

Committee Submitted Housekeeping Amendment May 2013

Title

Housekeeping Amendment to improve formatting and wording of Constitution

Revision Guide

The following amendment details the revised language. Language that has a line through it is to be removed, language that is highlighted is to be added. Changes shall have a citation that references to a list of reasoning after all changes. Citations shall be encapsulated by brackets and will not be included in the final document. After the citation page, the resultant document is listed as the language will become if this amendment is approved.

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~~ **will** be referred to as ~~a union, local, or federation~~ **the Local**. [1]

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~~ **Local** [1] 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) **Regular Membership** – [2] Any employee included in any bargaining unit [3] 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 **the Local**. [1]

(b) **Retired and Adjunct Membership** – [2] 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. [4]

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. [4]

Employees who retire from a position represented by the Local shall be eligible to continue membership as a Retired member. A member who leaves a position represented by the Local for any reason other than retirement shall be eligible to continue membership as an Adjunct member. [4] Retired and Adjunct members have the same rights and privileges as Regular members, except that they may not vote in elections or [5] on collective bargaining agreements [5] or on questions of dues; and they may not run for officer or delegate.

(c) **Section 4. Application and Withdrawal** – [2] Membership shall be by application. Membership withdrawal shall be by certified letter.

Section 2. **Supervisory Promotion** – [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. [7]

Members who are promoted to positions outside the bargaining unit which supervise employees represented by the Local shall not be eligible to become a Retired or Adjunct member. These administrative personnel shall be removed from membership on the effective date of promotion. [7]

Section 3. **Non-discrimination Clause** – [2] 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 **5. Delinquent Dues and Reinstatement** – [2] 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 Board [8] may modify, including waiving completely, the amount of the reinstatement fee and back dues.

ARTICLE IV - OFFICERS

Section 1. **Officer Positions** – [2] The following officers shall be elected in the odd numbered years for a term of two years: [9]

- (a) President; [9]
- (b) First Vice President; [9]
- (c) Second Vice President; [9]
- (d) Vice President of [10] Collective Bargaining; [9]
- (e) Vice President for of [10] Political Action; [9]
- (f) Vice President for of [10] Communications; [9]
- (g) Vice President for of [10] Membership; [9]
- (h) Secretary; and [9]
- (i) Treasurer; [9]

~~The term of office shall be two years. [9] (PROVISO. Officers elected upon adoption of the 1996 amendments to this section will serve a shortened term until the next regular election of officers.) [11]~~

Section 2. **Requirements** – [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 [11] or for new members.~~ Members from new or merged districts may **also hold office** during the first year after the **their** inclusion of additional districts or merger of districts. [12]

Section 3. **Nominations** – [2] 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.) [11]~~

Section 4. **Elections** [2]

(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.) [11]~~

(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. **Ballots** – [2] 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. **Terms** – [2] Officers shall take office on July 1, following their election.

Section 7. **Vacancies** – [2] The Executive Council **Board** [8] shall have authority to fill vacancies in any office for the balance of the term.

ARTICLE V - COMMITTEES

Section 1. **Special Committees** – [2] The Executive Council **Board** [8] or the membership may establish such committees as from time to time may be needed.

Section 2. **Standing Committees** – [2] Creation, composition, and duties and responsibilities of any standing committee shall be through Bylaws adopted by the Union.

ARTICLE VI - EXECUTIVE COUNCIL **BOARD** [8]

Section 1. **Members** – [2] The Executive Council **Board** [8] of this local **Local** [1] shall consist of the elected officers.

Section 2. **Purpose** – [2] The Executive Council **Board** [8] shall administer the policy of this ~~federation~~ **Local** [1] as set by the membership at regular meetings. It shall have the power to act for the good of the ~~federation~~ **Local** [1] in emergency situations where the policy cannot be set by the membership.

Section 3. **Chair** – [2] The chairperson of the Executive Council **Board** [8] shall be the President of the local **Local** [1].

Section 4. **Meetings** – [2] The time and place of Executive Council **Board** [8] meetings shall be set by the Executive Council and announced in advance to the membership.

Section 5. **Staffing** – [2] The Executive Council **Board** [8] shall have the power to employ personnel on any basis as may be determined by the needs and finances of the ~~federation~~ **Local** [1].

Section 6. **Powers** – [2] The Executive Council **Board** [8] shall have the power

- (a) to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; [9]
- (b) to borrow money for ~~federation~~ **Local** [1] purposes at such rates or interest and terms and conditions as they may deem appropriate; [9]
- (c) to issue notes, bonds, and other obligations; [9]
- (d) to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income. [9]

Section 7. **Reports**^[2] The Executive **Council Board**^[8] shall report its activities at each regular membership meeting.

ARTICLE VII - AFFILIATIONS

Section 1. This ~~federation~~ **Local**^[1] 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 Board**^[8]. 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 Board**^[8].

(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 Board**^[8].

(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~~ **Executive Board**^[8] on meetings attended.

- Section 3. Every reasonable effort shall be made by this federation **Local** [1] to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.
- Section 4. The federation **Local** [1] 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
- (a) [9] preside at all meetings of the federation **Local** [1] and the Executive Council **Board** [8].
 - (b) ~~The President shall~~ be an ex officio member of all committees, [9]
 - (c) shall sign all necessary papers and documents, [9]
 - (d) ~~and~~ [9] represent the local when and where necessary.
 - (e) ~~The President shall~~ [9] be the chief delegate to all conventions of the American Federation of Teachers, Oregon Federation of Teachers and Oregon AFL CIO.
 - (f) ~~The President shall~~ [9] be authorized to sign checks and payments by the local.
 - (g) ~~The President shall~~ [9] make a report to the membership at least once each year summarizing the accomplishments of the federation **Local** [1] and outlining plans for the next year.
- Section 2. The First Vice President shall
- (a) [9] perform all the duties of President in the absence of that officer.
 - (b) ~~The First Vice President shall~~ [9] be next in line of succession in the case of a vacancy in the office of President.
 - (c) ~~The First Vice President shall~~ [9] perform all other duties assigned by the Executive Council **Board** [8] or the membership.
- Section 3. The Second Vice President shall
- (a) [9] perform all the duties of First Vice President in the absence of that officer.
 - (b) ~~The Second Vice President shall~~ [9] be next in line of succession in the case of a vacancy in the office of First Vice President.
 - (c) ~~The Second Vice President shall~~ [9] be the chief delegate to the Northwest Oregon Labor Council.
 - (d) ~~The Second Vice President shall~~ [9] perform all other duties assigned by the Executive Council **Board** [8] or the membership.

Section 4. The Secretary shall

- (a) be the custodian of the records of the ~~union~~ **Local** ^[1] ~~and shall~~ ^[9]
- ~~(a)~~ (b) Issue all notices; ^[9]
- (c) answer correspondence at the direction of the President ~~and~~ ^[9]
- (d) report outside correspondence to the President and the Executive ~~Council~~ **Board** ^[8] ^[9]
- (e) be the custodian of the seal and charter of the ~~federation~~ **Local** ^[1] ~~and~~ ^[9]
- (f) record and distribute minutes of Executive ~~Council~~ **Board** ^[8] and general membership meeting.

Section 5. The Treasurer shall: ^[9]

- (a) Receive, record and deposit in the name of the ~~local~~ **Local** ^[1] 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~~ **Board** ^[8] 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~~ **Board** ^[8] for authorization. All checks and payments of the ~~local~~ **Local** ^[1] must be signed by the Treasurer.

Section 6. The Vice President ~~for~~ **of** ^[10] Collective Bargaining shall

- (a) ^[9] be the Chief Steward of the ~~local~~ **Local** ^[1] and shall administer the collective bargaining and contract administration program of the local.
- ~~(b)~~ (b) The ~~duties shall include: coordinating~~ **coordinate** resources, materials and training for stewards and bargaining committees; ^[9]
- ~~(c)~~ (c) ~~coordinating~~ **coordinate** record keeping for grievances; ^[9]
- ~~(d)~~ (d) chairing any meetings of all local stewards; ~~and~~ ^[9]
- ~~(e)~~ (e) performing ^[9] such other duties as may be assigned from time to time by the President or the Executive ~~Council~~ **Board** ^[8].

Section 7. Vice President ~~for~~ **of** ^[10] Political Action shall

- (a) ^[9] be responsible for political education of the membership in legislative and governmental election matters.

Section 8. The Vice President ~~for~~ **of** ^[10] Communications shall

- (a) ^[9] be responsible for the communications program of the local including regular and periodic publications and public relations activities.

Section 9. Vice President ~~for~~ of ^[10] Membership shall
(a) ^[10] be responsible for membership recruitment and membership service and benefit programs of the union.

Section 10. **Primary Delegate** - ^[2] 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~~ **Local**.
^[1]

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~~ **Local** ^[1] 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~~ **Local** ^[1].

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. **AFT Reporting** - ^[2] 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. **Affiliate Reporting** - ^[2] Copies of this Constitution shall be made available to other affiliated organizations upon request.

Section 3. **Membership Availability** - [2] Copies shall be available for any members of this local upon request to the Secretary.

Reasoning behind the changes

[1] The use of multiple terms in the document can be confusing. The Local associates with other federations and unions and we need to make sure the document is clear about what it is referencing. The Local is also a proper noun and should be capitalized.

[2] Section headers should be added to each section to briefly explain what is included in the section to make navigation of the document easier. This shall only occur when the article header does not adequately summarize the language being discussed.

[3] Everyone who is represented by the Local is part of the bargaining unit. This language is redundant and unnecessary.

[4] Members who leave the bargaining unit may become a retired member or an adjunct member. This change simplifies the language to a single sentence describing each and then describing their rights. Supervisory promotions are discussed in a later section.

[5] Grammar improvement. Lists should be separated by commas.

[6] Method of attaining membership is not a type of member. This section should occur after the requirements for membership are specified.

[7] The only way that a member who leaves a position represented by the Local can retain membership is by becoming a retired or adjunct member. Administrative personnel may not become these types of members. They automatically lose their membership status the moment they leave the bargaining unit.

[8] The definition of a council is one that provides recommendations. A Board is a body that performs actions on behalf of the organization. Any instance of Executive Council should be changed to Executive Board.

[9] Sections that have a list of things should be arrayed in a numbered list to make future editing easier. All text relating to the listed items should occur before the list or in subsequent sections.

[10] Corrected term for VPs. They lead a “department of work” not a “body for action”.

[11] Proviso language relating to when the document was first chartered no longer applies and should be removed.

[12] Simplified language of officer eligibility for members from newly included bargaining units.

Resultant Language

The following language is what shall replace the current Constitution if approved.

CONSTITUTION OF THE HILLSBORO CLASSIFIED UNITED

ARTICLE I - NAME

This organization shall be known as Hillsboro Classified United, Local 4671, AFT, AFL-CIO, and will be referred to as the Local.

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) **Regular Membership** – Any employee 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 the Local.
- (b) **Retired and Adjunct Membership** – Employees who retire from a position represented by the Local shall be eligible to continue membership as a Retired member. A member who leaves a position represented by the Local for any reason other than retirement shall be eligible to continue membership as an Adjunct member. Retired and

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

Section 2. Supervisory Promotion – Members who are promoted to positions outside the bargaining unit which supervise employees represented by the Local shall not be eligible to become a Retired or Adjunct member. These administrative personnel shall be removed from membership on the effective date of promotion.

Section 3. Non-discrimination Clause – 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. Application and Withdrawal – Membership shall be by application. Membership withdrawal shall be by certified letter.

Section 5. Delinquent Dues and Reinstatement – 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 Board may modify, including waiving completely, the amount of the reinstatement fee and back dues.

ARTICLE IV - OFFICERS

Section 1. Officer Positions – The following officers shall be elected in the odd numbered years for a term of two years:

- (a) President
- (b) First Vice President
- (c) Second Vice President
- (d) Vice President of Collective Bargaining
- (e) Vice President of Political Action
- (f) Vice President of Communications
- (g) Vice President of Membership
- (h) Secretary
- (i) Treasurer

Section 2. Requirements – Membership in good standing for at least one year is required to hold office. Members from new or merged districts may also hold office during the first year after their inclusion.

Section 3. Nominations – 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. Elections

(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.

(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. Ballots – 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. Terms – Officers shall take office on July 1, following their election.

Section 7. Vacancies – The Executive Board shall have authority to fill vacancies in any office for the balance of the term.

ARTICLE V - COMMITTEES

Section 1. Special Committees – The Executive Board or the membership may establish such committees as from time to time may be needed.

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

ARTICLE VI - EXECUTIVE BOARD

Section 1. Members – The Executive Board of this Local shall consist of the elected officers.

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

Section 3. Chair– The chairperson of the Executive Board shall be the President of the Local.

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

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

Section 6. Powers – The Executive Board shall have the power

- (a) to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes.
- (b) to borrow money for Local purposes at such rates or interest and terms and conditions as they may deem appropriate.
- (c) to issue notes, bonds, and other obligations.
- (d) to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 7. Reports– The Executive Board shall report its activities at each regular membership meeting.

ARTICLE VII - AFFILIATIONS

Section 1. This Local 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 Board. 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 Board.

(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 Board.

(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 Board on meetings attended.

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

Section 4. The Local 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

- (a) preside at all meetings of the Local and the Executive ~~Council~~ Board.
- (b) be an ex officio member of all committees.
- (c) shall sign all necessary papers and documents.
- (d) represent the local when and where necessary.
- (e) be the chief delegate to all conventions of the American Federation of Teachers, Oregon Federation of Teachers and Oregon AFL CIO.
- (f) be authorized to sign checks and payments by the local.
- (g) make a report to the membership at least once each year summarizing the accomplishments of the Local and outlining plans for the next year.

Section 2. The First Vice President shall

- (a) perform all the duties of President in the absence of that officer.
- (b) be next in line of succession in the case of a vacancy in the office of President.
- (c) perform all other duties assigned by the Executive Board or the membership.

Section 3. The Second Vice President shall

- (a) perform all the duties of First Vice President in the absence of that officer.
- (b) be next in line of succession in the case of a vacancy in the office of First Vice President.
- (c) be the chief delegate to the Northwest Oregon Labor Council.
- (d) perform all other duties assigned by the Executive Board or the membership.

- Section 4.** The Secretary shall
- (a) be the custodian of the records of the Local.
 - (b) issue all notices.
 - (c) answer correspondence at the direction of the President.
 - (d) report outside correspondence to the President and the Executive Board.
 - (e) be the custodian of the seal and charter of the Local.
 - (f) record and distribute minutes of Executive Board 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 Board 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 Board for authorization. All checks and payments of the Local must be signed by the Treasurer.

- Section 6.** The Vice President of Collective Bargaining shall
- (a) be the Chief Steward of the Local and shall administer the collective bargaining and contract administration program of the local.
 - (b) coordinate resources, materials and training for stewards and bargaining committees.
 - (c) coordinate record keeping for grievances.
 - (d) chair any meetings of all local stewards.
 - (e) perform such other duties as may be assigned from time to time by the President or the Executive Board.

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

- Section 8.** The Vice President of Communications shall
(a) be responsible for the communications program of the local including regular and periodic publications and public relations activities.
- Section 9.** Vice President of Membership shall
(a) be responsible for membership recruitment and membership service and benefit programs of the union.
- Section 10.** **Primary Delegate** – 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.** **AFT Reporting** - 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. Affiliate Reporting - Copies of this Constitution shall be made available to other affiliated organizations upon request.

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