

Illinois Council of Community College Administrators

CONSTITUTION

ARTICLE I: NAME

The name shall be Illinois Council of Community College Administrators (ICCCA).

ARTICLE II: PURPOSE

The purpose shall be to serve the common interest of those in administrative capacities within the public community colleges of the state of Illinois. The ICCCA shall provide a forum for informational exchange, a vehicle of professional development, and a voice in the general welfare of community colleges. The council shall articulate with the Illinois Council of Community College Presidents through the initiation of positions and responses to issues that may be of concern to either organization.

ARTICLE III: MEMBERSHIP

Section 3.1 Members

Membership shall be open to administrators of public community and junior colleges of the State of Illinois, except for those who are eligible for membership in the Council of Community College Presidents. Administrators shall be defined by each public community college.

(a) Commission Member

A commission membership will be available to any member of an active ICCCA Commission. A Commission Member will be entitled to hold office or be appointed to committees or advisory groups of the ICCCA. Commission Members are eligible to receive ICCCA's member information, participate in membership activities, and serve as a voting member at business meetings. (Commission membership shall be defined by each commission.)

(b) Affiliate Member

An affiliate membership will be available to any employee of an Illinois Community College who is defined as an administrator by that college. Affiliate Members are not eligible to serve as an ICCCA Officer but may be appointed to committees or advisory groups of the ICCCA. Affiliate Members hold no voting privileges. Affiliate Members are encouraged to attend ICCCA professional development offerings, such as the annual conference.

Section 3.2 Duration of Membership: Resignation

Membership in the ICCCA may terminate by voluntary resignation as herein provided, or as otherwise provided in these Bylaws or by law. All rights and privileges of a member in the ICCCA shall cease on the termination of membership. The resignation of a member does not relieve the member from any obligations the member may have to the ICCCA as a result of obligations incurred or commitments made before such resignation, including any unpaid dues, fees or assessments.

Section 3.3 Questions of Membership

Questions of membership status shall be determined by the respective Commission Chair (in the case of commission membership) or the College President (in the case of affiliate membership) of the person

whose membership is in question. In such cases where there is no Commission Chair or College President associated with the person under questioned membership, membership status shall be determined by the ICCCA Executive Committee.

ARTICLE IV: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the duly elected and appointed ICCCA Officers and the chairperson of each commission.

ARTICLE V: OFFICERS/ELECTIONS

The Officers of the ICCCA shall be president, vice president, immediate past-president, secretary, and treasurer. A secretary is elected annually that will progress through year one – Secretary, year two – Vice President, year three – President, year four – Immediate Past President, A treasurer is elected every two years for a two-year position. A slate of officers, created from nominations received by Executive Committee members, for the upcoming year will be approved by the Executive Committee at their November meeting and presented to the ICCCA Commission Members at the November business meeting. Officer nominations will be requested at the September Executive Committee meeting and provided to the current ICCCA President no later than two days prior to the November business meeting. The slate of officers as presented may be amended from the floor until such time as nominations are closed by the president. No one may be nominated for an office without his/her prior consent. For offices with more than one nomination, an election shall be by secret ballot, the winners being determined by simple majority vote of those ICCCA Commission Members present and voting. Each member present shall be eligible for one vote. Terms of office shall begin on January 1 following the year of election. The Executive Committee shall have the authority to fill by appointment any vacancy for any unexpired term. No member may hold more than one office within the organization during one year.

In the event that an annual conference is not held and no annual election occurs, the current officers may, upon the consent of officers affected and in the absence of other candidates seeking the office, be able to serve for one additional year. An extension may only be made for one year.

The Officers shall maintain documentation delineating the duties and responsibilities of the organization.

ARTICLE VI: COMMISSIONS

The organization will be comprised of commissions that represent areas of common interest. Commissions may be established by petitioning and receiving approval of the Executive Committee. Commissions must evidence a broad-based representation of the community colleges in the state of Illinois. Each commission will select a chairperson and other appropriate officers. Ad hoc committees may be established by the commission.

Each active commission will provide the ICCCA Secretary with the name and email address of its current chairperson no later than one month following their assignment to this role. The chairperson shall serve as the liaison between the commission and the ICCCA, attend Executive Committee meetings, provide the names and email addresses of its membership, and confirm the accuracy of their commission information on the ICCCA website. (Commission membership shall be defined by each commission.)

It is understood that commissions will maintain an active role in organizational responsibility. Commissions which do not accept this responsibility may be placed on probation for a period of one year. Failure to show improvement in participation during the probationary period may result in a commission being placed on inactive status or terminated by vote of the Executive Committee.

The ICCCA, as an organization, is not responsible for commissions' individual actions or financial responsibilities.

ARTICLE VII: MEETINGS

The Council shall hold an annual conference and additional meetings as shall be determined necessary by the Executive Committee. The Officers shall establish the time and place of the annual conference and other meetings of the Council. The commissions will hold their annual meetings in conjunction with the conference and such additional meetings as each commission shall determine.

Section 7.1 Annual Meeting

The annual meeting of the members of the ICCCA shall be held during the fall conference. In the event that a fall conference is not held, the annual meeting shall be scheduled at a time and location designated by the Officers in consultation with the Executive Committee. At the annual meeting of members, the President and the Treasurer, or their designees, shall report on the activities and financial condition, respectively, of the ICCCA

Section 7.2 Regular Meetings

The Executive Committee shall meet, at a minimum, four times per year; two virtual meetings during the spring semester, one virtual meeting at least four weeks prior to the annual conference, and one in-person meeting during the week of the annual conference but prior to the annual member meeting. The first meeting date and time will be set by the Officers and provided to the Executive Committee, with the remaining meetings scheduled in consultation with the Executive Committee. The ICCCA Officers shall meet, at a minimum, four times per year prior to each Executive Committee meeting. Any rescheduled meetings will provide at least a two-week notice.

Section 7.3 Special Meetings

Special meetings of the members may be called by the Officers or by the Executive Committee. Special membership meetings shall be held virtually or at the place specified in the notice of meeting.

Section 7.4 Participation

Excluding the annual meeting, a member may participate in any meeting of the members through any means of communication by which all members may simultaneously hear each other during the meeting. A member participating through such means is considered present at the meeting.

Section 7.5 Notice of Meetings

Written notice stating the place, date and time of any meeting shall be disseminated by an ICCCA officer to each member of record entitled to vote at such meeting at least ten (10) days before the date of such meeting.

Section 7.6 Voting Rights

Each member of record of the ICCCA shall be entitled to vote on each matter voted on by the members. Members of record include Commission Members as provided biannually by each commission chair. The

only matters that may be voted on at a meeting are those matters that are listed on the meeting agenda. Action on a matter is approved if the votes cast favoring the action exceed the votes cast opposing the action.

Section 7.7 Date of Determination of Voting Rights

The Executive Committee may fix a record date to determine the members entitled to notice of a meeting, to request a special meeting, to vote, or to take any other action; provided, however, that the record date may not exceed seventy (70) days prior to the meeting or action requiring a determination of members. In the absence of action by the Executive Committee to fix a record date as herein provided, the record date shall be the date of the meeting or action requiring a determination of members.

Section 7.98 Voting List

The chairperson of each active ICCCA Commission shall provide the ICCCA Secretary the names and email addresses of its members by the eighth week of the spring and fall semesters. The ICCCA Secretary will compile the names and email addresses received from the Commission Chairs to represent the official membership voting list of ICCCA Commission Members. The ICCCA Secretary will update this membership voting list in March and October of each year.

Section 7.9 Conduct of Meetings

Meetings of members, including the order of business, shall be conducted in accordance with such rules as the Executive Committee may adopt.

Section 7.10 Action by Written Ballot

Any action that may be taken at an annual, a regular or a special meeting of members may be taken without a meeting if the ICCCA delivers a written ballot to every member entitled to vote on the matter. The ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. A solicitation for votes by written ballot must specify the time by which a ballot must be received by the ICCCA to be counted.

ARTICLE VIII: AD HOC COMMITTEES/ADVISORY GROUPS

The president of the council shall appoint, with the consent of the Executive Committee, those committees necessary to carry out the work of the ICCCA.

ARTICLE IX: AMENDMENTS

The Constitution may be amended by a majority vote of the commission members present and voting, providing written notice has been submitted for action at least ten (10) days prior to the meeting.

Originally ratified 11/16/73

Amended 11/21/75

Amended 11/21/76

Amended 11/21/80

Amended 11/19/82

Amended 11/16/84

Amended 11/21/86

Amended 11/16/90

Amended 11/19/93

Amended 11/14/16

Amended 07/06/17

Amended 11/15/24

Amended 11/21/25