

**CONSTITUTION
OF THE
HILLSBORO CLASSIFIED UNITED**

ARTICLE I - NAME

This organization shall be known as Hillsboro Classified United, Local 4671, AFT, AFL-CIO, and may be referred to as a union, local, or federation.

ARTICLE II - OBJECTIVES

The objectives of the organization shall be:

- Section 1.** To provide an effective collective bargaining representative and to promote the general welfare of education employees.
- Section 2.** To bring the local into relations of mutual assistance with the American Federation of Teachers, its State Federation and locals.
- Section 3.** To fight all forms of bias in education employment and education delivery due to race, creed, sex, age, sexual preference, social, political or economic status or national origin.
- Section 4.** To organize all education workers in Oregon into one united organization for the benefit of the entire education community.
- Section 5.** To work for passage and retention of just laws which will improve the climate for students and education employees.
- Section 6.** To work for advancement of the public image, including passage and retention of appropriate laws, which will protect and promote the role of classified employees and education workers in the delivery of quality education.

ARTICLE III - MEMBERSHIP

- Section 1.** (a) Any employee included in any bargaining unit represented by the Local or in a unit which is being organized by the Local shall be eligible for regular membership. Regular members shall be entitled to all rights and privileges in this organization.

- (b) Employees who retire or who leave the bargaining unit for any reason, except supervisory status, shall be eligible to continue membership in an appropriate membership category. Additional membership categories are Retired member and Adjunct member.

Retired members are those who are retired from employment in a unit represented by the Local. Adjunct members are those who want to continue their membership but have left employment in a unit represented by the local for reasons other than retirement.

Retired and Adjunct members have the same rights and privileges as Regular members, except that they may not vote in elections or on collective bargaining agreements or on questions of dues; and they may not run for officer or delegate.

- (c) Membership shall be by application. Membership withdrawal shall be by certified letter.

Section 2. Administrative/employer personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor automatically are removed from membership on the effective date of promotion.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or belief, sex, age, sexual orientation, lifestyle, economic status, national origin or physical handicap.

Section 4. Any member who fails to pay dues upon dues expiration or within twenty (20) days of the due date, shall be dropped from the rolls and their names removed from the records at the National Office. The member may be reinstated upon payment of a fee equal to one-half the monthly dues requirement in addition to all back dues but not exceeding three months back dues. The Executive Council may modify, including waiving completely, the amount of the reinstatement fee and back dues.

ARTICLE IV - OFFICERS

Section 1. The following officers shall be elected in the odd-numbered years: President; First Vice-President; Second Vice-President; Vice-President Collective Bargaining; Vice President for Political Action; Vice President for Communications; Vice President for Membership; Secretary; and Treasurer. The term of office shall be two years. (PROVISO. Officers elected upon adoption of the 1996 amendments to this section will serve a shortened term until the next regular election of officers.)

- Section 2.** Membership in good standing for at least one year is required to hold office except during the first three years after the chartering of this Local or for new members from new or merged districts during the first year after the inclusion of additional districts or merger of districts.
- Section 3.** Nominations for office shall be made at a general membership meeting in March of the odd-numbered year. Notice shall be provided to each member at least fifteen (15) days prior to the meeting that nominations will be in order. Notice of the right to make nominations and of the election may be combined in one notice. Nominations shall be made from the floor. Nominees must have given their consent to be nominated. (PROVISO. Upon adoption of the 1996 amendments to this section, nominations will be in order at the meeting at which the amendments were adopted or at a later time scheduled by the Executive Council, not more than 30 days from the time of adoption.)
- Section 4.**
- (a) Election of officers shall be conducted not more than 60 days after the time of nominations. Election shall be conducted by secret ballot vote of members in good standing. (PROVISO. Upon adoption of the 1996 amendments to this section, elections will be in order at the meeting at which the amendments were adopted or at a later time scheduled by the Executive Council, not more than 60 days from the time of adoption.)
 - (b) The candidate receiving a plurality of at least forty percent (40%) of the votes cast shall be declared elected. If the plurality of forty percent (40%) is not obtained, a run-off election of the two candidates receiving the most votes shall be held within fifteen days according to the above procedure for notice and scheduling.
 - (c) Election of officers identified by a specific chapter will be by those members from that chapter.
- Section 5.** The ballots and all other records pertaining to the election shall be kept by the Secretary for a period not less than one year.
- Section 6.** Officers shall take office on July 1, following their election.
- Section 7.** The Executive Council shall have authority to fill vacancies in any office for the balance of the term.

ARTICLE V - COMMITTEES

- Section 1.** The Executive Council or the membership may establish such committees as from

time to time may be needed.

Section 2. Creation, composition, and duties and responsibilities of any standing committee shall be through Bylaws adopted by the Union.

ARTICLE VI - EXECUTIVE COUNCIL

Section 1. The Executive Council of this local shall consist of the elected officers.

Section 2. The Executive Council shall administer the policy of this federation as set by the membership at regular meetings. It shall have the power to act for the good of the federation in emergency situations where the policy cannot be set by the membership.

Section 3. The chairperson of the Executive Council shall be the President of the local.

Section 4. The time and place of Executive Council meetings shall be set by the Executive Council and announced in advance to the membership.

Section 5. The Executive Council shall have the power to employ personnel on any basis as may be determined by the needs and finances of the federation.

Section 6. The Executive Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for federation purposes at such rates or interest and terms and conditions as they may deem appropriate; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 7. The Executive Council shall report its activities at each regular membership meeting.

ARTICLE VII - AFFILIATIONS

Section 1. This federation shall maintain affiliation with and whenever possible send delegates to the following organizations:

- (a) The American Federation of Teachers. All delegates and alternates to the national Convention, except those designated as a duty of their office, shall be elected biennially by majority vote according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the American Federation of Teachers. Delegates shall serve for a term of one-year from

the time of their election. The President and the Secretary shall certify the election and forward the credentials of all delegates and alternates to the National Office as soon as possible but not later than the time required by the National Office before the convening of the National Convention. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council. The delegates shall confer with the Treasurer to make sure the national percapita through the required month has been sent to the National Office at least fifteen (15) days before the convening of the National Convention.

- (b) The Oregon Federation of Teachers. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the Oregon Federation of Teachers. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.
- (c) The Oregon State AFL-CIO. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the Oregon State AFL-CIO. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.
- (d) The Northwest Oregon Labor Council. Delegates and alternates, except those designated as a duty of their office shall be elected biennially at the same time as the regular election of officers by majority vote of those voting according to the same procedures for election of officers described in Article IV.

Section 2. All delegates shall make written reports to the executive Council on meetings attended.

Section 3. Every reasonable effort shall be made by this federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The federation to the best of its ability shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE VIII - DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the federation and the Executive Council. The President shall be an ex-officio member of all committees, shall sign all necessary papers and documents, and represent the local when and where necessary. The President shall be the chief delegate to all conventions of the American Federation of Teachers, Oregon Federation of Teachers and Oregon AFL-CIO. The President shall be authorized to sign checks and payments by the local. 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.

Section 2. The First Vice-President shall perform all the duties of President in the absence of that officer. The First Vice-President shall be next in line of succession in the case of a vacancy in the office of President. The First Vice-President shall perform all other duties assigned by the Executive Council or the membership.

Section 3. The Second Vice-President shall perform all the duties of First Vice-President in the absence of that officer. The Second Vice-President shall be next in line of succession in the case of a vacancy in the office of First Vice-President. The Second Vice-President shall be the chief delegate to the Northwest Oregon Labor Council. The Second Vice-President shall perform all other duties assigned by the Executive Council or the membership.

Section 4. The Secretary shall be the custodian of the records of the union; and shall:

- (a) Issue all notices; answer correspondence at the direction of the President and report outside correspondence to the President and the Executive Council; be the custodian of the seal and charter of the federation; and record and distribute minutes of Executive Council and general membership meeting.

Section 5. The Treasurer shall:

- (a) Receive, record and deposit in the name of the local all monies from dues and other sources.
- (b) Keep the membership roll, issue, and delinquent notices.
- (c) Forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers, and to other affiliated

organizations to keep this local in good standing at all times. Special care

shall be taken to see that per capita tax through June 30th is sent to the National Office no later than fifteen (15) days prior to the opening date of the National Convention to make sure delegates from this local may be seated.

- (d) Chair the finance committee and present a written report to all members once each year.
- (e) Keep adequate records available at all times for the Executive Council and other local committees which may have need for such records.
- (f) Pay all bills authorized by the adopted budget, retaining voucher or invoice for the bills. Expenses not authorized in the budget must be presented to the Executive Council for authorization. All checks and payments of the local must be signed by the Treasurer.

Section 6. The Vice-President for Collective Bargaining shall be the Chief Steward of the local and shall administer the collective bargaining and contract administration program of the local. The duties shall include: coordinating resources, materials and training for stewards and bargaining committees; coordinating record keeping for grievances; chairing any meetings of all local stewards; and performing such other duties as may be assigned from time to time by the President or the Executive Council.

Section 7. Vice-President for Political Action shall be responsible for political education of the membership in legislative and governmental election matters.

Section 8. The Vice-President for Communications shall be responsible for the communications program of the local including regular and periodic publications and public relations activities.

Section 9. Vice-President for Membership shall be responsible for membership recruitment and membership service and benefit programs of the union.

Section 10. As a duty of their office, officers shall serve as delegates to conventions of affiliates in the order of their listing in Article IV, Section 1, up to the number of delegates authorized by the affiliate. The number acting as delegates shall be subject to any limitations of the affiliates and Article VII.

ARTICLE IX - MEETINGS

Section 1. The time and place of meetings shall be fixed by the Bylaws adopted by the local.

Section 2. There shall be at least three meetings per year.

Section 3. A quorum shall consist of five (5) percent of the total membership, and one officer.

ARTICLE X - FINANCE

Section 1. Regular dues shall be fixed by a majority vote of members present at any regular meeting providing notice of the contemplated dues increase has been announced at least one month in advance.

Section 2. The local may obtain additional finances through grants, donations, contributions or other funding activities.

ARTICLE XI - RULES OF ORDER

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution or by the Bylaws of this local.

ARTICLE XII - AMENDMENT

This Constitution may be amended by a three-fourths (3/4s) vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which the vote is scheduled.

ARTICLE XIII - AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and any Bylaws, and all future amendments shall be submitted to the National Office of the American Federation of Teachers. One copy of this Constitution and all future amendments shall be submitted to the State Office of the Oregon Federation of Teachers.

Section 2. Copies of this Constitution shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for any members of this local upon request to the Secretary.

**BYLAWS
OF THE
HILLSBORO CLASSIFIED UNITED**

ARTICLE I - DUES

Section 1. Monthly Dues for regular members shall be based on the sum of one half of one percent (0.5%) of gross strait-time monthly pay plus the value of percapitas required by affiliates. Any union-provided group liability or other program participation approved by the Local shall be in addition. Annual dues for Retired members are \$60. Dues for Adjunct members are \$60. Dues for members represented for collective bargaining by another labor organization shall \$1 per month. Whenever these members become represented by local, their dues shall be changed to the appropriate rate above.

Section 2. The dues year shall be from July 1, through June 30. Dues payment is due on the first of the month for that month. Members may pay dues on a quarterly, semi-annual, or annual basis in advance. Payment shall be to the Treasurer of the local. The local encourages members to use automatic dues deduction provisions whenever they are available.

ARTICLE II - FINANCES

Section 1. The fiscal year shall be July 1 through June 30.

Section 2. Two signatures shall be required on all checks and payments issued by the local.

Section 3. There shall be an annual audit of the funds of the local at the conclusion of each fiscal year.

ARTICLE III - MEETINGS

Section 1. The regular membership meetings of this local shall be an annual meeting in September of each year. The Executive Council may schedule other regular meetings at other times as may be needed. Regular meetings will be at a time and place scheduled by the Executive Council. The Executive Council by majority vote

or the membership by petition of twenty-five percent (25%) may call a special meeting with one week notice to the members. The agenda for a special meeting

will be limited to the subject or purpose for which the meeting was called.

Section 2. The Executive Council shall meet at least once each month, excluding the months of July and August, throughout the year. It may also meet at such other times as it may determine.

ARTICLE IV - STEWARDS

Section 1. Stewards shall be appointed to carry out responsibilities of the union in the worksites. Stewards shall be apportioned on the basis of one (1) for every fifteen (15) members, or major fraction thereof, in good standing in each worksite, provided that no worksite shall have less than one steward. The Executive Council shall have the authority to designate the number of stewards in each worksite.

Section 2. The Executive Council shall announce steward positions in May of odd-numbered years. Requests for appointment as steward from individuals or members suggesting an individual shall be submitted to the Executive Council by September. Stewards will be appointed by the Executive Council in September of odd-numbered years for a term of two years beginning in October. Stewards must maintain membership in good standing to hold their office.

Section 3. Stewards may meet as a committee as needed subject to the call of the Vice-President for Collective Bargaining or the chapter chief steward.

Section 4. Stewards may not concurrently hold any office in the local except the offices of President or Treasurer the office of delegate to an affiliate. This restriction shall not apply to the office of Treasurer during the first two years after the chartering of the Local.

ARTICLE V - STANDING COMMITTEES

Section 1. Appointments.

(a) Standing Committees shall be composed of members of the local and shall be appointed by the Executive Council except as otherwise specified in the Constitution or Bylaws.

(b) Chairpersons of the Standing Committees shall be designated at the time of committee appointments by the Executive Council unless otherwise specified in the Constitution or Bylaws.

(c) Whenever a new committee is added in these Bylaws, initial appointments to the new committee shall be made within thirty (30) days from the

effective date of the amendment, even though the description of the committee may say the regular appointments are to be made at another time. The appointees shall serve a term through the end of what otherwise would be a normal term, and the regular appointment cycle will take place.

Section 2. Duties.

- (a) Standing Committees shall assume duties assigned by the Executive Council.
- (b) Standing committees shall annually submit a written report and other reports as directed by the Executive Council.
- (c) Standing Committees may form subcommittees as needed.

Section 3. There shall be a Finance Committee. The committee shall have three members, one of whom shall be the Treasurer. Duties of the committee shall include but not be limited to recommendation to the Executive Council of annual budget, of auditors for the annual audit, and of other items referred for recommendation. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 4. There shall be a Constitution and Bylaws Committee. The committee shall be three officers appointed by the Executive Council. Duties of the committee shall be to review proposed amendments to the Constitution and Bylaws to assure their conformity with requirements of affiliates or applicable labor laws. The committee may initiate proposed amendments. Its review of proposed amendments will be reported to the Executive Council. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 5. Bargaining Committees.

There shall be a Local Bargaining Committee. The committees shall have up to nine members from among the members covered by the contract. One of the members shall be the Vice-President for Collective Bargaining, who shall be the chair. The duties of the Bargaining committee shall be to represent and to negotiate for the local in all negotiations on collective bargaining matters related to their unit. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 6. Communications Committee.

There shall be a Communications Committee. The committee shall be three (3) members. One of the three shall be the Vice-President for Communications, who shall be the chair. Appointments will be by the President with the approval of the Executive Council. Duties of the committee shall include design, production and distribution a local newsletter on a regular and periodic schedule. The committee may utilize such other numbers of members as needed to meet its goals. The committee will also see to preparation and distribution of news releases and other media relations as needed to promote the activities and interests of the local. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 7. Education and Training Committee.

There shall be a Education and Training Committee. The committee shall be five (5) members, including one officer who shall be designated the chair, appointed by the President with the approval of the Executive Council. Duties of the committee shall include assessment of leadership development and member education needs in the function of the union; knowledge and skill training needs in their roles for new and continuing officers and leaders; and preparation of an annual education and training program for the local. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 8. Membership Services Committee.

There shall be a Membership Services Committee. The committee shall be three (3) members. One of the three shall be the Vice-President for Membership, who shall be the Chair, Appointments will be by the President with the approval of the Executive Council. Duties of the committee shall include review and promotion of membership benefits available through affiliation; and evaluation and recommendation to the Executive Council of services and benefit programs and activities to consider for inclusion in the local membership services program. The committee also shall be responsible for planning and coordinating the annual and other membership recruitment program and activities. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 9. Committee on Political Education.

There shall be a Committee on Political Education. The committee shall be five (5) members. One of shall be the Vice-President for Political Education, who shall be the Chair, Appointments will be by the President with the approval of the Executive Council. Duties of the committee shall include reviewing and recommending the position of the local with respect to Legislative issues and with respect to candidates and ballot measures. The Committee also will plan and

maintain an ongoing voluntary political action contribution program in coordination with the Oregon Federation of Teachers, Education and Health Professionals. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

ARTICLE VI - RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS

Tentative agreements reached between the union and the employer shall be subject to vote for ratification by the membership covered by that agreement. Ratification shall be by secret ballot by majority vote of those voting at a special meeting called for consideration of the tentative agreement. Consideration and vote may be taken at a regular meeting whenever a tentative agreement is reached not more than five days before a scheduled, regular meeting.

ARTICLE VII - STRIKES

The membership, on the request and recommendation of the Bargaining Committee or the Executive Council may authorize the union to call a strike. Authorization shall be granted upon vote by three fourths (3/4) of the membership as of the end of the month preceding the vote at a meeting called for such a purpose. The meeting may be scheduled in more than one session to provide maximum opportunity for participation. The vote of each member voting will be recorded.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a majority vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which the vote is scheduled.

Constitution and Bylaws

Local 4671
Hillsboro Classified United
AFT, AFL-CIO

(revised June 1996)

Constitution and By-Laws Final Draft Revisions

NOTE: All changes were made to the betterment of the Local that we have grown to be.

For reference, we compared our current constitution and by-laws with other AFT constitutions and by-laws.

Constitution

Article I - Felt this was redundant and cleaned up wording.

Article II, Section 6 - This addition was included to add more serious, professional status to our classified positions.

Article IV, Section 1 - This item stricken because these positions became null and void due to the dissolution of the feeder districts. These new positions were added to distribute the increasing responsibilities of a larger local. These positions were also created to add more representation on the executive board. Proviso was added because of the necessity to fill the positions due to the timing of unification. (*Schwarz - listing of officers was to have all VP's listed alpha before Secretary and Treasurer. We did not catch this in reading the first draft. Sorry.)

Article IV, Section 2 - These phrases were added because of how unification affected the membership of the union.

Article IV, Section 3 - This wording was omitted because not necessary for the intent of this section. May was changed to March so legally for more lead time for nomination and election process. Last line deleted because null and void. Proviso added to have officers in place to begin tending to the business of the local.

Article IV, Section 4, Subsection a - This wording was omitted because null and void. Addition was included to make sure election was tended to expediently. Next few lines were deleted to have more options for conducting elections (less restrictive and potential financial impact). Proviso added to have officers in place to begin conducting the business of the union.

Article IV, Section 6 - Month change to be concurrent with school fiscal year.

Article VII, Section 1, Subsection a - Addition for clarification. Change to biennially to accommodate convention rotation. Addition for clarification on the number of delegates/alternates to be sent.

Article VII, Section 1, Subsection b - Addition for clarification on the number of delegates/alternates to be sent.

Article VII, Section 1, Subsection c - Addition for clarification on the number of delegates/alternates to be sent.

Article VII, Section 1, Subsection d - Addition for clarification on the number of delegates/alternates to be sent. Change to biennially to coincide with officer terms.

Article VIII, Section 2 - Addition to stay in line with the democratic process to set up a line of succession due to unforeseen circumstances.

Article VIII, Section 3 - New officer position/responsibilities added as per Article IV, Section 1.

Article VIII, Section 3 changed to Section 4 due to insertion of new Article.

Article VIII, Section 4 changed to Section 5 due to insertion of new Article as above.

Article VIII, Section 5 changed to Section 6 due to insertion of new Article as above. Last line of new Section 6 deleted because it became Second Vice President responsibility.

Article VIII, (old) Section 6 deleted null and void.

Article VIII, (old) Section 7 deleted null and void.

Article VIII, (new) Section 7 - New officer position and responsibilities added as per Article IV, Section 1.

Article VIII, (new) Section 8 - New officer position and responsibilities added as per Article IV, Section 1.

Article VIII, (new) Section 9 - New officer position and responsibilities added as per Article IV, Section 1.

Article VIII, (new) Section 10 - Added for policy and procedural guidelines.

Article IX, Section 3 - More efficient to conduct business.

By-Laws

Article II, Section 3 - Deletion because inconsistent with definition of composition of Financial Committee as per Article V, Section 3. More options, less financial impact.

Article III, Section 1 - May changed to September to start off the school year. Deletions

to allow for more flexibility in the new unified district.

Article IV, Section 1 - Clarification of duties. Determination of ratio. Deletion because null and void.

Article V, Section 1, Subsection c - Insertion to keep the business of the local dealt with in an expedient fashion.

Article V, Section 5, Subsections a and b - Combining subsections for conciseness. Deletions due to unification and dissolution of feeder districts. Additions for clarification and increased membership.

Article V, (new) Section 6 - Added to have in place and ready to call up to service.

Article V, (new) Section 7 - Same as above.

Article V, (new) Section 8 - Same as above.

Article V, (new) Section 9 - Same as above.

Article VI (new) - Added for clarification of policy and procedure.

Article VII (new) - To provide policy and procedure for what may be negotiated contract language.