

# BYLAWS OF THE COUNCIL ON HIGHER EDUCATION, IEA-NEA

## Mission:

The IEA Higher Education Council, hereafter called the Council, serves as the primary advisory body to IEA governance and IEA staff in regard to matters concerning higher education faculty, professional support staff, and graduate assistants at IEA affiliated higher education institutions. The Council will also advise IEA governance and staff on matters that impact students at Illinois institutions of higher education. In fulfilling this charge, the Council shall:

1. Provide the Council, IEA staff, IEA leaders and IEA members the opportunity to meet and confer on issues important to the success of students, our members, and Illinois Higher Education.
2. Assist in efforts aimed at organizing new higher education faculty, professional support staff, and graduate assistants at IEA affiliated higher education locals.
3. Provide organizational support to existing IEA affiliated education locals.
4. Identify leaders in the IEA higher education community and support leadership development activities.
5. Annually sponsor a statewide and/or regional conferences to inform IEA higher education members of current issues, provide for membership development, and strengthen the cause of unionism among the higher education ranks.
6. Represent IEA higher education at NEA sponsored conferences.
7. Lobby for legislation in support of higher education and its students, faculty, professional support staff and graduate assistants.

## Officers:

The officers of the Council shall be a Chairperson, Vice-Chairperson, a Secretary and a Treasurer. The Chairperson and Vice Chairperson shall be elected according to the procedures approved by the IEA Board of Directors. The Secretary and Treasurer for the Council shall be elected from the members of the Council for a term of two years.

## Duties & Responsibilities of Officers:

1. **Chairperson:** Shall serve as chief spokesperson and liaison with IEA governance and staff, shall preside over meetings and appoint members to Council committees subject to approval of the Council. The Chairperson also serves as a voting member of the IEA Board of Directors and as such will at each meeting of the IEA Board provide a report on higher education issues and activities of the Council.
2. **Vice-Chairperson:** Shall preside at meetings in the Chairperson's absence and represent the Chairperson in his or her absence with all rights and privileges including at IEA Board meetings. In case of inability of the Chairperson to serve, the Vice-Chairperson shall assume the duties of the Chairperson for the remainder of the term. A majority of the

Council at its next regularly scheduled meeting shall then elect a Vice-Chairperson to serve until such time as a Vice-Chairperson is elected in accordance with IEA procedures.

3. **Secretary:** Shall keep accurate minutes of all meetings, whether in-person or electronic meetings of the Council. These minutes will be distributed for approval at the next meeting of the Council. Approved minutes will be held at an IEA office location and be made available by request to IEA governance and staff.
4. **Treasurer:** Shall, in conjunction with assigned IEA staff, develop a budget to be approved by the Council to support Council activities on an annual basis and shall apprise the Council throughout the year of the status of expenditures.

## **Committees:**

1. Standing committees:

The Annual Conference Committee shall be charged with the development of the annual statewide/regional conferences theme and program. The Chairperson with approval from the Council will appoint members to this committee.

The Legislative Committee shall be charged with monitoring Illinois and Federal Legislation that may impact faculty, staff, and students at Illinois Higher Education institutions. The Legislative Committee will also be charged with reviewing and recommending to the Council any necessary amendments to the IEA Legislative Platform. The Chairperson with approval from the Council will appoint members to this committee.

2. Ad-Hoc committees: Shall be established by the Chairperson on an as needed basis. The Chairperson with approval from the Council will appoint members to these committees.

## **The Council:**

As the Council serves as the primary advisory body to IEA governance and IEA staff in regard to matters concerning a diverse higher education community, it is critical that representation on the Council reflect this diversity. IEA-NEA bylaws provide that the Council shall be composed of ten (10) persons, including a Chairperson and a Vice-Chairperson, all of whom are employed in institutions of Higher Education. These members of the Council shall be elected for three year staggered terms by the IEA-NEA members employed in institutions of higher education. Further, a vacancy shall be filled by a majority vote of the members of the Council at its next regularly scheduled meeting, and the elected individual shall serve until the next regular spring election is conducted to fill the unexpired term. In recommending an individual to fill a vacant position the Chair is required to review Council representation as it reflects the diversity of the higher education community. To the degree possible representation should reflect the following considerations:

1. Geographical representation.
2. Constituent characteristics, ie, tenure track faculty, full time non-tenure track faculty, part-time, adjunct, non-tenure track faculty, support professional and graduate assistants.

### **Council member obligations:**

By virtue of election or accepting appointment to the Council a member has expressed a willingness to participate in activities related to the Council's charge of advocacy for IEA higher education members and as advisor to IEA governance and staff. This willingness to participate is demonstrated through participation in Council outreach activities, service on Council committees, and active participation in Council meetings and the annual IEA Higher Education Conference. A member who is absent from two meetings annually (Sept.-Aug.) may be required by written request of the Council Chairperson to explain the reason for their absence from the meetings and show cause why they should not resign from the Council or voluntarily resign from the Council. In accordance with IEA bylaws (Art. XII, Sec. 4.D.), the recall of a Council Chairperson, Vice Chairperson or Council member may be initiated by a three-fourths (3/4) vote of the Council. A recall election among IEA Higher Education members will then be held. A majority of those voting shall determine whether the Chairperson, Vice Chairperson, or Council member is recalled. Newly elected council members will receive a welcome packet outlining such duties and obligations as well as other documentation to serve as an introduction to the Council's charge of advocacy for IEA higher education members and as advisor to IEA governance and staff.

### **Ex officio Membership on the Council:**

**Emeritus Status of Departing Chairpersons:** In recognition for services rendered to the Higher Education Council, a departing chairperson will receive notification of Council meetings and be granted ex officio rights of participation without the right to vote. The departing Chairperson shall also be granted an invitation to attend the IEA Higher Education and NEA Higher Education Conferences. Expenses to attend Council meetings and conferences will be reimbursed at the Council/IEA approved rate of reimbursement, but not to exceed \$3,000 in budget year. This allowance shall continue for a period of up to three (3) years for a departing chairperson who has completed two (2) terms of office and one (1) year for a departing chair completing one term of office.

**Membership of Region Chairs:** IEA Region Chairs who are members of Higher Education IEA affiliates shall receive notification of Council meetings and be granted ex officio rights of participation but not the right to vote for the length of their terms and an invitation to attend the IEA Higher Education Conference. Expenses to attend Council meetings and conference will be reimbursed at the Council/IEA approved rate of reimbursement.

**Membership of Sectional Representatives:** Elected IEA Higher Education Sectional Representatives not serving as Council members shall receive notification of Council meetings

and be granted ex officio rights of participation without the right to vote for the length of their terms and an invitation to attend the IEA Higher Education Conference. Expenses will be reimbursed at the Council/IEA approved rate of reimbursement.

### **Meeting Time:**

There shall be at least four in-person or electronic meetings each year. At a minimum two of these meetings must be in person. Dates and times will be established by the Council Chairperson with Council agreement and notification will be sent no later than 15 days prior to the meeting, except in case of emergency. Additional meetings may be called by the Chairperson, or may be called upon written request of three members of the Council to the Chairperson. Except in cases of emergency, at least 72 hours notice must be given to all Council members and business must be limited to that contained in the notice. Access to meetings shall be open, except that the Council may go into executive session by a majority vote of Council members present at the meeting. The Chairperson will review, and with counsel from the Council, approve requests made by individuals wishing to address the Council on matters related to Higher Education. Electronic meetings, as referenced in this document, include telephone conference, video conference, webinar or other methods of telecommunications, provided that all participants are able to be heard by and communicate with all other participants.

### **Procedures:**

Council will be governed by Robert's Rules of Order, Newly Revised on all matters not otherwise provided for in IEA or Council bylaws. A quorum of five elected Council members for all matters of business shall be required.

### **Parent Organization:**

These Bylaws must be in accord with those of the IEA and will be changed, if required. If there are any conflicts or inconsistencies between these Bylaws and IEA bylaws, the IEA bylaws will govern.

### **Amendments:**

Amendments to the Bylaws will require a two-thirds majority of Council members present at the meeting at which the amendments to the bylaws are voted upon provided that Council members are sent notice of the proposed amendments at least twenty-one (21) days prior to the vote.

Approved 8/1/15