

**HENRY FORD COLLEGE  
ADMINISTRATORS ASSOCIATION  
AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS  
LOCAL 71, AFL-CIO**



**CONSTITUTION**

HENRY FORD COLLEGE  
5101 EVERGREEN ROAD  
DEARBORN, MICHIGAN 48128

**HENRY FORD COMMUNITY COLLEGE  
ADMINISTRATORS' ASSOCIATION  
LOCAL 71**

**CONSTITUTION**

**ARTICLE 1        NAME**

This organization shall be known as the Henry Ford Community College Administrators' Association Local 71 and hereafter referred to in the Constitution as "The Association".

**ARTICLE 2        OBJECTIVES**

The objectives of this Association shall be to:

- a. serve as a voice for the members of the Association;
- b. address issues affecting College Administrators;
- c. represent members in negotiations concerning salaries, hours, and working conditions;
- d. operate as a vehicle for communication among the members;
- e. promote a closer fellowship among the Association's members
- f. further the educational interests of students attending Henry Ford Community College;
- g. collaborate with the Cabinet and the Board of Trustees in the formation and advancement of the College's mission and goals;
- h. encourage leadership;
- i. foster positive community relationships.

**ARTICLE 3        MEMBERSHIP**

Membership in the Association shall be open to all administrators identified in the current collective bargaining agreement (contract) between the Henry Ford Community College Board of Trustees and the Association. This includes individuals filling newly created administrative positions.

**ARTICLE 4        OFFICERS**

Section 1

The officers of this Association shall be a president and four vice-presidents. The four vice-presidents shall represent these sectors of the College as

specified in Article 2 of the Bylaws. In the event that a member from each sector does not run for a vice-presidency, that position shall be considered an "at large" position for the respective term(s) of office. The President shall designate one vice-president each to serve as:

- a. Executive Vice-President,
- b. Vice-President of Parliamentary Procedures,
- c. Vice-President of Records and Communications (secretary),
- d. Vice-President of Finance (treasurer).

Section 2 In the absence of the President, the Executive Vice-President will act in the place of the President. In the absence of the Executive Vice-President, the vice-presidents will act in this order: Vice-President of Parliamentary Procedures, Vice-President of records and Communications, and Vice-President of Finance.

Section 3 The term of office for each Vice-President shall be two years. The term of office for the president shall be for three years.

Section 4 Elections

- a. Nominations for officers shall be made by a Nominating\Election committee appointed by the President at the *September* meeting.
- b. The Nominating\Election committee shall consist of at least three members.
- c. At the *October* meeting, the Nominating\Election committee shall report to the membership the name of at least one consenting candidate for each office to be filled. Additional nominations of consenting candidates may be made from the floor.
- d. In the event there is only one candidate for a position, that person will be declared the winner and will assume office January 1st.
- e. If there are two or more candidates for a position, the Nominating\Election committee will be charged with holding an election in time for the results to be announced at the *November* membership meeting. The election will be by secret ballot. The Nominating\Election committee will establish and communicate the time frame in which members can vote. Members may vote only for the nominated candidates.
- f. In the event of a tie, a runoff election between leading vote getters shall be held as quickly as possible. The Nominating\Election committee will establish and communicate the time frame. Results will be made available to the membership immediately thereafter.

Section 5 Those elected shall formally take office at the January membership meeting.

Section 6

Vacancy

- a. A permanent vacancy occurring in an office shall be filled by a vote of the members of the Association at the next regular meeting. Notice of such election will be given at least three business days in writing or by email.
- b. In the event of a temporary vacancy, the President shall make an interim appointment if such an appointment is deemed necessary to ensure representation

**ARTICLE 5**

**EXECUTIVE BOARD**

Section 1

Membership

- a. The Executive Board shall consist of the President and the Vice-Presidents.
- b. Members other than officers may be appointed to the Executive Board by majority vote of members in attendance and shall be assigned to duties as specified. Such appointed members will not have a vote on the Executive Board.

Section 2

The duties of the Executive Board shall be:

- a. to transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association;
- b. to prepare and submit a budget for the fiscal year to the Association for approval;
- c. to approve payment of routine bills within the limits of the budget.
- d. to approve the plans of work of the standing committees and when necessary to recommend to the Association;
- e. to present a report at the regular meetings of the Association;

Section 3

Regular monthly meetings of the Executive Board shall be held at a time to be determined by the Board. Those present shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by any member of the Board.

**ARTICLE 6**

**AMENDMENTS**

Section 1

A proposed amendment to this constitution must be made by a majority of the Executive Board or must be endorsed by at least three members of the Association and submitted in writing to the Executive Board.

Section 2 The proposed amendment shall be submitted at the next regular Membership meeting of the Association, provided that notice of the proposed amendment is given to all members in writing or by email at least five working days before the meeting. It shall be voted upon at the next regular meeting.

Section 3 A two-thirds vote of all votes cast shall be necessary for the adoption of an amendment.

**ARTICLE 7 MEETINGS**

Section 1 A regular meeting of the Association shall be held on the third Wednesday of each month unless otherwise specified. All regular meetings shall have a n agenda published at least three working days in advance of the meeting day.

Section 2 The annual meeting shall be held the third Wednesday of February, at which time all annual reports shall be received.

Section 3 The October meeting shall be designated as the meeting at which nominations for elective offices will be made.

Section 4 The election of officers shall take place at the November meeting.

Section 5 Special meetings may be held when called by the President.

Section 6 The members present shall constitute a quorum.

Section 7 A member may request that the President call a special meeting.

**ARTICLE 8 STANDING COMMITTEES**

Section 1 The Negotiating Committee shall consist of the President and other such members as he/she 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 any other negotiable matters and shall negotiate these matters with appropriate members of the College Administration or the Board of Trustees. Proposals concerning policy or salary must be approved by the Executive Board before negotiation. Any proposed contract settlement shall be submitted to the Executive Board prior to its submission to the membership for action. Grievances must be submitted in writing to the Executive Board. Upon Board approval, the grievances will then in turn be submitted, when appropriate to the Negotiating Committee for action.

Section 2 The President, with the approval of the Executive Board shall appoint such special committees as shall be necessary.

**ARTICLE 9 DUE PROCESS**

Section 1 If a complaint or charge is to be made against any officer or member of the Association related to his/her responsibilities to the Association, the Executive Board will provide a full procedure in accordance with Article IV, *Misconduct by Officers of an Affiliated Union or by Members of the General Executive Board*, of the American Federation of School Administrators (AFSA) Constitution.

**ARTICLE 10 AFFILIATIONS**

Section 1 This local shall affiliate with the Michigan Chapter of the American Federation of School Administrators, AFL-CIO.

Section 2 Association delegates shall be elected by the membership and shall submit reports to be presented at membership meetings.

**ARTICLE 11 AUDITING**

Section 1 The books shall be audited internally at the end of the calendar year and a written report submitted to the membership at the annual meeting in February. The audit shall be conducted by a Local 71 Audit Committee.

Section 2 The Audit Committee shall be appointed by the Executive Board at the March general membership meeting, subject to a majority vote of approval by those members present. It shall consist of three (3) Local 71 members, none of whom is currently serving on the Executive Board.

Section 3 At any time, an external audit may be requested. Membership must approve the request by a majority vote.

**ARTICLE 12 RULES**

Section 1 *Roberts J Rules of Order* shall be considered the authority in all cases not covered specifically by this Constitution. A copy of *Roberts J Rules* is to be available at every meeting.

**ARTICLE 13      RATIFICATION**

Section 1      CONSTITUTION

A majority of those present and voting at the organizational meeting shall put this Constitution into effect. Copies shall be available to any member of this Association upon request to the Vice-President of records and Communications (secretary).

Section 2      CONTRACTS

Any proposed modification to the Local 71 Bargaining Agreement (i.e. contract) must be approved by a simple majority of members in a vote to ratify. Such modifications include:

- a) adoption of a new contract
- b) renewal\extension of an existing contract, or
- c) modifications\amendments to an existing contract.

In all cases, language for any such changes must be made available to the membership in its entirety either in hard copy or electronically at least three business days prior to a vote for ratification.

**BYLAWS**

**ARTICLE 1      DUTIES OF THE OFFICERS**

Section 1      The President shall:

- a. represent the Association and its members when and where needed;
- b. serve as a member of and preside at meetings of the Executive Board;
- c. appoint committees with the approval of the Executive Board;
- d. perform other duties usually expected of the office of the President, or those which may be assigned to him by the Executive Board or the membership.

Section 2      The Vice-Presidents shall:

- a. assist the President in carrying out his/her duties as Chief Executive Officer when called upon;
- b. serve as a members of the Executive Board;
- c. serve as executive Vice-President, parliamentarian, secretary or treasurer as assigned by the President;
- d. act in behalf of the President when so designated by the President.

- Section 3 The Executive Vice-President shall act in place of the President in the President's absence.
- Section 4 The Vice-President of Parliamentary Procedure shall interpret and enforce *Roberts Rules of Order* during all meetings of the Executive Board and the membership.
- Section 5 The Vice-President of Records and Communications (secretary) shall:
- a. perform the duties of corresponding and recording secretary for both the Association and the Executive Board;
  - b. keep a record of all official proceedings of the Association and the Executive Board;
  - c. provide the membership with minutes of meetings and with other written reports designated by the President;
  - d. carry on all written correspondence for the Association and for the Executive Board;
  - e. provide at least three working days notice and agenda of regular meetings to the general membership
  - f. keep a current membership list of all members of the Association.
- Section 6 The Vice-President of Finance (treasurer) shall:
- a. be responsible for the collection of all dues and assessments as determined by the Association;
  - b. keep an accurate record of all monies received and disbursed by the Association;
  - c. prepare and submit quarterly financial reports on the Association to the membership;
  - d. perform other such duties in connection with financial affairs of the Association as directed by the President or the Executive Board.

## **ARTICLE 2 VICE PRESIDENT AREAS OF REPRESENTATION**

- Section 1 Vice President Divisions
- Administrative Services, Development, and Information, Marketing, & Effectiveness
  - Financial Services
  - Student Affairs
  - Academic Affairs
- Section 2 Re-evaluation



An ad-hoc committee shall be convened at least every five years ending in 0 and 5 for review and recommendations.

**ARTICLE 3 DUES**

- a. The monthly dues shall be 1/10th of one percent (.001) of the annual salary of step 6 (effective November 1, 2016) of the grade the member is on (rounded to the nearest dollar), of the current year of the Association's salary schedule.
- b. The Executive Board shall review dues annually and make recommendations to the membership for changes if deemed necessary.
- c. Changes in the dues formula before the end of the current contract must be approved at any regular meeting of the Association by a two-thirds vote of the members present.

**ARTICLE 4 AMENDMENTS TO THE BY-LAWS**

Section 1 Amendments to the By-Laws shall be by the same procedure as that established for the Constitution, except that only a simple majority of votes shall be required for passage.

As amended October 19, 2016