Constitution and Bylaws

Local 4671
Hillsboro Classified United
AFT, AFL-CIO

(May 2018 Revision)
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 or until a successor is elected:

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

Section 2. **Requirements** - Membership in good standing for at least one (1) year is required to hold office.

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 with the majority of votes cast shall be declared elected.

c) If there are three or more candidates, and no candidate receives at least forty percent (40%) of the votes cast, 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.

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 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 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 adopt an annual budget by the September Executive Board meeting.
(b) to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes.
(c) to borrow money for Local purposes at such rates or interest and terms and conditions as they may deem appropriate.
(d) to issue notes, bonds, and other obligations.
(e) 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 endeavor to maintain an active affiliation with the following organizations:
   (a) American Federation of Teachers [AFT] (National Organization)
   (b) American Federation of Teachers - Oregon [AFT-Oregon, AFT-OR]
   (c) Oregon AFL-CIO
   (d) Northwest Oregon Labor Council [NOLC]

Section 2. **Responsibilities** - The local shall perform all necessary business in order to maintain good standing with our affiliates. This includes:
   (a) upholding the Constitution and Bylaws of the affiliates.
   (b) paying per capita dues in a timely manner.
   (c) sending elected delegates to conventions or regular meetings.
   (d) providing information about the Local as requested.
   (e) participating in affiliate organized events.

Section 3. **Delegates** - As a duty of their office, elected 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. Additional delegates, including appointed officers, shall be elected by secret ballot. Delegates shall provide a written report of their activity to the Executive Board.

Section 4. **Expense Reimbursements** - Every reasonable effort shall be made by this Local to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

**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) respond to correspondence and share with the Executive Board.
   (d) shall sign all necessary papers and documents.
   (e) represent the Local when and where necessary.
   (f) be the chief delegate to all conventions of the AFT, AFT-Oregon, and Oregon AFL-CIO.
   (g) be authorized to sign checks and payments by the Local.
   (h) 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 Council or the membership.
Section 3. The Secretary shall
(a) be the custodian of the records of the Local.
(b) Issue all notices.
(c) be the custodian of the seal and charter of the Local.
(d) record and distribute minutes of Executive Board and general membership meeting.

Section 4. The Treasurer shall
(a) receive, record and deposit in the name of the Local all monies from dues and other sources.
(b) issue delinquent dues payment notices.
(c) calculate and submit all per capita payments to affiliated organizations.
(d) keep adequate records of financial activity available for the Executive Board and committees which may have need for such records.
(e) Be responsible for the payment of 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.

Section 5. The Collective Bargaining Officer shall
(a) serve as lead negotiator when bargaining with the district.
(b) be responsible for determining the bargaining priorities of the membership.
(c) maintain records of past bargaining sessions.
(d) administer the collective bargaining and contract administration program of the Local.
(e) serve as the Grievance Officer of the local.
(f) represent the Local in arbitration meetings.
(g) maintain a record of all grievances.

Section 6. The Organizing Officer shall
(a) be responsible for membership recruitment.
(b) be responsible for recruitment and training of Work Site Leaders.
(c) oversee organizing events.

Section 7. The Political Action Officer shall
(a) be responsible for political education of the membership in legislative and governmental election matters.
(b) serve as lead delegate to the Northwest Oregon Labor Council.

Section 8. The Communications Officer shall
(a) be responsible for the communications program of the local including regular and periodic publications and public relations activities.

Section 9. The Membership Officer shall
(a) be responsible for maintaining membership records of the bargaining unit.
(b) maintain the membership roll.
(c) assist with access to member benefit programs.
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 twenty-five (25) members. At least one officer must be in attendance to preside over the meeting and one member shall record the minutes.

**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 two and five hundredths of a percent (2.05\%) of gross straight-time monthly pay. Any union-provided group liability or other program participation approved by the Local shall be in addition. Annual dues for Retired and Adjunct members sixty dollars ($60).

Section 2. The dues year shall be from July 1, through June 30. Dues payment is due on the first (1\textsuperscript{st}) 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 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 - Committee members shall be appointed by the Executive Board at any regularly scheduled meeting. All appointments expire in September of odd numbered years. Members can serve multiple terms on a committee with reappointment by the Executive Board. Committee chairs will be designated by the committee members unless otherwise specified in the Constitution and Bylaws.

Section 2. Duties - Committees will perform all work assigned by the Executive Board and provide a written annual report in June of each year. Additional reports of its activity will be provided when requested by the Executive Board.

Section 3. Ad-hoc Committees - The Executive Board shall form ad-hoc committees when necessary to complete specific objectives. This committee will adhere to the appointment and duties requirements of standing committees.

Section 4. The Finance Committee shall
(a) be comprised of three(3) to five(5) members, which includes the Treasurer who will chair the committee.
(b) be responsible for oversight of financial activity.
(c) prepare the first draft of the annual budget.
(d) manage the annual audit of the local.
(e) make recommendations on changes to the local’s financial policies.

Section 5. The Constitution and Bylaws Committee shall:
(a) be comprised of three(3) members, which includes the Secretary.
(b) propose amendments to the Constitution and Bylaws.
(c) review member submitted amendments to assure their conformity with requirements of affiliates or applicable labor laws.
(d) ensure proposed amendments are properly formatted for discussion and vote.

Section 6. The Bargaining Committee shall:
(a) be comprised of up to nine(9) members from those covered by the contract, which includes the Collective Bargaining Officer who will chair the committee.
(b) represent and negotiate for the Local in all negotiations on collective bargaining matters related to their unit.
(c) be responsible for creation, production, and distribution of bargaining updates to the membership.

Section 7. The Communications Committee shall:
   (a) be comprised of up to three(3) members, which includes the Communications Officer.
   (b) be responsible for creation, production, and distribution of a regular newsletter.
   (c) oversee the maintenance of the Union Notification Boards at every worksite.
   (d) maintain and provide content for any Local websites and social media accounts.

Section 8. The Organizing Committee shall:
   (a) be comprised of any number of members, which includes the Organizing Officer.
   (b) work to recruit new members to the Local.
   (c) organize events that members can participate in.
   (d) recruit members to participate in organizing events.
   (d) be responsible for the creation, production, and distribution of materials that explain the benefits of union membership.

Section 9. The Political Action Committee shall:
   (a) be comprised of any number of members, which includes the Political Action Officer.
   (b) recruit members to participate in actions related to laws, ballot measures, or candidates for elected office.
   (c) recruit members to testify in front of state legislative committees on educational issues.
   (d) make recommendations to the Executive Board on endorsements of candidates for the School Board.

Section 10. The Voting Committee shall:
   (a) be comprised of three(3) to five(5) members, which includes the Membership Officer.
   (b) be responsible for organizing and processing all votes by secret ballot.
   (c) certify election results.
   (d) receive and respond to all challenges to the integrity of the vote.

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.

ADOPTED 1996
AMENDED
2008
May 2013
October 2015
February 2018
May 2018