

BYLAWS
OF
OREGON SCHOOL EMPLOYEES ASSOCIATION
OSEA Beaverton Chapter 48/AFT Local 6732

PURPOSE

With and because of a firm faith in the educational system of BEAVERTON SCHOOL DISTRICT 48J, together with a desire to do our part to aid, assist, and improve the same; we, the classified school employees of the Beaverton School District, desiring an organization designed to elevate and improve our services rendered with a better understanding between members and the public, to cooperate with other associations of school employees and administrators, together with the State organization of Oregon School Employees Association, OSEA/AFT, do adopt these bylaws.

ARTICLE I - NAME

The name of this organization shall be Oregon School Employees Association, Beaverton Chapter 48/American Federation of Teachers Local 6732, hereafter referred to in this document as Chapter 48.

ARTICLE II - MISSION STATEMENT

The mission of Chapter 48 shall be:

- Section 1. To act as the agent in collective bargaining for all classified employees of the Beaverton School District as provided by Oregon State Law.
- Section 2. To assist the members of Chapter 48 in securing occupational training and/or continuing education as a means of improving services.
- Section 3. To promote a feeling of cooperation and understanding between employees, employers, supervisors, students and the community.

ARTICLE III - MEMBERSHIP

- Section 1. Any employee of this school district hired into a Temporary or Permanent classified position is eligible for active membership in this chapter. Membership shall be in the local chapter which may establish rules and regulations for the

government of their members, consistent with the Constitution of the State Association.

- Section 2. Active Members - all classified employees now employed are eligible for active membership in Chapter 48. A member in good standing is one who joins Chapter 48 by signing an OSEA membership application and is current on monthly OSEA dues. Only active members shall have voting rights.
- Section 3. Retired and Associate Members - previous School District 48J classified employees-who desire to continue their affiliation with OSEA-by joining ROSE (Retired Oregon School Employees) may do so by obtaining an application, acceptance and payment of dues through one of the regional chapters of the state ROSE organization.
- Section 4. Honorary Membership may be bestowed upon deserving persons who have served Chapter 48 in an outstanding manner. Membership contains all rights and/or privileges except that of voting and holding elective office.
- Section 5. Fair Share Fee Payer - According to the approved contract between School District 48J and OSEA/AFT any classified employees not wishing to become a member of Chapter 48 will be deemed a Fair Share Fee Payer shall not have voting rights nor hold an office.

ARTICLE IV - DUES

- Section 1. Chapter #48 is organized as provided in the State Association Constitution. The dues structure for all OSEA/AFT chapters shall be the per capita assessment as established at the annual OSEA state conference. Members of Chapter 48 shall pay chapter dues equivalent to six percent (6%) of OSEA state per capita dues, per month, in addition to the state per capita dues.
- Section 2. No assessment shall be levied by the Chapter on its members except by vote of the members. A revision of dues must be submitted by the Executive Board in writing to each member in good standing at least thirty (30) days prior to the regular meeting at which time the revision is to be proposed and discussed. Ballots will be prepared by the Secretary and distributed to Work Site Representatives (WSR) or their designee. The WSR or designee shall distribute a ballot to each member in good standing no later than ten (10) days following the meeting. Ballots are to be returned for tabulation no later than fifteen (15) days following the date of the meeting. An assessment revision requires a two-thirds majority vote of those ballots returned. The Executive Board will appoint a committee to tabulate the votes.

ARTICLE V - OFFICERS EXECUTIVE BOARD

Section 1. The Executive Board of Chapter 48 shall be President, Vice President, Secretary, Treasurer, and five (5) Executive Board members, one each for the categories of Instructional, Nutritional, Trades, Technical, and Transportation members which shall be defined as:

Instructional: Instructional Assistants, Media Assistants, Campus Supervisors, Supervisory Aides

Nutritional: Nutrition Services

Trades: Custodial, Maintenance and Facilities

Technical: Secretarial, Clerical, Technical, Business

Transportation: Transportation Services

All Executive Board positions , with the exception of Junior Past President, shall be elected at-large.

These officers, along with the Junior Past President will constitute the Executive Board.

Section 2. The Executive Board, recognizing its responsibility to ensure adherence to legal standards and ethical norms, has developed the following code of conduct and ethics.

Executive Board members shall not:

- violate any provision of the Beaverton Chapter 48 Bylaws.
- misappropriate, embezzle, improperly or illegally use union funds.
- act in collusion with management to the detriment of the welfare of the union or its membership.
- participate in any activity which assists or is intended to assist any competing organization to the detriment of the welfare of the union or its membership.
- use the name of the Beaverton Chapter 48 in an unauthorized manner or for an unauthorized purpose.
- engage in any activity that gives the appearance of a conflict of interest that might embarrass the Board, and
- fail to disclose any possible conflicts of interest to the Board immediately.

CONFLICT OF INTEREST POLICY

The purpose of this section is to ensure that decisions about Chapter operations and the use or disposition of Chapter assets are made solely in terms of the benefits to the Chapter and its general membership and are not influenced by any private profit or other personal benefit to the individuals affiliated with the Chapter who take part in the decision. In addition to actual conflicts of interest, Executive Board members are also obliged to avoid actions that could be perceived or interpreted in conflict with Chapter's interest. Ethics, integrity, fairness, and concern for the Chapter's welfare shall be the guiding standard for actions of the Executive Board.

- Section 3. All Executive Board member positions shall be elected for a term of one (1) year or until their successors are elected. The term of office shall be from June 20 through June 19.
- Section 4. The President will serve not more than four (4) consecutive terms.
- Section 5. All candidates for elected office must have been members in good standing of the Chapter 48 for a period of not less than three (3) months prior to the date of their nomination.
- Section 6. Prior consent must be given by a nominee before his/her name is placed on the ballot.

ARTICLE VI - DUTIES OF THE OFFICES EXECUTIVE BOARD

- Section 1. President - Shall serve as the leader and advisor to Chapter 48, appointing such committees as necessary and serve as chairperson of the executive committee, chair all meetings, be the official spokesperson of Chapter 48, and an ex-officio member of all committees with the exception of the nominations committee, and such other duties as necessary. The President shall be a delegate to the Annual OSEA State Conference. The President shall turn all correspondence and other material of the office over to his or her successor.
- Section 2. Vice President - Shall assume the duties of the President in his or her absence or when called upon by the chair to do so, and shall serve on the executive committee. Shall assume such other duties as required by Chapter 48's President. At the resignation or disability of the President, the Vice President will assume the duties of the President until the next election. The Vice President shall be a delegate to the Annual OSEA State Conference. The Vice President shall turn all correspondence and other material of the office over to his or her successor.
- Section 3. Secretary - Shall record accurately the minutes of Chapter 48 meetings and its Executive Committee meetings, read all communications, answer all correspondence requiring an answer, hold all records in safekeeping and perform such other duties as are required. The Secretary shall perform the duties of the Treasurer in his or her absence. The Secretary shall be a delegate to the Annual OSEA State Conference. The Secretary shall turn all correspondence and other material of the office over to his or her successor.
- Section 4. Treasurer - Shall prepare and maintain an accurate record of each member of the Chapter including name, address, membership, date admitted to the Chapter and dues payments. The Treasurer shall receive and distribute all monies of the Chapter in proper order and keep accurate records in safekeeping. All disbursed funds must be approved by 2/3rds vote of the Executive Board prior to payment.

The Treasurer shall prepare quarterly financial reports to be distributed at Executive Board meetings. The Treasurer shall work with the Budget/Finance Committee to create a proposed budget that will be voted on at the first Executive Board meeting of the new school year. The Treasurer shall prepare an end of the year financial statement to be submitted at the final Executive Board meeting of the year. The Treasurer shall be a delegate to the Annual OSEA State Conference. The Treasurer shall turn all correspondence, bank statements, electronic data, and other materials of the office over to his or her successor.

- Section 5. Instructional, Nutritional, Trades, Technical, and Transportation Executive Board Officers – Attend all Executive Board meetings and Chapter meetings and act as representative and spokesperson for their constituency group to the Executive Board, and assume such other duties as required by the Chapter President.
- Section 6. The Junior Past President is the Historian for incoming officers and a non-voting Executive Board member.
- Section 7. It is the duty of the Executive Board to fill any vacancy on the Executive Board and appoint an interim officer to fulfill the remaining term of that office if at any time, a member of the Executive Board cannot complete their term.

ARTICLE VII - NOMINATIONS AND ELECTIONS OF EXECUTIVE OFFICERS AND CONFERENCE DELEGATES

Section 1. Election of Executive Board Officers

The Nominating Committee shall solicit active qualified members to be placed before the membership as candidates for the Executive Board Chapter offices of President, Vice President, Secretary, Treasurer, Instructional member, Nutritional member, Trades member, Technical member, and Transportation member, which shall total nine (9) members of the Executive Board.

The Nominating Committee shall prepare and present a slate of nominees at the April meeting of Chapter 48. Prior to the April meeting the chairperson shall notify the membership of the upcoming nominations/elections, including specifications of the process through the Chapter Newsletter and posting on the First Class Folder. Eligible nominations from the floor will be recognized and accepted. The Nominating Committee will prepare and distribute ballots to Work Site Representatives (WSR) or their designee. The WSR or designee shall distribute a ballot to each member in good standing no later than ten (10) working days following the meeting. Ballots shall be returned as instructed by the date stated on the voting information accompanying the ballot, in no case more than (15) working days following the nominating meeting. The Nominating Committee

will tabulate and validate all ballots. The chairperson of the Nominating Committee will notify the President and the candidates of the voting results.

In the election, if more than two (2) candidates are running for an office, the winner shall be the candidate receiving more than fifty percent (50%) of the ballots cast. If no candidate receives a majority of the votes cast, the two (2) candidates receiving the most votes for the office shall participate in a run-off election.

The ballots for a run-off shall be distributed to Work Site Representatives (WSR) or their designee. The WSR or designee shall distribute within ten (10) working days after a run-off is declared, to each member in good standing (regardless of whether they voted in the original election) in the same manner as the original election with ballots to be returned in the same manner within fifteen (15) working days. The tabulation shall be in the same manner as the original election.

Following installation, duly elected officers shall assume their duties on June 20 of each year.

Section 2. Election of Conference Delegates and Alternates

The Nominating Committee shall solicit active qualified members to be placed before the membership as candidates for six (6) at large Conference delegate seats.

The Nominating Committee shall prepare and present a slate of nominees at the April meeting of Chapter 48. Prior to the April meeting the chairperson shall notify the membership of the upcoming nominations/elections, including specifications of the process through the Chapter Newsletter and posting on the First Class Folder. Eligible nominations from the floor will be recognized and accepted. The Nominating Committee will prepare and distribute ballots to Work Site Representatives (WSR) or their designee. The WSR or designee shall distribute a ballot to each member in good standing no later than ten (10) working days following the meeting. Ballots shall be returned as instructed by the date stated on the voting information accompanying the ballot, in no case more than (15) working days following the nominating meeting. The Nominating Committee will tabulate and validate all ballots. The chairperson of the Nominating Committee will notify the President and the candidates of the voting results.

In the election, the six (6) candidates receiving the most votes shall be considered duly elected. In the event of a tie vote, determination shall be by lot. The remaining candidates shall be considered alternates and shall be ranked based on the number of votes received. Should a duly elected delegate be unable to serve, the alternate receiving the most votes shall serve in the delegate position.

Section 3. Recall or Removal from Chapter Office

Any officer may be recalled from office upon two-thirds (2/3) secret ballot vote of the members in good standing present and voting at a meeting called for the purpose of a recall action.

Recall may be initiated by a petition of thirty percent (30%) of the members in good standing. The petition shall state the specific reasons for the recall and shall be presented to the Executive Board and the officer subject to the recall action.

Upon receipt of the petition, the Executive Board shall schedule a special meeting to be held not less than fifteen (15) days nor more than thirty (30) days following its receipt, where the charged officer shall be afforded opportunity to rebut the charges and the secret ballot vote shall be conducted. Attendance at said meeting shall be restricted to members of the Executive Board, members in good standing of the chapter, representatives of the State Association, and such witnesses as may be pertinent to the action.

A notice specifying the date, time, and place of the special meeting shall be issued to those eligible for attendance at least ten (10) days in advance of the meeting.

ARTICLE VIII - STANDING AND SPECIAL COMMITTEES

- Section 1. Standing Committee chairpersons and members shall be appointed by the President with the approval of the Executive Board unless otherwise designated. Standing Committees are: Nominating, Work Site Representative/Membership, Finance/Budget, Government Relations, Newsletter, District Insurance, Public Relations and Advisory Committees. A member of the Executive Board will chair at least one committee during their term. There may be non-voting advisory members appointed at any time to any of these committees in order to balance input on issues of concern to the membership.
- Section 2. A person appointed as committee chairperson or member of a committee must be a member in good standing of the Chapter and must have been a member for a period of not less than three (3) months prior to their appointment.
- Section 3. Standing Committees Duties:
- A) WORK SITE REPRESENTATIVE/MEMBERSHIP COMMITTEE: Chairperson shall obtain a current list of key contact employees in each building and department of the district to maintain a means of direct communication with the Chapter and to see to it that they are adequately trained.

The Committee shall work to ascertain that all employees and especially new employees, are informed of OSEA membership opportunities, the Fair Share contract agreement, and benefits.

- B) FINANCE AND BUDGET COMMITTEE shall prepare a working budget for the Chapter in conjunction with the Treasurer and the goals of the Chapter. This budget shall be prepared and presented annually for approval.
- C) GOVERNMENT RELATIONS COMMITTEE shall keep the membership apprised of the current State and Federal legislative bills which are pertinent to classified employees, educational and PERS issues.
- D) NEWSLETTER COMMITTEE shall work in cooperation with the Executive Board to inform all classified employees, administrators and the State Association of Chapter activities.
- E) DISTRICT INSURANCE COMMITTEE This committee will consist of the Chapter President, 2 members and OSEA Field Representative. This committee will participate in district-wide (all employee groups) meetings to review and decide cost saving measures for the District group insurance.
- F) PUBLIC RELATIONS COMMITTEE This committee will be appointed by the Executive Board. This committee represents a multitude of sub committees, which may include but not limited to Heart & Flowers; Classified Employees Week; Employee of the month/year; Street clean up; Picnic; and Scholarships.
- G) ADVISORY COMMITTEE An Advisory Committee may be appointed by the Executive Board. The purpose of this committee would be to advise the President and Executive Board on special projects or issues of concern to the membership as they arise. The President shall endeavor to give balanced representation from all salary classifications on such a committee.

Section 4. The NEGOTIATING COMMITTEE will be appointed by the Executive Board from names submitted by the membership. The chairperson of this committee will be elected by the members of the committee.

The Negotiating Committee shall be composed of the President and no more than seven (7) members, from the classified employee salary classifications of Secretarial/Clerical, Instructional/Supervisory, Custodial, Trades, Nutrition Services, Transportation, and Technical Services. These appointments shall attempt to be balanced with no more than two (2) persons from any one (1) salary classification.

ARTICLE IX - WORK SITE REPRESENTATIVES AND DUTIES

The Executive Board shall appoint a member in good standing to serve as Work Site Representative (WSR) in each employee site with three or more members. More than one Work Site Representative may be appointed at a work site. The Work Site Representative shall be asked to perform the following duties:

- A) Distribute OSEA information and membership packets to new employees and non members;
- B) Distribute written Chapter communication;
- C) Distribute, receive and track ballots during on site elections;
- D) Inform the Executive Board of classified employee problems and concerns;
- E) Upon employee request, attend meetings which may involve disciplinary action;
- F) Attend Chapter meetings.

ARTICLE X – CLASSIFICATION STEWARDS

Training will be provided by OSEA for those interested in becoming a Classification Steward. Having at least one steward for each of the following eight (8) classification groups is the goal: Nutrition Services, Custodial Services, Trades & Material Support, Technical & Information Support, Office Support, Business Support, School Support, and Transportation. The Executive Board shall appoint members in good standing to serve as Classification Stewards.

The stewards, after completing training, will be responsible for:

- * Investigating potential grievances and contract violations.
- * Assisting the Field Representative in preparing written grievances.
- * Better represent classified employees within their own classification.
- * Assist classified employees with contract language meaning and questions.

ARTICLE XI - MEETINGS

Section 1. General meetings of the Chapter shall be held no less than four (4) times during the year. Executive Board meetings shall be held for no less than five (5) times during the year.

Section 2. Fifteen Chapter members shall constitute a quorum for the transaction of business at a general meeting.

Section 3. A quorum for the transaction of business by the Executive Board shall consist of at least 50% of the officers.

ARTICLE XII - RATIFICATION OF CONTRACT PROPOSALS

The Chapter, whenever practical, shall utilize the services and expertise of the State Organization in negotiating all contracts with the Beaverton School District 48J. When a tentative agreement (TA) is reached between OSEA and the Beaverton School District 48J and is to be presented to the membership for vote, the Chapter shall first transmit that tentative agreement in writing to the State Organization for review. The State Organization shall have no less than five (5) working days to review the TA prior to its submission to the membership for vote. The State Organization may waive or reduce this period at their discretion.

ARTICLE XIII - AMENDMENTS

Amendments or revisions in the Bylaws of this Chapter may be submitted to the Executive Board in writing by any member in good standing, special or standing committee. Following discussion by the Executive Board the amendment or revisions shall be submitted to the membership in writing thirty (30) days prior to the general meeting at which time they will be proposed and discussed. Ballots will be prepared by the secretary and distributed to Work Site Representatives (WSR) or their designee. The WSR or designee shall distribute a ballot to each member in good standing ten (10) days following the meeting at which the proposed amendment is presented. Ballots must be returned for tabulation no later than fifteen (15) days following the meeting. A two-thirds majority vote of the ballots returned will constitute adoption or rejection of amendments or revisions. The President will appoint a committee to tabulate the votes.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised shall be the official parliamentary guide of this organization.

Revised 4/19/10