



Oregon School Employees Union

# Constitution

## for RCC/OSEA

### Chapter #152

**Ratified by majority vote: May 3, 2006**  
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## ARTICLE I - NAME

This chapter of the Oregon School Employees Association, AFT Local 6732, shall be known as Rogue Community College Classified Employees Association 152.

## ARTICLE II - PURPOSE

The purpose of this chapter shall be to represent all employees in the bargaining unit on all matters relating to employee-employer relations, to promote the economic and social welfare of those employees to assist the Oregon School Employees Association in its legislative efforts, and to further the aims and purposes of all bargaining unit employees.

## ARTICLE III - MEMBERSHIP

There shall be no discrimination against any member or applicant for membership by reason of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, disability, and sexual or affectional preference.

### Section 1. Membership

- a) Active membership shall be effective upon the completion, dating, and signing of an official OSEA application form and the execution of a payroll deduction form, or cash payment of one month's Association and chapter dues. Upon meeting these requirements, a member shall be deemed "in good standing."
- b) Active members of this chapter must also be active members of the Association, as defined in the OSEA Constitution, Article III, Section 2.
- c) Every member in good standing shall have the right to vote and hold elected or appointed office, including committees and Conference delegate positions, to meet and assemble freely with other members, and to express any views or opinions on issues before the chapter or upon candidates in elections.

## ARTICLE IV - DUES AND ASSESSMENTS

### Section 1. Dues

- a) In addition to the per capita dues of the Association, the dues of this chapter shall be \$2 per month, payable by payroll deduction for each month in paid status.
- b) The chapter dues rate shall only be amended by a secret ballot vote of the membership at large in accordance with Article XVI herein.
- c) Association per capita dues shall be determined by the elected delegates at the OSEA Annual Conference.

### Section 2. Assessments

- a) No assessments shall be levied in this chapter other than those approved by secret ballot vote to membership at large, provided each member of this chapter has been notified in writing at least fifteen (15) days in advance of the nature of the proposal and the time and date, the matter will be voted upon.
- b) Any assessment or obligation levied by the Association shall be added to the dues established herein and shall be forwarded monthly to the Association.

### Section 3. Fund Solicitation

No funds shall be solicited in the name of this chapter without authorization of the chapter Executive Committee.

## ARTICLE V - OFFICERS

### Section 1. Elected Officers

The elected officers of this chapter shall be President, Vice President Josephine County, Vice President Jackson County (2), Public Relation/Elections Officer, Secretary/Treasurer

### Section 2. Duties of Officers

- a) **The President shall:** Be the official spokesperson between the chapter and the employer; preside at all meetings of the chapter and Executive Committee; fix the time, place, and date of meetings, except as otherwise provided herein or as directed by the membership; set the agenda for the chapter meetings; provide notice to the chapter secretary as to the time, date, and location of each chapter meeting, which shall include the agenda for such meeting; appoint all committees with the advice and consent of the Executive Committee; serve as ex-officio member of all committees except the Elections Committee; turn over all documents and records pertaining to the office to his/her successor; appoint members to CAMAT; serve as Chair of CAMAT, represent the chapter at Executive Council, Board of Directors, and other such duties as pertain to the office of President.
- b) **The Vice Presidents shall:** Serve as the leader and advisor to the chapter members at their county location, represent their county as a CAMAT representative at campus councils and be a contact for employee grievances; perform all duties of the President in the event of the President's absence; perform all duties as assigned by the President or Executive Committee and assume other duties as required by the chapter President; turn over all documents and records pertaining to the office to his/her successor and other such duties as pertain to the office of Vice President.
- c) **The Secretary/Treasurer shall:** Keep accurate records and minutes of all meetings of the chapter and Executive Committee, including an accurate roll of members and officers in attendance; answer all correspondence of the chapter as directed; keep all funds of the chapter and disperse same under the direction of the Executive Committee and as required by the Constitution of this chapter and the Constitution and written policies of this Association; keep accurate records and render monthly financial reports to the membership and State Association; assist the Executive Committee in the preparation of the chapter's annual budget; turnover all documents and records pertaining to the office to his/her successor; and other such duties as pertain to the office of Secretary/Treasurer.
- d) **The Public Relations/Elections Officer shall:** Take lead in recruiting new members; post notice of elections, distribute ballots, collect early ballots, perform the function of Job Steward as outlined in Article XI section 2, validate the dues-paying members at the Association election and assist the President when so required.

## ARTICLE VI - EXECUTIVE COMMITTEE

The elected officers, along with the Past President, shall constitute the Executive Committee of this chapter. The Executive Committee shall have general supervision of the affairs of this chapter and shall transact the routine business as authorized and required herein. The Executive Committee, however, shall not conduct any business that would require a vote of the membership.

**The Past President shall:** Serve on the Executive Committee in an advisory capacity only without voting rights as a member of the committee; and perform other duties as may be assigned by the President and/or the Executive Committee.

## ARTICLE VII - TERMS OF OFFICE AND ELECTION PROCEDURES

### Section 1. Term of Office

- a) Term of office for President, Vice President, Secretary/Treasurer, and Public Relations/Elections Officer shall be for two (2) years and until their successors are elected. Officers elected shall assume their duties October 1, regardless of the date of the installation ceremony. The President, Secretary/Treasurer, and Elections Officer will be elected in odd-numbered years. The Vice Presidents will be elected in even-numbered years.

- b) The Past President shall serve until replaced by the next succeeding Past President, who has completed his/her term of office as President.

## Section 2. Eligibility to Hold Office

Officers shall be elected from among the active members of this chapter who are in good standing. Vice Presidents shall work in the county they are representing.

## Section 3. Nomination to Office

- a) Nominations to fill the officer positions shall be accepted via direct communication from members to the Executive Committee, including from the floor at the July and August chapter meetings. Only members in good standing may nominate candidates.
- b) Not less than fifteen (15) calendar days prior to the August chapter meeting, a notice of the pending nominations and election shall be sent to each member in good standing. The notice shall include the times, dates, and locations for nominations and balloting, and all other procedural instructions relating to the conduct of the nominations and election.

## Section 4. Elections

Nominations shall be closed at the September chapter meeting.

- a) When there is more than one (1) nominee for an office, balloting shall be conducted by mail. Election shall be by secret ballot vote.
- b) The Elections Committee shall have the responsibility for the conduct of the election. No nominated candidate shall be appointed to the Elections Committee by the Executive Committee.
- c) The Elections Committee will prepare the election notice and ballots, including instructions for their completion and return, and email them to each member in good standing who is eligible to vote at his/her Rogue Community College assigned email address at least fifteen (15) days before the last day on which the ballots must be returned in order to be counted.
- d) Mail balloting shall be the same as the "Oregon Vote by Mail" system with a secrecy envelope inside of another envelope signed by the member for identification purposes only. Ballots shall not be signed, numbered, or marked in any manner so as to identify the voter.
- e) All ballots will be sent via intercampus mail or hand delivered to and collected by a chapter officer designated by the Elections Committee.
- f) The Elections Committee will validate and tabulate all ballots. The signature on the outer envelope is checked against the list of eligible voters. The voter is checked off the list as having voted. The outer envelopes are then opened and the secrecy envelopes removed and set aside until all return envelopes have been opened. Secrecy envelopes are then opened with ballots being placed in a receptacle until all secrecy envelopes have been opened. Ballots are then removed from the receptacle and counted. The chairperson of the Elections Committee will notify the membership of the results of the balloting.
- g) It shall require a majority of votes cast for the office to be considered duly elected. In the event no candidate receives a majority of votes cast, a runoff election shall be conducted between the two (2) candidates receiving the most votes on the first ballot until one (1) candidate receives a majority.
- h) All ballots, tally sheets, notices, check-off lists, and other election materials shall be kept on file for at least one (1) year after the election.
- i) All officer election requirements and procedures shall be in accordance with OSEA Board Policy.

# ARTICLE VIII - FILLING OF VACANCIES AND REMOVAL FROM OFFICE

## Section 1. Filling of Vacancies

- a) A vacancy in the office of President shall be filled by a Vice-President, appointed by the Executive Committee.

- b) For vacancies in the offices of Vice-President, Secretary/Treasurer, Public Relations/Elections Officer the Executive Committee shall notify the membership in writing at least fifteen (15) days in advance of a designated chapter meeting of a special election to be held at said meeting. Such notice shall include the date, time, and location of the meeting.
- c) At the designated chapter meeting, nominations shall be accepted from the floor to fill the vacant office. If there is only one (1) nominee for the vacant office, such nominee shall be declared elected. If the office is contested, a secret ballot vote shall be conducted to membership at large. It shall require a majority vote to elect. In the event no candidate receives a majority of votes cast, a runoff election shall be conducted between the two (2) candidates receiving the most votes on the first ballot until one (1) candidate receives a majority.
- d) If an officer vacancy occurs during the last three (3) months of a term, the office may remain vacant for the remainder of the term.

## Section 2. Recall or Removal from Office

- a) Any elected officer may be recalled from office upon secret ballot vote of the membership at large in good standing.
- b) Recall may only be initiated by a signed petition of thirty percent (30%) of the members in good standing. The petition shall state the specific reasons for the proposed recall and shall be presented to the Executive Committee and the officer subject to the recall action.
- c) Upon receipt of the petition, the Executive Committee shall schedule a special meeting to be held not less than fifteen (15) days or more than thirty (30) days following its receipt, where the charged officer shall be afforded opportunity to rebut the charges. Attendance at said meeting shall be restricted to members of the Executive Committee, members in good standing of the chapter, representatives of the State Association, and such witnesses as may be pertinent to the action.
- d) A notice specifying the date, time, and location of the special meeting shall be issued to those eligible for attendance at least ten (10) days in advance of the meeting.
- e) If the Chapter President has been removed from office as a result of a recall action, s/he shall automatically forfeit the position of Past President.
- f) Elections to fill a vacancy as a result of a recall action shall be held in accordance with Section 1 above.

# ARTICLE IX - MEETINGS AND DEFERRAL

## Section 1. Voting, Motions, and Meeting Business

Unless otherwise specified in this Constitution, during the course of any regular meeting or special meeting, a motion regarding any business that requires a vote, shall instead be conducted to the membership at large via secret ballot.

## Section 2. Regular Meetings

Monthly meetings of the chapter shall be held during the months of July through June inclusive. The schedule of such meetings shall be established in June each year for the succeeding twelve (12) month period and such schedule shall be provided to the membership.

Established meeting dates under this section may be changed by the Executive Committee with not less than forty-eight (48) hours notice to the membership.

## Section 3. Special Meetings

Special meetings of the chapter may be called by the Chapter President or Executive Committee as deemed necessary, or shall be called upon petition to the Chapter President of twenty percent (20%) of the members in good standing.

## Section 4. Meeting Notice

- a) Unless otherwise provided herein, notice of a regular or special meeting shall be provided to the membership at least five (5) days in advance of said meeting. The notice shall include the date, time, and location of the meeting, as well as the agenda or a summary of the business to be acted upon at the meeting.
- b) In an emergency situation, as determined by the Executive Committee, notice of a special meeting may be provided to the membership less than five (5) days but not less than twenty-four (24) hours in advance.
- c) Issues brought forward not specified in a special meeting notice shall not be in order.

## Section 5. Deferral

The Executive Committee can deem that any meeting business may be deferred until the desired debate requirements are met, or that the business of the meeting is to be acted upon by the membership at large.

## Section 6. Executive Committee Meetings

The Executive Committee may conduct executive meetings on an as needed basis, however, it shall not take any action that would require a vote of the membership. Three (3) officers present at any Executive Committee meeting shall constitute a quorum. The Chapter President must notify all Executive Committee members at least forty-eight (48) hours prior to an Executive Committee Meeting.

# ARTICLE X - COMMITTEES

## Section 1. Standing Committees

The standing committees of this chapter shall be: Labor-Management, Elections, Professional Growth, and Negotiations. The duties of each standing committee are as follows:

- a) **The Labor-Management Committee shall:** Attempt to resolve matters concerning bargaining unit employee issues through problem solving techniques. Handle all issues concerning bargaining unit members excluding individual disciplinary issues, active grievance actions, or issues subject to bargaining. If a member of the committee has a conflict of interest on any issue being considered, that member will be excluded from discussion/resolution on that issue.
- b) **The Elections Committee shall:** Conduct, supervise and assist in the preparation, distribution, and counting of the ballots in all elections and contract ratifications, and certify the results to the Executive Committee and the chapter membership. Ensure that all election procedures are conducted in accordance with the OSEA Constitution and Board Policy.
- c) **The Professional Growth Committee shall:** Consist of no less than three (3) members appointed by the Executive Committee.
- d) **The Negotiations Committee shall:** Be known as CAMAT, and will consist of the President, Vice Presidents, and two association members in good standing selected by the Chapter President.

## Section 2. Special Committees

Special committees may be appointed as deemed necessary by the Executive Committee or the membership to perform a specific task and shall be considered temporary in nature. The composition and duties of these committees shall be identified by the Executive Committee at the time of appointment.

## Section 3. Appointment

The President, with the advice and consent of the Executive Committee, shall appoint all standing and special committees, except Labor-Management, which shall be the members of the CAMAT team and the OSEA Field Representative, and designated individuals from the employer.

## Section 4. Term

Unless otherwise provided herein, the term of service for all committees shall be from appointment through September 30.



## Section 5. Quorum

A majority of committee members present at any committee meeting shall constitute a quorum. The committee chairperson must notify all committee members at least forty-eight (48) hours prior to a committee meeting.

# ARTICLE XI - WORKSITE ORGANIZERS & JOB STEWARDS

## Section 1. Worksite Organizers

Each building or department may have at least one (1) Worksite Organizer appointed by the President with the advice and consent of the Executive Committee, given the employees at his/her worksite sustain the appointment.

**The Worksite Organizer shall:** Welcome new employees; encourage new employees and non-members to become members; post and distribute information; provide union information to members; refer members to chapter and OSEA resources; help chart and update basic employee data annually and provide to chapter leadership and OSEA staff; regularly communicate with chapter leadership and OSEA staff about issues at the worksite; attend chapter meetings; attend required trainings.

## Section 2. Job Stewards

**The Job Steward shall:** Ensure employer compliance with the Collective Bargaining Agreement; investigate employee complaints and grievances; represent employees at investigatory meetings; represent employees at the informal and first formal stages of the grievance procedure, at a minimum; provide detailed reports to the Executive Committee and Field Representative on their activities; work in conjunction with the Field Representative; attend chapter meetings; attend job steward meetings; attend required training.

# ARTICLE XII - ANNUAL CONFERENCE

## Section 1. Eligibility

Conference delegates and alternates shall be elected from among the active members of this chapter who are in good standing. The Executive Committee shall determine the actual number of delegate positions to be filled, not to exceed the maximum allowable under the OSEA Constitution, based on available funding and resources.

## Section 2. Nominations

- a) Nominations to fill Conference delegate positions shall be accepted via direct communication from members to the Executive Committee, including from the floor at the March and April chapter meetings. Only members in good standing may nominate candidates.
- b) Not less than fifteen (15) days prior to the March chapter meeting, a notice of the pending nominations and election shall be sent to each member in good standing. The notice shall include the times, dates, and locations for nominations and balloting, and all other procedural instructions relating to the conduct of the nominations and election.

## Section 3. Elections

- a) Nominations shall be closed at the April chapter meeting. In the event the number of nominees equals, or is less than, the number of Conference delegate positions, the nominees shall be declared elected and no balloting shall be required.
- b) When there are more nominees for Conference delegate than there are available positions, balloting shall be conducted. Election shall be by secret ballot vote. The Elections Committee shall have the responsibility for the conduct of the election, no nominated candidate shall be appointed to the Elections Committee.
- c) The Elections Committee will validate and tabulate all ballots at the April chapter meeting. The chairperson of the Elections Committee will notify the membership of the results of the balloting at said meeting.
- d) It shall require a plurality of votes cast for delegate positions to be considered duly elected. In the event of a tie vote, election shall be determined by lot.

- e) Members not elected as delegates shall be designated as alternates and ranked in descending order based on the number of votes received. Alternates will be called upon to fill vacant delegate positions based on their ranking.
- f) All ballots, tally sheets, notices, check-off lists, and other election materials shall be kept on file for at least one (1) year after the election.
- g) All delegate election requirements and procedures shall be in accordance with OSEA Board Policy.

## ARTICLE XIII - CONTROL OF FUNDS

### Section 1. Fiscal Year

The operational and fiscal year of this Chapter shall be from July 1 through June 30.

### Section 2. Receipt and Distribution of Funds

All funds received shall be deposited in the name of Rogue Community College Classified Employees Association 152, OSEA, in such bank or other financial institution as approved by the Executive Committee. No funds shall be dispersed except by electronic check duly authorized and signed by both the Secretary/Treasurer and the President or by chapter credit card. In the event of a vacancy in the office of Secretary/Treasurer, funds shall only be disbursed upon the signature of the President.

### Section 3. Annual Budget

The Executive Committee shall prepare an annual budget for approval by the chapter membership prior to the end of each fiscal year, which shall include itemized estimated revenue and expenditures, and amounts to be set aside, when possible, as reserve funds.

### Section 4. Annual Audit

The Executive Committee shall have the chapter books and financial records audited each fiscal year to help assure accountability to the membership in the handling of chapter funds, in addition to ongoing checks and balances of chapter financial records made by the Secretary/Treasurer of the Chapter. Such audit shall be made available to any chapter member and the OSEA State Association upon request.

### Section 5. Required Reports

The Executive Committee shall ensure that any financial reports required by the OSEA State Association shall be completed and submitted in a timely manner.

## ARTICLE XIV - COLLECTIVE BARGAINING

### Section 1. Initial Proposal

When bargaining a full contract or modifications to an existing contract, the Negotiations Committee shall survey the membership for its recommendations in developing the initial proposal.

### Section 2. Ratification of Contract/Re-openers

- h) When the Negotiations Team has reached a tentative agreement with the employer, copies of the agreement or a summary of the agreement shall be sent to each employee of the bargaining unit and the OSEA Field Representative not less than five (5) working days prior to a meeting called for the purposes of explanation, answering of questions, and voting. The meeting notice shall specify the time, date, and place where the matter will be acted upon.
- i) The ratification meeting, as described above, shall be open to all employees in the bargaining unit. Non-members) shall have the right to participate in the discussion and debate but shall not have the right to vote. Copies of the tentative agreement shall be provided to all employees in attendance at the ratification meeting.

- j) The Elections Committee shall have the responsibility for the conduct of the ratification balloting. Voting shall be by secret ballot and only verified active members in good standing shall be allowed to vote.
- k) The Elections Committee will validate and tabulate all ballots. It shall require a majority of OSEA members present and voting in the affirmative to ratify the agreement. The chairperson of the Negotiations Committee will notify the membership and the employer of the results of the balloting.

### Section 3. Executed Agreement

Every collective bargaining agreement, including re-openers, shall be signed and dated by the appropriate representative(s) of this chapter and a staff representative of the Association. No contract/re-opener shall be valid unless ratified by the membership in accordance with provisions set forth herein and OSEA Board Policy.

## ARTICLE XV - PARLIAMENTARY AUTHORITY

Except as provided by the Constitution of this chapter, *Robert's Rules of Order, Newly Revised* shall govern all proceedings of this chapter and committees.

## ARTICLE XVI - AMENDMENTS

### Section 1. Motion to Amend – First Reading

A motion to amend the Constitution of this chapter may be made by any member in good standing, provided that the proposed amendment is submitted in writing. This submission shall constitute the first (1<sup>st</sup>) reading.

### Section 2. Notice of Proposed Amendment and Action – Second Reading

- a) The Chapter President shall cause the proposed amendment to be placed on the agenda of the next regular chapter meeting, which shall be no less than twenty-one (21) days after the first reading, where the proposed amendment shall be read a second (2<sup>nd</sup>) time and acted upon.
- b) Written notification of the proposed amendment, including the date, time, and location of the meeting, as well as the complete text of the proposed changes, shall be provided to all members in good standing not less than fifteen (15) days prior to the meeting.

### Section 3. Adoption

A secret ballot vote shall be held to membership at large regarding the adoption of amendments which includes any change in the chapter dues rate/structure or assessments.

### Section 4. State Association Review

All amendments and/or revisions to the Constitution shall be submitted to the OSEA Executive Director for review within ten (10) days following their adoption. Such amendments and/or revisions shall include the date of the revision/adoption. The Executive Director shall determine that the technical composition of the amendments and/or revisions is in compliance with the OSEA Constitution and/or Board Policy, and the law. The amendments and/or revisions shall not be in full force and effect until final approval of the State Association.

