

# **Constitution and Bylaws**

Local 4671

Hillsboro Classified United

AFT, AFL-CIO

(Approved May 2013)

**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 (1/2) the monthly dues requirement in addition to all back dues but not exceeding three (3) 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 (2) 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 (1) year is required to hold office. Members from new or merged districts may also hold office during the first (1<sup>st</sup>) 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 (1) 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 sixty (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 runoff election of the two (2) candidates receiving the most votes shall be held within fifteen (15) 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 (1) 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 Local.

**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 federation 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 Board 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 (1) 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 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 for 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) resources, materials and training for stewards and bargaining committees.
  - (c) coordinate record keeping for grievances.
  - (d) chair any meetings of all Work Site Leaders.
  - (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 Local.
- 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 (3) meetings per year.
- Section 3.** A quorum shall consist of five (5) percent of the total membership, and one (1) 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 (1) 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 (1) month in advance of the meeting at which the vote is scheduled.



## **ARTICLE XIII - AVAILABILITY OF CONSTITUTION**

- Section 1.     **AFT Reporting** - Three (3) 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 (1) 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.

**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 sixty dollars (\$60). Dues for Adjunct members are sixty dollars (\$60). Dues for members represented for collective bargaining by another labor organization shall be one dollar (\$1) per month. Whenever these members become represented by the 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 (1<sup>st</sup>) 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 (2) signatures shall be required on all checks and payments issued by the Local.
- Section 3.** There shall be an annual audit of the funds of the Local at the conclusion of each fiscal year.

**ARTICLE III - MEETINGS**

- Section 1.** The regular membership meetings of this Local shall be an annual meeting in September of each year. The Executive 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 Board. The Executive Board by majority vote or the membership by petition of twenty-five percent (25%) may call a special meeting with one (1) 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 Board shall meet at least once (1) 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 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 Union 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 Union in meetings.

## **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 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 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 Board.
- (b) Standing committees shall annually submit a written report and other reports as directed by the Executive Board.
- (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 (1) of whom shall be the Treasurer. Duties of the committee shall include but not be limited to recommendation to the Executive 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 (2) years beginning in October.

**Section 4. Constitution and Bylaws Committee**

There shall be a Constitution and Bylaws Committee. The committee shall be three (3) officers appointed by the Executive 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 Board. The committee shall be appointed in September of odd-numbered years for a term of two (2) years beginning in October.

**Section 5. Bargaining Committees**

There shall be a Local Bargaining Committee. The committees shall have up to nine (9) members from among the members covered by the contract. One of the members shall be the Vice President of Collective Bargaining, who shall be the chair. The duties of the Bargaining Committee shall be to represent and to negotiate for the Local in all negotiations on collective bargaining matters related to their unit. The committee shall be appointed in September of odd-numbered years for a term of two (2) years beginning in October.

**Section 6.       Communications Committee**

There shall be a Communications Committee. The committee shall be three (3) members. One (1) of the three (3) shall be the Vice President of Communications, who shall be the chair. Appointments will be by the President with the approval of the Executive Board. Duties of the committee shall include design, production and distribution a Local newsletter on a regular and periodic schedule. The committee may utilize such other numbers of members as needed to meet its goals. The committee will also see to preparation and distribution of news releases and other media relations as needed to promote the activities and interests of the Local. The committee shall be appointed in September of odd-numbered years for a term of two (2) years beginning in October.

**Section 7.       Education and Training Committee**

There shall be an Education and Training Committee. The committee shall be five (5) members, including one (1) officer who shall be designated the chair, appointed by the President with the approval of the Executive Board. Duties of the committee shall include assessment of leadership development and member education needs in the function of the Local; knowledge and skill training needs in their roles for new and continuing officers and leaders; and preparation of an annual education and training program for the Local. The committee shall be appointed in September of odd-numbered years for a term of two (2) years beginning in October.

**Section 8.       Membership Services Committee**

There shall be a Membership Services Committee. The committee shall be three (3) members. One (1) of the three (3) shall be the Vice President of Membership, who shall be the chair. Appointments will be by the President with the approval of the Executive Board. Duties of the committee shall include review and promotion of membership benefits available through affiliation; and evaluation and recommendation to the Executive Board of services and benefit programs and activities to consider for inclusion in the Local membership services program. The committee also shall be responsible for planning and coordinating the annual and other membership recruitment program and activities. The committee shall be appointed in September of odd-numbered years for a term of two (2) 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 (1) of shall be the Vice President of Political Education, who shall be the chair. Appointments will be by the President with the approval of the Executive Board. Duties of the committee shall include reviewing and recommending the position of the Local with respect to Legislative issues and with respect to candidates and ballot measures. The Committee also will plan and maintain an ongoing voluntary political action contribution program in coordination with the Oregon Federation of Teachers, Education and Health Professionals. The committee shall be appointed in September of odd-numbered years for a term of two (2) years beginning in October.

**Section 10. Voting Committee**

There shall be a Voting Committee. The committee shall be comprised of up to five (5) 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 Local 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 (5) days before a scheduled, regular meeting.

**ARTICLE VII - STRIKES**

The membership, on the request and recommendation of the Bargaining Committee or the Executive Board may authorize the Local 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 (1) 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 (1) month in advance of the meeting at which the vote is scheduled.