

**CONSTITUTION
and
BYLAWS**

**AFT-Oregon Coast United Employees
Local 6020, AFT, AFL-CIO**

**ADOPTED August 9, 1997
(Bylaws Revised May 30, 1998)**

CONSTITUTION
of
AFT-OREGON COAST UNITED EMPLOYEES

LOCAL 6020, AFT, AFL-CIO

ARTICLE I - NAME

This organization shall be known as AFT-Oregon Coast United Employees Local 6020, AFT, AFL-CIO, and may be referred to as a union, local, association, or federation.

ARTICLE II - OBJECTIVES

The objectives of the union shall be:

- Section 1. To provide effective collective bargaining representation and to promote the general welfare of the education employees.
- Section 2. To bring the local into relations of mutual assistance with the American Federation of Teachers, its State Federation, and its locals.
- Section 3. To fight all forms of bias in education employment and education delivery due to race; creed; sex; age; sexual preference; height/weight ratio; social, political or economic status; political or organizational affiliation; or national origin.
- Section 4. To organize all education employees 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 the advancement of a positive public attitude towards education and its value for the individual and common good, including the passage and retention of appropriate laws, which will protect and promote the role of education employees in the delivery of quality education.
- Section 7. To work to build strong relationships and a sense of community not only with our own members but with others in our workplace (administrators and students) and surrounding communities. To consider joining with and supporting efforts by others in the community which seek to promote the common good.
- Section 8. To promote and facilitate professional development for all represented employees.

ARTICLE III - MEMBERSHIP

- Section 1. (a) Any employee shall be eligible for regular membership who is included in any bargaining unit represented by the Local or in a unit which is being organized by the Local. 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. Supervisors or management personnel, who because of their position are excluded from eligibility for representation in a bargaining unit, 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 thirty (30) 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; Secretary; Treasurer; Vice-President for Collective Bargaining; Vice-President for Political Action; Vice-President for Communications. The term of office shall be two years.
- 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.
- Section 3. Nominations for office shall be made at a general membership meeting in April of the odd-numbered years. 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. (a) Election of officers shall be conducted more than 15 days after the time of nominations but not more than 45 days. 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 (15) days by secret ballot vote of members in good standing.
- 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 Local as set by the membership at general meetings. It shall have the power to act for the good of the Union between meetings of 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. A quorum shall be a majority of the members of the Executive Council.

- 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 local.
- 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 Local 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 general membership meeting.

ARTICLE VII - AFFILIATIONS

- Section 1. This Union 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 per-capita 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 AFT-Oregon.* 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 AFT-Oregon. 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 Linn-Benton-Lincoln Central 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 Union to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.
- Section 4. The Union 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 local and of 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, AFT-Oregon 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 local 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 be responsible for membership recruitment and membership service and benefit programs of the union. Duties 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.
- Section 3. 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. The Secretary shall perform all other duties assigned by the Executive Council or the membership.
- Section 4. 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 membership cards, 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 5. 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 Building Representatives and bargaining committees; coordinating record keeping for grievances; chairing any meetings of all local Building Representatives; and performing such other duties as may be assigned from time to time by the President or the Executive Council.
- Section 6. The Vice-President for Political Action shall be responsible for information and political education of the membership in legislative and governmental election matters. The Vice-President for Political Action shall be the chief delegate to the Linn-Benton-Lincoln Central Labor Council.
- Section 7. The Vice-President for Communications shall be responsible for the communications program of the union including regular and periodic publications and public relations activities. Duties shall include design, production and distribution a local newsletter on a regular and periodic schedule.
- 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 general membership meetings shall be fixed by the Bylaws adopted by the Local.
- Section 2. There shall be at least one general membership meeting per year.

Section 3. A quorum for general membership meetings shall consist of six (6) 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 general meeting providing notice of a contemplated change has been announced at least 30 days in advance.

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

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

Section 4. Any officer with authority to sign for disbursement of funds shall be bonded.

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 general 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 AFT-Oregon.

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 AFT-OREGON COAST UNITED EMPLOYEES

ARTICLE I - DUES

Section 1. Dues for Regular members shall be \$10.00 plus 0.00951 times monthly salary per month which includes Per-Capitas required by the Local's affiliation with AFT and AFT-Oregon. In accordance with the affiliation requirements of AFT-Oregon and AFT, any increase, after May 30 1998, in their Per Capita fees shall be added to the above amounts. Additional dues shall be added to the above amounts for the cost of any group insurance or other programs adopted by the Local requiring a per-capita cost. Members on unpaid leave or who are laid off pay \$1.00 per month plus Per-Capitas. Monthly dues for Retired members are \$5. Monthly dues for Adjunct members other than retirees, shall be the same rate as for Regular members. (Article I Section 1 revised May 30, 1998 General Meeting)

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. Members shall use automatic payroll 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.

ARTICLE III - MEETINGS

Section 1. The general membership meetings of this Local shall be an annual meeting in April of each year. The Executive Council may schedule other general meetings at other times as may be needed. General meetings will be at a time and place scheduled by the Executive Council. The Executive Council may change this date for general meetings to avoid scheduling conflicts with work related events. 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 four (4) times per fiscal year. It may also meet at such other times as it may determine.

ARTICLE IV- STEWARDSHIP

Section 1. BUILDING REPRESENTATIVES shall be appointed to carry out stewardship responsibilities of the union in the workplace. There shall be not less than three Building Representatives, who shall be assigned in number as follows: two responsible for covering Central and South County; one responsible for covering North County. The Executive Council shall have the authority to designate additional number of Building Representatives to effectively carry out stewardship responsibilities.

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

Section 3. Building Representatives may meet as a committee as needed subject to the call of the Vice- President for Collective Bargaining.

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. *Finance Committee.* There shall be a Finance Committee. The committee shall have three (3) 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. *Constitution and Bylaws Committee*. There shall be a Constitution and Bylaws Committee. The committee shall be three (3) members 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 Committee*. There shall be a Bargaining Committee. The committee shall have at least five (5) members from among the members. Each bargaining unit shall have at least two members on the Bargaining Committee. 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. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 6. *Committee on Political Education*. There shall be a Committee on Political Education. The committee shall be three (3) members. One 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 AFT-Oregon. The committee shall be appointed in September of odd-numbered years for a term of two years beginning in October.

Section 7. *Committee on Education , Training and Professional Issues* There shall be a Committee on Education, Training and Professional Issues. The committee shall be three (3) members appointed by the Executive Council. Duties of the committee shall be to organize and carry out a) the leadership education and training program of the union with attention to skill and knowledge needs for effective union leadership. 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 and b) the education and information program of the union in matters related to the occupation and practice of the members.

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 conducted by roll call or standing vote and shall be 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 general meeting whenever a tentative agreement is reached not more than five days before a scheduled, general 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 general 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.

Proposed amendment to ARTICLE 1 of the bylaws
of AFT-Oregon Coast United Employees,
Local 6020 AFT, AFL-CIO
General Membership Meeting
May 30, 1998

Approved May 30, 1998 Annual Membership meeting held at Gleneden State Park 12:00-4:00pm May 30, 1998.

BYLAWS
of
AFT-OREGON COAST UNITED EMPLOYEES

ARTICLE 1 - DUES

Section 1. Dues for Regular members shall be \$10.00 plus 0.00951 times monthly salary per month which includes Per-Capitas required by the Local's affiliation with AFT and AFT-Oregon. In accordance with the affiliation requirements of AFT-Oregon and AFT, any increase, after May 30 1998, in their Per Capita fees shall be added to the above amounts. Additional dues shall be added to the above amounts for the cost of any group insurance or other programs adopted by the Local requiring a per-capita cost. Members on unpaid leave or who are laid off pay \$1.00 per month plus Per-Capitas. Monthly dues for Retired members are \$5. Monthly dues for Adjunct members other than retirees shall be the same rate as for Regular members.

[Monthly dues for Regular members shall be the sum of \$35.84 for those earning more than \$40,000 per year, \$34.86 for those earning less than \$40,000 per year but not less than \$30,000 per year; \$27.68 for those earning less than \$30,000 per year but not less than \$20,000 per year; \$21.71 for those earning less than \$20,000 per year but not less than \$15,000 per year; \$19.97 for those earning less than \$15,000 per year but not less than \$10,000 per year; \$12.50 for those earning less than \$10,000 per year but not less than \$5,000 per year; \$10.10 for those earning less than \$5,000 per year plus the cost of any group insurance or other programs adopted by the Local requiring a per-capita cost. Monthly dues for Retired members are \$5. Monthly dues for Adjunct members other than retirees shall be the same rate as for Regular members.]

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, semiannual, or annual basis in advance. Payment shall be to the Treasurer of the Local. Members shall use automatic payroll dues deduction provisions whenever they are available.

Additions are in **bold**, deletions are in [brackets].