local and state councils of the American Federation of Labor-Congress of Industrial Organizations and insurance premiums. Whenever the dues of a required affiliate increase, the dues of the AFO shall be increased by a sufficient amount to cover the increase if necessary.

#### **SECTION 2**

The Agency/Service Fee to be paid by non-members of the AFO who are covered by our collective bargaining agreement shall be the maximum percentage of salary allowable based on the proportion of chargeable expenses in relation to total expenses as reflected in the annual “Schedule of Combined Expenses and Allocation between Chargeable and Non-Chargeable Expenses.” The maximum allowable percentage will be determined at the time the Schedule is published and will apply to agency fees beginning with the next pay period fees are collected and will be in effect until the next annual Schedule is published. Agency fees are fixed and collected by the AFO in accordance with procedures consistent with local, state, and federal law.

#### **SECTION 3**

Assessments for unusual expenditures shall be set by the Executive Board subject to ratification by the Membership.

## **By-Law II—OFFICER STIPENDS and DUES REFUNDS**

### **SECTION 1**

A biannual stipend may be paid to all elected officers (President, Vice-president, Treasurer, Financial Records Secretary and Recording Secretary) and to the appointed Chief Grievance Officer. All of these positions are required to expend a considerable amount of time in fulfillment of their responsibilities and a modest stipend is appropriate to provide both some compensation for the work and as an incentive to future leaders of the AFO.

Stipends will be paid twice yearly, once in December and again in June.

The stipend pool (for each six-month period) will equal four times the amount of compensation a member at the highest step of the Ph.D. lane is entitled to for teaching a three-credit hour course.

An individual stipend will equal *up to* the amount of compensation a member at the highest step of the Ph.D. lane is entitled to for teaching a three-credit hour course.

Any officer who is also a paid staff member of the AFO is not entitled to a stipend under this by-law.

*The president's stipend (not to exceed the amount of compensation received by an employee at the top step of the Ph.D. lane for teaching a three-credit hour course) will be determined by a consensus decision of the rest of the Executive Board.*

*The amount of each remaining officer's individual stipend will be determined by the president.*

*Stipend payments will be reviewed by the Finance Committee, but final approval rests with the President and the Executive Board.*

### **SECTION 2**

Officers are to pay AFO union dues on any earnings from stipends at a rate equal to the rate of union dues paid by AFO members as specified in By-Law I to this Constitution.

Alternatively, officers who are paid stipends can forego the requirement to pay AFO dues on stipend payments if they contribute an equal or greater amount to either the AFO's Political Action Fund or to The HFCC Founders' Scholarship Fund.

### **SECTION 3**

On an annual basis, the President may approve dues refunds up to an amount equal to the amount actually paid in dues or \$100.00 (whichever amount is higher) to AFO members who serve on standing committees of the AFO. Members of standing committees may be required to expend a considerable amount of time in the service of the AFO.

Dues refunds will be made annually in January based upon dues paid in the prior year and service provided in the prior year.

*The amount of each member's dues refund will be determined by the president with the approval of the Executive Board.*