

BY-LAWS OF
ADMINISTRATIVE COUNCIL
COLLEGE OF DUPAGE

ARTICLE I: PURPOSE AND ROLE

The Administrative Council, hereinafter called the Council, is a representative group which advises and recommends to the President on institutional matters concerned with the administration of the College. This advisement and recommendation process shall include, but is not limited to, (a) identification of perceived need for new policies and/or procedures; (b) development of new policies and/or procedures; and (c) recommendations for changes in existing policies and/or procedures, consistent with institutional philosophy, mission and goals.

ARTICLE II: FORMATION AND OPERATIONAL YEAR

The Council was formally established on July 1, 1977. The operational year of the Council will coincide with the fiscal year of the College, commencing July 1 and ending June 30 for the following year.

ARTICLE III: MEMBERSHIP

SECTION 1. NUMBER, TENURE, ELECTION AND QUALIFICATIONS

For purposes of this document, the term Administrator will refer to those persons on the ADMINISTRATIVE COMPENSATION PLAN. The Council shall consist of nine (9) voting members elected from the College administration, and (2) non-voting members. The members will be nominated from each of the units as described below and voted on in a general election.

- Six (6) members from the units of the area of Academic Affairs.
 - * One (1) representative from the Library or Academic Alternatives and Instructional Support.
 - * One (1) representative from Economic Development and Community Affairs, Business & Professional Institute and Continuing Education or Academic Planning and Assessment.
 - * Four (4) representatives from the Academic Divisions. (Preferably one from each of the Divisions; Liberal Arts, Business & Technology, Natural and Applied Sciences and Health, Social and Behavioral Sciences).
- One (1) representative from Information Technology or the President's Office.

- One (1) representative from Administrative Affairs.
- One (1) representative from Student Affairs.
- Standing Committee (non voting) Chair of Administrators Professional Development Advisory Team.
- Standing Committee (non voting) Chair of Administrative Personnel Issues.

Elections will be conducted in May, and newly elected members will be installed at the first meeting held after elections.

Any administrator may submit a name for possible election. The entire administration, except the President's Cabinet, will be eligible to elect members of the Council. Terms will be staggered to insure continuity of the Council. Members will serve a three-year term.

A list of administrators eligible to vote for and serve as members to this council is maintained by the Office of Human Resources. Individuals occupying President's Cabinet level positions are not eligible to vote for, or serve on, the Administrative Council.

SECTION 2. VACANCIES

When a vacancy occurs, the position will be filled from the list of eligible Administrators by a majority vote of the Administrators. Mid-term vacancies will be filled for the remainder of the term of the person leaving the position.

SECTION 3. VOTING RIGHTS

Each voting member of the Council shall have one vote on each matter submitted to a vote of the members.

SECTION 4. ABSENTEE VOTING

Absentee voting is permissible under the following conditions:

- Any Council member unable to attend a regularly scheduled Council meeting must notify the Council Chair.
- The chair shall inform the Council members of any voting issues scheduled for the next Council meeting.
- The Council member may submit in writing to the Council Chair their vote prior to or during the meeting.

SECTION 5. EXCESSIVE ABSENTEEISM

A Council member who is unable to fulfill the responsibilities of a Council member due to excessive absenteeism will be contacted by the chair. The chair will assess the member's ability to remain on the Council. If the Council member is unable to continue

on the Council due to extenuating circumstances, the chair will follow the procedure described in Article III, Section 2, Vacancies, for finding a replacement.

ARTICLE IV: OFFICERS

SECTION 1. OFFICERS

The officers of the Council shall be a chair, chair-elect, and a secretary. The officers shall be elected by the members of the Council at its first meeting held after elections. Only members of the Council are eligible to hold office. Each officer is elected to a one-year term commencing July 1 and ending June 30.

SECTION 2. CHAIR

The chair shall be the principal executive representative of the Council and shall, in general, supervise and control all business of the Council. The chair will convene meetings of the Council. The chair will sign documents or other instruments which the Council has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Council or by these by-laws. The chair shall, in general, perform all duties incident to the Office of Chair and such other duties as may be prescribed by the Council. The chair will also convene and preside over all Administrator meetings.

SECTION 3. CHAIR-ELECT

In the absence of the chair, the chair-elect shall perform the duties of the chair, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the chair. The chair-elect must be a council member in either the first or second year of his/her three year term and will serve as chair in the subsequent year.

SECTION 4. SECRETARY

The secretary will be responsible for the minutes of the meeting and see to it that all notices, such as meeting agendas and minutes, are duly given in accordance with the provisions of these by-laws. The secretary may be re-elected, but election shall be limited to two consecutive terms.

ARTICLE V: MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings of the Council shall be held at least monthly. The date, time, and place of the first meeting after election will be the responsibility of the outgoing chair. The

outgoing chair will conduct the first meeting after elections and the only order of business will be to elect the permanent chair and chair-elect. The meeting will adjourn at that point and the new chair will conduct the first regular meeting of the fiscal year.

SECTION 2. SPECIAL MEETINGS

Special meetings of the Council may be called either by the chair or a minimum of three members of the Council.

SECTION 3. NOTICE OF MEETINGS

A written or printed notice of forthcoming meetings shall be communicated to each member of the Council not less than five or more than twenty days prior to the date of such meetings by or at the direction of the chair or the chair-elect. Such notice shall include a proposed agenda for the meeting. In the case of a special meeting, the purpose for which the meeting is called shall be stated in the notice.

SECTION 4. QUORUM

Five members of the Council shall constitute a quorum for transacting business at any meeting of the Council. An act of majority of members at a meeting at which a quorum is present shall be the act of the Council.

ARTICLE VI: COMMITTEES

SECTION 1. COMMITTEES OF THE COUNCIL

A. STANDING COMMITTEES

The council, by written resolution adopted by majority of the members, may designate one or more standing committees. The written resolution will contain a specific charge to the standing committee. The committee is totally responsible to and shall report its findings and recommendations to the Council exclusively. The designation of such committees, and the delegation thereto of any authority, shall not operate to relieve the Council of any responsibility imposed upon it by these by-laws. The membership of such committees will be appointed by the Council.

(1) STANDING COMMITTEE FOR ADMINISTRATORS' PERSONNEL ISSUES. (A.P.I)

The Council will appoint this standing committee to respond to charges from the Council regarding compensation and welfare issues affecting administrators. The standing committee will have nine (9) members approved by Administrative Council: 3 current members of Administrative Council, 2 permanent ad-hoc members (Controller and Director of Human Resources) and 4 at-large members appointed by Administrative

Council. The chair of Administrative Council will select one member to chair A.P.I. for a one year term. The committee chair will sit on Administrative Council with a voice but without a vote. Two-year terms will be staggered to insure continuity on the A.P.I. standing committee.

The Council will determine, by a majority vote, which issues and matters are to be forwarded to this standing committee. This standing committee, in turn, may also request that specific issues and matters be forwarded to it from the Council. In any event, the Council will make the final determination of that which is to be forwarded to the standing committee.

The A.P.I. Committee will formally discuss administrators' personnel issues with the President on a yearly basis.

PROCEDURE FOR FACULTY CONTRACT REVIEW

The President will transmit a copy of the faculty contract, or, in the event of a multi-year contract, any contract modifications or subsequent-year allocation agreement to the chair of the Administrative Council at the time it is distributed to the faculty.

The chair will refer the document to the A.P.I. Committee for review as to implications pertaining to administrators. A.P.I. will present to the President proposals limited to faculty benefits that are not applicable to the administrative staff within thirty (30) days of receipt of the document. Discussion will be limited to those items that the faculty have in benefits which are not applicable to the administrative staff.

The President will meet with the A.P.I. Committee within a reasonable length of time to discuss the proposals.

The A.P.I. Committee will report final recommendations to the Administrative Council. Implementation will be by agreement between the President and the Administrative Council; thereafter, presented to the Board within thirty (30) days for approval. Applicable benefits specified in the contract or agreed upon benefits to be substituted for a non-applicable contract benefit will be retroactive to the start of the fiscal year (July 1) of the year the contract goes into effect.

(2) STANDING COMMITTEE ADMINISTRATORS PROFESSIONAL DEVELOPMENT ADVISORY TEAM

The Council will appoint this standing committee, Administrators' Professional Development Advisory Team, to provide direction for administrative professional development. Responsibilities include:

- Coordinating and implementing professional development activities for administrators;

- Providing research, planning, review, recommendations, and coordination with ad hoc team when needed.

The standing committee will have a maximum of ten members at least seven of which must be administrators with all cabinet areas of the college represented. Two-year terms will be staggered to insure continuity on the committee. One member will be selected by the chair of Administrative Council to be the chair for a one year term. The committee chair will sit on Administrative Council with a voice but without a vote.

B. AD HOC COMMITTEES

The chair, with the approval of a majority of members, may designate one or more ad hoc committees. The written resolution will contain a specific charge to the ad hoc committees. The committee is totally responsible to and shall report its findings and recommendations to the Council exclusively. The designation of such committees and the delegation thereto of any authority shall not operate to relieve the Council of any responsibility imposed upon it by these by-laws. The membership and chair of such committees will be appointed by the Council. Such committees will function as task forces to assist the Council in conducting appropriate studies, providing expertise in specific areas of concern to the Council, and providing input to the Council by administrative employees of the College. Each ad hoc committee will include at least one member of the Council.

SECTION 2. VACANCIES

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointment.

SECTION 3. QUORUM

Unless otherwise provided in the resolution of the Council designating a committee, a majority of the whole committee shall constitute a quorum and an act of majority of members at a meeting at which a quorum is present shall be the act of the committee.

SECTION 4. RULES

Each committee may adopt rules for its own governance consistent with these by-laws or with rules adopted by the Council.

ARTICLE VII: MINUTES-OTHER RECORDS, AND ADMINISTRATORS' FUND

The secretary is responsible for the minutes of meetings of the Council. The minutes shall be reviewed by the chair and signed and dated prior to distribution to the members of the Council. The secretary shall regularly publish and forward copies of approved minutes to the College archivist. The chair will be responsible for maintaining a file of minutes,

records of all transactions of the Council and its various committees and will transfer these records to the new chair at the end of the fiscal year.

The “Administrators’ Fund” is supported by an annual contribution from administrators at the start of each fiscal year. The amount will be set by the Administrative Council with additional fund requests made, if needed. The purpose of the Fund will be to provide considerations at times of illness or death in the family of an administrator, contributions to special purposes on behalf of administrators, and other uses for the benefit of administrators as determined by the Administrative Council. Records and files are to be maintained by a member of the Administrative Council who is selected by the Council to serve in this capacity. This person and the current chair of the Administrative Council will serve as signatories on the account. An annual report will be submitted to the Administrative Council after the conclusion of each fiscal year.

ARTICLE VIII: AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended or repealed and new by-laws may be recommended by a majority of the members present in person at any regular meeting of the Council, provided that at least two days’ written notice is given to the members of the intention to alter, amend or repeat or to adopt new by-laws at each meeting. Such recommendations shall be ratified by a majority of Administrators by a ballot to be administered at the discretion of the chair of the Council.

Amended: 7/8/77

Amended: 9/6/77

Amended: 10/11/78

Amended: 10/15/78

Amended: 5/12/80

Amended: 4/5/82

Amended: 4/4/83

Amended: 6/20/88

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Amended: 10/6/97

Amended: 4/9/01

Amended: 12/7/04

Amended: 5/18/06

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