

**CONSTITUTION**  
**OF**  
**THE HENRY FORD COMMUNITY COLLEGE FEDERATION OF TEACHERS**

**Article I – Name**

**Section I** This organization shall be known as the Henry Ford Community College Federation of Teachers, AFT Local 1650.

**Article II – Purpose**

**Section I** To implement public support for and interest in Henry Ford College through close contact and effective cooperation between College teachers and community.

**Section II** To promote the professional, social, and economic welfare of the teachers of Henry Ford College and the sound educational advancement of its students.

**Section III** To advance the professional interests of College teachers.

**Section IV** To 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.

**Section V** To provide a practical means of protecting and advancing the best interest of public institutions of higher education in Michigan and the United States.

**Article III – Membership**

**Section I** This Local shall consist of all full-time members of the College teaching staff and all part-time teachers who qualify for Local 1650 representation under the Local 1650 Collective Bargaining Agreement with the Henry Ford College Board of Trustees. Retired teachers may retain membership, with voting rights limited to the office of Retirees' Area Representative.

**Section II** No discrimination shall ever be shown toward individual members or applicants for membership because of age, race, color, religion, national origin, marital status, pregnancy, sex/gender, gender identity, gender expression, gender transitioning,

sexual orientation, weight, height, familial status, protected disability, disability, perceived disability, veteran status, genetics, other characteristics protected by law, and political affiliation or belief.

Section III A 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 fee plus all back dues.

#### Article IV – Officers

Section I The following Officers shall be elected biennially by this Federation: President; Vice-president for Internal Affairs; Vice-president for External Affairs and Affiliations; Diversity, Equity, and Inclusion Officer; Secretary; and Treasurer.

Section II Membership in good standing for a period of at least one year is required to hold Federation office.

Section III Membership in good standing is required to continue to hold office.

#### Article V – Elections

Section I An Elections' Committee shall be appointed by the President with the approval of the Executive Board at the Board's September meeting. This Committee shall seek the nomination of candidates for each position to be filled. The Committee report of candidates shall be submitted to the General Membership at the November membership meeting, to be supplemented by nominations from the floor if desired. Nominations shall close at the November meeting. This Committee shall supervise the elections, and the official results will be made public prior to the Final Examination Week.

Section II Election of Officers and Area Representatives shall take place by secret ballot no later than the second week of December. Candidates receiving a majority of votes for each vacancy shall be declared elected and take office no later than the 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. 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 III Only members in good standing may vote.

## Article VI – Executive Board

- Section I      The Executive Board shall consist of elected Officers and Area Representatives.
- Section II     The Area Representatives shall consist of one person elected by each of the following instructional areas:
- |         |   |
|---------|---|
| Area 1  | Counseling, Library, Career Services, Student Activities, Assisted Learning Services, Student Outreach and Support, Learning Lab Coordinator, Athletic Director |
| Area 2  | Communications – Composition  |
| Area 3  | Technical   |
| Area 4  | Mathematics   |
| Area 5  | Science   |
| Area 6  | Nursing   |
| Area 7  | Health Careers  |
| Area 8  | Social Science  |
| Area 9  | Fine Arts, Fitness, and Philosophy  |
| Area 10 | Business, CIS, CISCO, Culinary Arts   |
| Area 11 | Communications – Non-Composition  |
| Area 12 | Retirees  |

The Area Representatives shall be elected for two-year terms. In odd-numbered calendar years, Representatives from odd-numbered areas will be elected, and in even-numbered years, those from even-numbered areas will be elected.

Membership in good standing is required to serve as Area Representative.

- Section III    Any member of Local 1650 who serves as an Officer in the AFT or AFT-Michigan is also a member of the HFCC-FT Executive Board with the right to vote.
- Section IV    An Officer or Area Representative who fails to attend two (2) regularly scheduled meetings of the Executive Board during any one College year without reasonable excuse, as determined by the Executive Board, or who fails to attend four (4) regularly scheduled meetings of the Executive Board with or without reasonable excuse during any one College year, shall forfeit office. An Officer on professional leave or sick leave due to prolonged illness shall be exempt from this provision. An Area Representative on professional leave or on sick leave due to prolonged illness shall be exempt from this provision, providing a substitute Area Representative, as approved by the Executive Board, attends regularly scheduled meetings of the Executive Board and assumes the other duties of the office.

## Article VII – Meetings

- Section I Meetings of the Membership shall be monthly during the College year. All regular meetings shall have an agenda published at least three working days in advance of the meeting day.
- Section II The Executive Board shall meet at least once each month during the College year.

## Article VIII – Committees

- Section I The Negotiating Committee shall consist of the President; the Diversity, Equity, and Inclusion Officer; 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 any other negotiable matters, and shall negotiate these matters with the appropriate representatives of 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 President or Executive Board for action. A decision of the President or Executive Board not to process a grievance or to discontinue the processing of a grievance may be appealed to the General Membership, provided the President and Executive Board are informed in writing of the intent to appeal within five working days of the publication of the Board's decision in the official minutes of the Executive Board.

- Section II The Publicity and Public Relations Committee shall consist of the Vice-president for External Affairs and such other members who may volunteer. This Committee shall develop a public information program addressing the accomplishments and contributions of the Local and its members and maintain relationships with representatives of the media.
- Section III The Solidarity Committee shall consist of the Secretary and such other members who may volunteer. This Committee shall plan and implement a dynamic internal organizing program to insure growth and vitality of the Federation.
- Section IV The Political/Legislative Action Committee shall consist of one of the Vice-presidents and such other members who may volunteer. This Committee shall consider recommendations of the AFT, the AFT-Michigan, and the Local pertaining to all levels of government. It shall study proposed legislation which may affect the Federation and/or the College. At the direction of the Executive Board, it shall oversee campaigns regarding proposed legislation. It may initiate recommendations and make known the record of government officials.
- Section V The Community Relations Committee shall consist of the Vice-president for External Affairs and such other members who may volunteer. This Committee shall recommend activities that engage the Local and members with the communities the College serves,

contribute to their betterment, and enhance the standing of the Federation and College within such communities.

**Section VI** The Technology Committee shall consist of the Vice-president for Internal Affairs, Secretary, and such other members who may volunteer. This Committee shall assess and advise the Local regarding the technology needs of the College, faculty, and Federation in the fulfillment of their respective missions. It shall have particular responsibility for maintaining the Local's electronic Evaluation of Instruction process and the Local's various electronic communication systems.

**Section VII** The Local 1650 Social Justice and Equity Committee shall consist of the Vice-president for Internal Affairs; Diversity, Equity, and Inclusion Officer; and such other members who may volunteer. This Committee shall assist the College and Departments in efforts to hire a diverse faculty and staff, reflecting the community HFC serves; assist Departments seeking to create a more inclusive curriculum and/or program; establish relationships with the community HFC serves to address the community's social justice and social equity concerns; monitor and advise the Administration and/or Senate regarding Social Justice and Equity policies under their consideration.

**Section VIII** The Insurance Committee shall consist of the Treasurer and such other members who may volunteer. This Committee shall monitor and make recommendations relative to the membership's contractual insurance coverages, tax-sheltered annuity opportunities, and MPSERS or ORP pension plans.

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

## Article IX – Dues

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

## Article X – Recall and Expulsion

**Section I** All elected Officers shall be subject to recall.

**Section II** Any member shall be subject to expulsion:

- A. For violation of Federation principles and policies as set forth in the Constitution, By-laws, and Standing Rules of the HFCC Federation of Teachers;
- 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 Membership meeting.

- Section III The procedure for recall and expulsion shall be as follows:
- A. Charges against the accused shall be in writing, signed in duplicate copies 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 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 those in attendance at the meeting 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 expelled member shall be granted a hearing by the Executive Board, and at its recommendation and by majority vote of members in attendance at the next meeting, the expelled member shall be reinstated.

## Article XI – Affiliations

- Section I This Local shall maintain affiliations with the American Federation of Teachers, the AFT-Michigan, the local AFL-CIO Central Labor Body Assembly, and the Michigan State AFL-CIO Labor Body Assembly.
- Section II The President, at the President’s discretion, shall serve as Local 1650’s ranking delegate to these respective bodies. All other delegates to these respective bodies to which the Local is entitled shall be elected by the membership in a special election. If the President is unavailable to serve as a delegate to one of these respective bodies, that position will be elected along with the Local’s other delegates in a special election, with the member receiving the highest number of votes serving as Local 1650’s ranking delegate to that body. Delegates shall submit reports to be presented at membership meetings.
- Section III Delegates from the HFCC Federation of Teachers to affiliated organizations shall meet the same requirements as Officers of the Local.

## Article XII – Auditing

- Section I The books shall be audited at the end of the calendar year and a report submitted to the Membership at the next regularly scheduled Membership Meeting following completion of the audit. The written version of this report shall be maintained in the Local 1650 office and be made available for viewing by members in the office.
- Section II The appointment of an auditor shall be made by the President in consultation with the Treasurer, subject to review by the Executive Board and the Membership in general meeting.

### Article XIII – Rules of Order

- Section I      Roberts 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 II      The President shall appoint a parliamentarian.

### Article XIV – Amendments

- Section I      A proposed amendment to this Constitution must be made by a majority of the Executive Board or must be endorsed by at least five members of the Local and submitted in writing to the Executive Board.
- Section II      The proposed amendment shall be submitted at the next regular Membership meeting of the Local, provided that notice of the proposed amendment is given to all members at least five working days before the meeting. It shall be voted upon at the next regular meeting.
- Section III     A two-thirds vote of all votes cast shall be necessary for the adoption of an amendment.

### Article XV – Ratification

- Section I      Copies of this Constitution shall be made available to any member of this Federation upon request to the Secretary.
- Section II      Copies shall be made available to other affiliated organizations upon request.

## BY-LAWS

### Of

## The Henry Ford Community College Federation of Teachers

### ARTICLE I

#### DUTIES OF THE OFFICERS

#### SECTION 1 THE PRESIDENT

The President shall preside at all meetings of the Federation and of the Executive Board. The President shall be an ex-officio member of all committees, shall sign all necessary papers and documents, shall authorize payment of bills and represent the Local when and where necessary. The President shall assume the initiative in representing the Federation on emergency issues, shall make emergency decisions, and shall take emergency action on behalf of the Federation, subject to review by the Executive Board and the Membership in general meeting. The President shall consult with the Treasurer to ensure the proper auditing of the Federation's financial books on an annual basis, including the appointment of an auditor, subject to review by the Executive Board and the Membership in general meeting. The President shall make a report to the Membership at least once each year, summarizing the accomplishments of the Federation and outlining plans for the next year. The President shall serve as Local 1650's ranking delegate to all organizations in which the Local maintains a membership or affiliation, unless the President is unable or chooses not to serve.

#### SECTION 2 THE VICE-PRESIDENT FOR INTERNAL AFFAIRS

The Vice-president for Internal Affairs shall act as the administrative assistant to the President, shall perform the duties of the President in the absence of the President, and shall serve as president pro tem if the Office of President becomes vacant, until an election of a President to serve the remainder of the vacated term. This election shall take place within 45 days following the vacancy. The Vice-president for Internal Affairs may formulate all agendas in cooperation with the President and the Executive Board and shall direct the preparation and general distribution of all notices and bulletins, including the Local's newsletter, electronic communication systems, and member-to-member contact system. The Vice-president for Internal Affairs and Secretary shall co-chair the Technology Committee.



## SECTION 3 THE VICE-PRESIDENT FOR EXTERNAL AFFAIRS AND AFFILIATIONS

The Vice-president for External Affairs and Affiliations shall be in charge of public relations, shall represent the Henry Ford Community College Federation of Teachers at regular and special meetings of those organizations with which the Federation may become affiliated, and shall be responsible of the distribution of information and policy coming from those organizations. The Vice-president for External Affairs and Affiliations shall chair the Publicity and Public Relations Committee. The Vice-president for External Affairs and Affiliations shall chair the Political/Legislative Action Committee.

## SECTION 4 DIVERSITY, EQUITY, AND INCLUSION OFFICER

The Diversity, Equity, and Inclusion (DEI) Officer shall advise officers, the Executive Board, and Union committees on DEI policy, procedure, and membership concerns. The DEI officer will attend Executive Board and General Membership meetings to provide input on agenda items and discussion. The DEI Officer will serve on the negotiation team to ensure that the contract addresses the needs of our diverse members. The DEI Officer will be available to members to help advise, facilitate discussion, and mediate conflicts over DEI issues within the College and the Union. The DEI Officer will also be available for disciplinary and grievance meetings between individual members and the College, if and when a member wishes them to be present. The DEI officer will report concerns and progress relative to DEI, as appropriate, to the membership through the Federation's meetings, newsletters, electronic communications systems, and member-to-member contact system. The DEI Officer will chair the Social Justice and Equity Committee.

## SECTION 5 THE SECRETARY

The Secretary shall issue all notices, prepare correspondence at the direction of the President, and shall report to the President and the Executive Board on all incoming correspondence which the Secretary may receive. The Secretary shall record the minutes of the meetings of the Executive Board and the General Membership; shall be the custodian of the Seal and Charter of the Federation, to be housed in the Federation office; shall be responsible for all publications; and shall make arrangements for all meetings. The Secretary shall chair the Solidarity Committee. The Secretary and the Vice-president for Internal Affairs shall co-chair the Technology Committee.

## SECTION 6 THE TREASURER

The Treasurer shall receive, record, and deposit in the name of the Federation all money from dues and all other sources. The Treasurer shall keep the membership roll and issue receipts and delinquent notices. The Treasurer shall provide such rosters and information as may be required by the Board of Trustees' Payroll Department in connection with the payroll deduction of monthly

dues. The Treasurer shall forward all per capita dues and current membership lists to affiliated organizations in order to keep this Federation in good standing at all times. The Treasurer shall pay all bills as directed by the President and authorized by the Executive Board, retaining voucher or invoice for same. The Treasurer shall consult with the President on the Federation's annual audit, subject to review by the Executive Board and the Membership in general meeting. The Treasurer shall keep adequate records available at all times for the Executive Board and the Auditor, and shall present a written report to the Membership once each year. The Treasurer shall prepare all forms and pay all taxes required by law. The Treasurer shall file all required governmental paperwork relevant to the Treasurer's responsibilities. The Treasurer shall chair the Insurance Committee.

## SECTION 7 THE AREA REPRESENTATIVES

The Area Representatives shall represent the views and concerns of their respective constituencies, shall conduct Area meetings when necessary, shall be responsible for distribution and collection of ballots in Union elections and referenda, and conduct collections of such voluntary contributions of funds from their respective constituencies as may be approved by the Executive Board. The Area Representative shall attend and participate in Executive Board meetings. If an Area Representative cannot attend a given Executive Board meeting, the Area Representative should find a substitute from the Area for that meeting; such a substitute shall have a voice but not a vote in Executive Board decisions made at that meeting.

### ARTICLE II

#### THE TERMS OF THE OFFICERS AND THE AREA REPRESENTATIVES

SECTION 1           The Officers and Area Representatives shall be elected for two-year terms.

SECTION 2           The President; Vice-president for External Affairs and Affiliations; Diversity, Equity, and Inclusion Officer; Treasurer, and Area Representatives from Areas 2, 4, 6, 8, 10, and 12, shall be elected in even-numbered years. The Vice-president for Internal Affairs; the Secretary; and Area Representatives from Areas 1, 3, 5, 7, 9, and 11 shall be elected in odd-numbered years.

### ARTICLE III

#### ELECTIONS

SECTION 1           Any vacancy prior to the expiration of the regular term of office shall be filled by an appropriate special election.

SECTION 2           Incumbents are eligible to run for other offices and for reelection.

SECTION 3           Area Representatives shall be elected by secret ballot by the members of

the Area represented.

SECTION 4 All candidates for office must submit their intent to run for office in writing to their Area Representative or the Chair of the Local's Election Committee prior to the close of nominations at the November General Membership meeting.

#### ARTICLE IV QUORUM

Those members attending a regularly announced Membership meeting shall constitute a quorum. A majority of the members of the Executive Board shall constitute a quorum at any Executive Board Meeting.

#### ARTICLE V DUES, ASSESSMENTS

SECTION 1 Dues shall be set by the Executive Board subject to ratification by the Membership.

SECTION 2 Assessments for unusual expenditures shall be set by the Executive Board subject to ratification by the Membership.

#### ARTICLE VI AMENDMENTS TO THE BY-LAWS

Amendment 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.