

May 2013 Changes to Bylaws

The below text is from the 2008 version of the HCU Bylaws. The changes here are required to keep this portion of the document in line with the constitution. Strikeout words are removed, highlighted words are added. Bracketed [] words are notes to the reader and shall not be included.

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 the ~~local~~ **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~~ **Local**. The ~~local~~ **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~~ **Local**.

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

ARTICLE III - MEETINGS

Section 1. The regular membership meetings of this ~~local~~ **Local** shall be an annual meeting

in September of each year. The Executive ~~Council~~ Board 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~~ Board. The Executive ~~Council~~ Board 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~~ Board 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 Changed by Amendment]

~~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 IV - Work Site Leaders

Section 1. A Work Site Leader shall be a member in good standing who assists the VP of Collective Bargaining. Each Work Site Leader shall be appointed by the Executive Board. Recall of Work Site Leader appointments shall be by majority vote of the Executive Board

Section 2. A Work Site Leader shall have the following duties:

- (a) To answer questions about the Bargaining Contract.
- (b) To answer questions about the HCU Constitution and Bylaws.
- (c) To know the benefits of membership.
- (d) Provide regular reports to the Vice President of Collective Bargaining on workplace conditions.
- (e) To perform other duties as directed by the Vice President of Collective Bargaining.

Section 3. Work Site Leaders may act as a representative of the Local in meetings with management at the direction of the Executive Board. A Work Site Leader may use Union Release Time to perform their duties with the approval of the Executive Board. The Executive Board shall notify supervisors of all Work Site Leaders with approval to represent the Local in meetings.

ARTICLE V - STANDING COMMITTEES

Section 1. Appointments.

- (a) Standing Committees shall be composed of members of the local **Local** and shall be appointed by the Executive ~~Council~~ **Board** 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~~ **Board** 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~~ **Board**.
- (b) Standing committees shall annually submit a written report and other reports as directed by the Executive ~~Council~~ **Board**.
- (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~~ **Board** 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~~ **Board**. 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~~ **Board**. 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~~ **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~~ **Board**. Duties of the committee shall include design, production and distribution a ~~local~~ **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~~ **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~~ **Board**. 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~~ **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~~ **Board**. Duties of the committee shall include review and promotion of membership benefits available through affiliation; and evaluation and recommendation to the Executive ~~Council~~ **Board** of services and benefit programs and activities to consider for inclusion in the ~~local~~ **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~~ **Board**. Duties of the committee shall include reviewing and recommending the position of the ~~local~~ **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.

[Section 10 added by Amendment]

Section 10. Voting Committee

There shall be a Voting Committee. The committee shall be comprised of up to five members from the Local. The committee shall be responsible for maintaining the integrity of all votes by secret ballot. The committee shall be the custodian of the voting policies for the Local. Amendments to the voting policy shall be approved by a majority vote of the membership. The committee shall certify election results. The committee shall be responsible for responding to vote challenges. The committee shall report all activity to the Executive Board.

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~~ Board 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.