

Draft of
Hillsboro Classified United
Constitution and Bylaws
With January Amendments Applied
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DRAFT

CONSTITUTION OF THE HILLSBORO CLASSIFIED UNITED

ARTICLE 1 – 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. 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 membership. The local shall not limit membership due to an applicant's race, beliefs, or physical status. All members shall be entitled to all rights and privileges of this organization.
- Section 2. Members who retire from a position represented by the local are allowed to retain membership in the local as a retired member. A retired member retains all rights and privileges except the right to vote, hold office, or become a delegate.
- Section 3. Members who leave from a position represented by the local for a reason other than retirement are allowed to retain membership in the local as an adjunct

member. An adjunct member retains all rights and privileges except the right to vote, hold office, or become a delegate.

- Section 4. Membership shall be by application. Membership withdrawal shall be by certified letter.
- Section 5. Members who are promoted to an administrative or supervisory position in an organization with a bargaining unit represented by the local shall be no longer be eligible for membership. All rights and privileges of membership shall be revoked on the effective date of promotion.
- Section 6. The executive council is granted the power to revoke the membership of any member who fails to pay the dues specified in the bylaws. Employees who have had their membership revoked may be reinstated with the approval of the Executive Council or after a new bargaining agreement has been adopted.

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.
- Section 2. To hold office, a candidate must be a member in good standing for at least one year. Members from new or merged bargaining units, who have held their position for at least a year, are exempt from this requirement for the first year after the inclusion in the local.
- 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.
- Section 4. Election of officers shall be conducted no less than five (5) and no more than sixty (60) days after the time of nominations. Only members in good standing of the specific charter that the officer is associated with may vote. The election vote shall be by secret ballot.
- Section 5. 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.
- Section 6. 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 7. Officers shall take office on July 1, following their election.

Section 8. 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
- b) The Oregon Federation of Teachers
- c) The Oregon State AFL-CIO
- d) The Northwest Oregon Labor Council

- Section 2. This federation shall make every effort to remain an affiliate in good standing with the organizations listed in section 1. The Treasurer is responsible for ensuring that percapita through the required month has been sent at least fifteen (15) days before participating in a convention.
- Section 3. The number and composition of the delegation sent to a convention shall be set by the executive council. Delegates and alternates, except those who are officers of the federation, shall be elected by the membership. Elections shall be held after the call to convention but before the deadline set by the convention organizers. Election shall be by secret ballot. The President and Secretary shall certify the election and forward the credentials of all delegates and alternates by the deadline set by the convention organizers.
- Section 4. All delegates shall make written reports to the executive Council on meetings attended.
- Section 5. Every reasonable effort shall be made by this federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.
- Section 6. The federation to the best of its ability shall be active in the affairs of affiliated organizations.
- Section 7. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE VIII – DUTIES OF OFFICERS

- Section 1. The President shall act as the chief representative of the union. The President shall preside over all meetings of the federation and the Executive Council. The president shall be an ex-officio member of all committees. The chief delegate to all conventions shall be the President. The President shall be authorized to sign checks and payments by the local. The President is granted the power to sign all papers and documents necessary for the operation of the union. The president shall submit a yearly report to the membership summarizing the work completed in the previous year and outlining the plans for the next year.
- Section 2. The First Vice-President shall work under the direction of the President to help fulfill the duties of the Presidency. The First Vice-President shall assume all duties of the President in the absence or vacancy in the office of President. The First Vice-President shall perform other duties as assigned by the President.
- Section 3. The Second Vice-President shall work under the direction of the President to help fulfill the duties of the Presidency. The Second Vice-President shall perform all the duties of First Vice-President in the absence or vacancy in the office of 1st Vice-President. The Second Vice-President shall be the chief delegate to the Northwest Oregon Labor Council. The Second Vice-President shall perform other duties as assigned by the President.

- Section 4. The Secretary shall be the custodian of the records of the union. The Secretary shall record meeting minutes and ensure that the minutes are approved by the relevant body. The custodian of the seal and charter of the federation shall be the Secretary. Official correspondence to affiliates shall be answered by the Secretary at the direction of the President. The Secretary shall provide meeting minutes when requested by a member.
- Section 5. The Treasurer shall be the chief financial officer of the union. The Treasurer shall receive, record, and deposit all monies received by the union. The Treasurer shall pay all bills authorized by the adopted budget. All expenses not authorized by the adopted budget shall be submitted to the executive council. All checks and payments of the local must be signed by the Treasurer. The Treasurer is responsible for keeping the local in good financial standing with all affiliated organizations. The chair of the Finance Committee shall be the Treasurer and a report of financial activity must be presented to the membership once a year. The custodian of all financial records shall be the Treasurer and these records shall be made available at the direction of the executive council.
- Section 6. The Vice-President of Collective Bargaining shall administer the collective bargaining and contract administration program of the local. The Vice-President of Collective Bargaining shall be the Chief Steward of all Work Site Leaders. The Vice-President of Collective Bargaining shall be the chair of any bargaining committees or official meetings of Work Site Leaders. The Vice-President of Collective Bargaining shall coordinate resources, materials, and trainings for Work Site Leaders and bargaining committees. A record of all grievances shall be kept by the Vice-President of Collective Bargaining. The Vice-President of Collective Bargaining shall perform other duties as assigned by the President.
- Section 7. The Vice-President of Political Action shall be responsible for keeping the local informed of legislative and election matters. The Vice-President of Political Action shall lead, at the direction of the executive council, any political action taken by the local. Any endorsements shall be issued by the Vice-President of Political Action. The Vice-President of Political Action shall perform other duties as assigned by the President.
- Section 8. The Vice-President of Communications shall be responsible for all public communications and marketing campaigns. The Vice-President shall be responsible for issuing press releases at the direction of the executive council. A regular publication shall be created by the Vice-President of Communications with the goal of keeping the membership informed of the current activity of the local. The Vice-President of Communications shall perform other duties as assigned by the President.
- Section 9. The Vice-President of Membership shall be the custodian of the records related to membership in the local. All membership forms shall be kept by the Vice-President of Membership. The roster of all members in good standing shall be maintained by the Vice-President of membership. The Vice-President of Membership shall lead all membership recruitment activities and educate

members of any union benefit programs. The Vice-President of Membership shall perform other duties as assigned by the President.

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. Copies of this Constitution and any future amendments shall be submitted to all affiliated organizations specified in Article VII. Additional copies shall be made available to these organizations upon request.
- Section 2. Copies shall be made available to any member 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 straight-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 for this local shall be as follows:
- a) September of each year.
 - b) March of odd numbered years.
- Section 2. The Executive council may schedule additional meetings as needed.
- Section 3. The time, place, and agenda of all meetings shall be set by the executive council. Notification of a scheduled meeting shall be made to the membership at least fifteen (15) days prior to the date of the meeting.
- Section 4. A special meeting may be called by petition of twenty-five percent (25%) of members in good standing. The agenda for a special meeting is limited to the subject or purpose for which the meeting was called.

- Section 5. 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 – Work Site Leaders

- Section 1. A Work Site Leader shall be a member in good standing who works at the direction of the Vice-President of Collective Bargaining. Each Work Site Leader shall be appointed by the Executive Council.
- Section 2. A Work Site Leader may act as a representative of the union in meetings with the approval of the executive council. A Work Site Leader may take Union Release time to perform union work with the approval of the executive council.
- Section 3. The Executive Council shall notify the supervisors of a work site of all approved Work Site Leaders that may represent the union.
- Section 4. A Work Site Leader will make regular reports of all activity to the Vice-President of Collective Bargaining. A Work Site Leader shall report any Union Release time to the President.
- Section 5. The Executive Council may revoke a member's Work Site Leader status with a majority vote.
- Section 6. Retired members and Adjunct members may not be considered for a Work Site Leader appointment.

ARTICLE V - STANDING COMMITTEES

- Section 1. Members of a committee shall be appointed by the Executive Council unless otherwise specified in the Constitution or Bylaws. Each committee shall have a chairman. All members of the committee shall be a member in good standing with the local. The Executive Council may revoke an appointment to a committee by majority vote. A newly elected Executive Council must renew appointments of a committee by October of the year of their election.
- Section 2. Standing committees shall assume the duties specified in the Constitution and Bylaws. Additional duties may be assigned by the Executive Council. Standing Committees may form subcommittees as needed. The chair of a Committee shall submit a written report of committee activity as directed by the Executive Council with a minimum of one report a year.
- Section 3. There shall be a Finance Committee. The Committee shall be comprised of the Treasurer, who shall chair the committee, and two other officers. The committee shall be responsible for recommending an annual budget to the Executive Council, monitor regular financial activity of the local, and produce an annual audit, using an independent auditor, of the local's financial activity. Members of this committee shall have the power to sign checks and payments issued by the local.

- Section 4. There shall be a Constitution and Bylaws Committee. The committee shall be comprised of no more than three officers. The committee shall be responsible for reviewing new amendments to the Constitution and Bylaws and to assure that the local conforms to affiliate requirements and applicable labor law. The committee may initiate proposed amendments. A member in good standing may submit amendment requests to the committee for review. The committee shall forward all amendments to the Executive Council for approval before it is brought to a vote by the membership.
- Section 5. There shall be a Local Bargaining Committee. The committee shall be comprised of the Vice-President of Collective Bargaining, who shall chair the committee, the President of the local, and up to seven (7) members from the members covered by the contract. The Bargaining committee shall represent the the local in all negotiations on collective bargaining matters related to their unit.
- Section 6. There shall be a Voting Committee. The committee shall be comprised of an officer, who shall chair the committee, and up to two members from the local. The committee shall be the custodian of the voting policies for the local. The committee may amend the voting policy with the approval of the executive council. Amendments to the voting policy by a petition of twenty-five percent (25%) of the membership may only be amended by a petition of twenty-five percent (25%) of the membership. The committee shall be responsible for maintaining the integrity of all votes by secret ballot. The committee shall certify election results and notify the membership of the results. The committee shall be responsible for responding to vote challenges. The committee shall report all committee activity to the Executive Council.

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.

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