

**CONSTITUTION
OF
THE HENRY FORD COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION**
Adopted September 29, 2014 **REVISED 9/22/17**

Article 1: Name

This organization shall be known as the Henry Ford Community College Support Staff Association, hereafter referred to as "HFCC-SSA".

Article 2: Objective

The objectives of HFCC-SSA shall be to:

- a) Effectively organize all workers eligible for membership and secure collective bargaining for the advancement of its members.
- b) Implement public support for and interest in Henry Ford College through close contact and effective cooperation between HFCC-SSA and community.
- c) Promote the professional, social, and economic welfare of the HFCC-SSA of Henry Ford College and the sound educational advancement of its students.
- d) Advance the welfare and professional interests of HFCC-SSA.
- e) Represent members in negotiations concerning salaries, hours and working conditions.
- f) Work in cooperation with the Henry Ford 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.
- g) Provide a practical means of protecting and advancing the best interest of public institutions of higher education in Michigan and the United States.

Article 3: Membership

- Section 1 Membership in HFCC-SSA shall be open to all non-instructional and non-administrative employees of Henry Ford College and **if** the applicant is, at the time of application, an actual non-instructional, non-administrative employee of Henry Ford College. Membership in HFCC-SSA will be automatic upon completion of probationary period and completion of application. No prospective member will face either voice or secret ballot vote to obtain membership in the HFCC-SSA.
- Section 2 Membership in the HFCC-SSA will be automatic upon completion of probationary period and the Member is in Good Standing with the Association.
- Section 3 Any member who fails to pay dues and is more than sixty days in arrears shall be dropped from the membership rolls. The member may be reinstated upon the payment of a \$100.00 fee plus all back dues.
- Section 4 Member in Good Standing is defined in the By-laws of the HFCC-SSA.

Article 4: Executive Board and Duties

- Section 1 The following Executive Board shall be elected to a term of three (3) years by the HFCC-SSA membership:
- A. President
 - B. Executive Vice President
 - C. Treasurer
 - D. Secretary
 - E. Vice President – Clerical (AAA/AA/**Assistant to the Dean/**Division & Department Secretaries/**Customer Service Reps/Library Associates/Student Activities Associates/Food Services {Café}**)
 - F. Vice President – Facilities (Custodial/BOS/Grounds/Electrician/Shipping & Receiving Associates/**Logistics Associates**)
 - G. Vice President – Student Services (**Welcome Center Employees/Orientation Associates/Admissions Recruiters/Student Success Navigators**)
 - H. Vice President – Technology (Campus Safety/IT/Graphics/Payroll/Financial Services/Mailroom/Buyer Associate/Institutional Research/Foundation Associate/Lab Associate/eInstructional Designer/Multimedia Associate)
- Section 2 When the Presidency is vacated prior to the end of elected term, the Executive Vice President shall serve until the vacancy is filled by the membership.
- Section 3 When an elective officer, other than the President, is vacated prior to the end of elected term, for Executive Vice President, Treasurer, Secretary, be voted on by the quorum of members of the next regularly scheduled General Membership Meeting to serve until the last day of vacated term.
- Section 4 **When an elective Vice President Officer (Vice President – Clerical, Vice President – Facilities, Vice President – Student Services or Vice President – Technology) is vacated prior to the end of elected term, a replacement from the respective area will be nominated. After proper notification to the employees, the nominee's names will be brought forward for voting purposes. The vote will take place at the next General Membership Meeting. Only the members within the represented area will vote on electing the open Vice President office.**
- Section 5 An Executive Board Member who fails to attend two (2) regularly scheduled General Membership and Executive Board meetings during any one (1) college year without reasonable excuse, as determined by the Executive Board, or who fails to attend six (6) regularly scheduled General Membership and Executive Board meetings with or without reasonable excuse during any one (1) term of office, shall forfeit their office. An Executive Board Member on professional leave or sick leave due to prolonged illness shall be exempt from this provision. In the case of a long term illness and if the Executive Board Member cannot fulfill their office, the President will reassign duties until the Executive Board Member returns to office.
- Section 6 A Member in Good Standing for a period of at least one (1) year is required to hold Executive Board Member.
- Section 7 A Member in Good Standing is required to continue to hold office.
- Section 8 It shall be the duty of the Executive Board to:
- a) Carry out the directives of the Membership
 - b) Administer the affairs of the Association, subject to the will of the Membership.

- c) Recommend policies and plans to the Membership.
- d) Communicate and promote the programs, activities, and efforts of the Association to their respective groups.
- e) Interpret and enforce this Constitution and By-Laws.
- f) Review and sign contracts and act as agents of the Membership (2 of the 4 signatures required on all contracts President, Executive Vice President, Secretary, and Treasurer)

Section 9 The Executive Board shall have the power to commit the Association on matters of high policy or action only when an emergency precludes such commitment by the Membership.

Article 5: Elections

Section 1 An Election Committee Chairperson shall be appointed from the committee and vote to be approved at the September General Membership Meeting, 2 months prior to the election.

This committee shall ask for nominations of candidates for each position to be filled. Nominations must be validated by November 1, prior to the election. The list of nominees and biographies will be sent to members via email, at specified locations at least one week prior to the election, and on the website.

This committee shall supervise the elections, and the official results will be made public within 24 hours via email and on the website <http://www.hfccsa.org/>

Section 2 Election of Executive Officers shall take place by secret ballot the Friday before Thanksgiving. Candidates receiving a majority of votes for each vacancy shall be declared elected. Elected Executive Officers will be sworn in and take office at the next January Membership Meeting.

If the election does not produce a majority of votes for a candidate, a run-off election of the two candidates receiving the greatest number of votes shall be held at the next regular meeting. 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 second 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.

Section 3 Only Members in Good Standing may vote.

Article 6: Meetings

Section 1 Meetings of the Membership shall be bi-monthly during the College year beginning with January every year. All regular meetings shall have an agenda published at least three working days in advance of the meeting day on the website and in an email.

Section 2 The Executive Board shall meet monthly during the College year.

Section 3 10% of the entire membership (including the Executive Board) at a General Membership Meeting shall constitute a quorum for voting purposes.

Section 4 The Executive Board may call section 4A special meeting of the Membership. The President shall call a meeting on the petition of fifty Members in Good Standing. The object of the meeting shall be stated in the petition and in the call.

Article 7: Committees

- Section 1 There shall be **eleven** (11) standing committees of the HFCC-SSA as follows:
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|-------------------------------------|-------------------------------|
| Constitutional Amendments Committee | Election Committee |
| Grievance Committee | Insurance Committee |
| Negotiation Committee | Publicity/Political Committee |
| Reclassification Committee | Scholarship Committee |
| Sick Bank Committee | Retirement/Social Committee |
| Community Service Committee | |
- Section 2 There will be a sign up sheet each January at the General Membership meeting for all committees. Each committee will meet in February to assign a chair and discuss the agenda for the year.
- Section 3 The President, with the approval of the Executive Board, shall appoint special committees-from a list of volunteers if needed.
- Section 4 Only Members in Good Standing will be able to serve on a committee of the HFCC-SSA.

Article 8: Dues

- Section 1 The dues shall be fixed in accordance with the By-laws.

Article 9: Recall and Expulsion

- Section 1 All elected officers shall be subject to recall.
- Section 2 Any member shall be subject to expulsion:
- A. For violation of HFCC-SSA principles and policies as set forth in the Constitution, By-Laws and Standing Rules of Robert's Rules of Order.
 - B. For active participation with or in any group or effort whose purpose shall be the defeat of policies or decisions made by vote of the Members in a General Membership Meeting.
- Section 3 The procedure for recall and expulsion shall be as follows:
- A. Charges against the accused shall be in writing, signed in duplicate by at least ten Members in Good Standing; one copy of the charges must be given to the accused and the other copy to the Executive Board.
 - B. The accused person shall have a hearing before the Executive Board within thirty (30) days of the presentation of the charges, and the Executive Board shall make recommendations to the Membership at the next regular meeting.
 - C. A two-thirds vote of a General Membership meeting where a quorum has been reached shall be necessary for recall or expulsion. Voting shall be by secret ballot.
 - D. An expelled member may apply for reinstatement after a period of three months. **The Executive Board shall grant the expelled member a hearing,** and at its recommendation and by majority vote of Members in attendance at the next meeting the expelled member shall be reinstated.

Article 10 – Affiliations

Section 1 To be determined.

Article 11 – Auditing & Budget

Section 1 The books shall be audited at the end of the calendar year and a written report submitted to the Membership at a meeting the next calendar year.

Section 2 The appointment of an auditor shall be confirmed at a General Membership meeting where a quorum has been reached.

Section 3 A budget will be created at the end of the calendar year and submitted to the membership at the first General Membership meeting where a quorum has been reached for an approval vote.

Article 12 – Rules of Order

Section 1 Robert’s Rules of Order Revised shall be considered the authority in all cases not covered by this Constitution. A copy of the rules must be kept on hand at every meeting.

Section 2 The Vice Presidents shall assume Parliamentary duties.

Article 13 – Amendments

Section 1 A proposed amendment to this Constitution may be initiated by a majority vote of the Executive Board or by the Constitution Amendments Committee. Proposed changes must be submitted in writing to the HFCC-SSA President.

Section 2 At least one (1) week prior to the vote the President shall provide the General Membership with written notification of the exact wording of the amendment(s) and the date(s), the time(s) and location(s) of voting.

Section 3 The vote on the amendment(s) shall be included as an agenda item at the next General Member Meeting, prior to voting.

Section 4 Only Members in Good Standing shall be allowed to vote.

Section 5 A two-thirds vote of all votes cast where a quorum has been reached at a General Membership **meeting** shall be necessary for the adoption of an amendment to the Constitution.

Article 14– Assets

Section 1 Should the HFCC-SSA be dissolved, any remaining assets are to be given to the Henry Ford College Foundation for use for student scholarships.

Article 15- Spending Limits

- Section 1 The Executive Board has the approval to spend up to \$2,500 without prior approval from the General Membership.
- Section 2 Any amount that exceeds \$2,500 must have approval by a vote of the members where a quorum has been reached at the next General Membership.

Article 16 - Ratification

- Section 1 Copies of this Constitution are available on the www.hfccssa.org website under Documents, and shall be made available to any member of this Association upon request to the Secretary.
- Section 2 Copies shall be made available to other affiliated organizations upon request.
- Section 3 This document is the current Constitution of the HFCC-SSA as of: **September 22, 2017**.

President: _____ Date: _____

Executive Vice President: _____ Date: _____

Treasurer: _____ Date: _____

Secretary: _____ Date: _____

Vice President - Clerical: _____ **Date:** _____

Vice President - Facilities: _____ **Date:** _____

Vice President - Student Services: _____ **Date:** _____

Vice President - Technology: _____ **Date:** _____

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