

**The BYLAWS of Oregon School Employees Association
WEST LINN/WILSONVILLE CHAPTER 102**

ARTICLE I – Dues/Fair Share Fees

- 1.1.** ~~All~~ members shall pay local dues/~~fair share fees~~ in addition to the state dues/~~fair share fees~~.
- 1.2.** Local dues/~~fair share fees~~ shall be determined by a $\frac{2}{3}$ vote of the **active** members present at a ~~duly-called~~ **chapter** meeting.
- 1.3.** Current per capita dues/~~fair share fees~~ are one dollar and fifty cents (\$1.50) per month worked.

ARTICLE II – Officers

2.1. Eligibility

- 2.1.1.** ~~In order to be eligible to run for executive office, candidates shall be active members and shall have attended at least two meetings within the current school year.~~

2.2. Officers and responsibilities

- 2.2.1. President** - The president serves as the leader and advisor to the chapter and is the official spokesperson of the chapter. The president serves as ~~the chairperson~~ of the executive committee, ~~chairs~~ **presides over** all **Chapter** meetings, ~~appoints such committees as are necessary and, by virtue of the office,~~ serves as an ~~ex-officio member of~~ **on** all committees with the exception of the elections committee. The president also assumes any other such duties as are required. The president shall ~~turn all correspondence and other materials and equipment of the office over to his or her successor.~~

- 2.2.1.1. The Sick Leave Bank Committee: The President and one other member, appointed by the President, shall serve on the combined district Sick Leave Bank Committee.**

- 2.2.1.2. The Reclassification Committee: The President and one other member, appointed by the President, shall serve on the combined district Reclassification Committee.**

- 2.2.2. Vice-President** - The vice-president serves on the executive committee and assumes all such duties as required by the president. The vice-president assumes the duties of the president in his or her absence. The vice-president serves as ~~chairman~~ of the worksite

organizers committee. ~~The vice president will assume the duties of the president for the remainder of the term should the office become vacant. The vice president shall turn all correspondence and other materials and equipment of the office over to his or her successor.~~

2.2.3. Secretary - The secretary serves on the executive committee and accurately records the minutes of all chapter meetings and executive committee meetings. The secretary assists the president in communication as needed and holds all digital records in safekeeping. The secretary shall keep all committee membership lists up-to-date and be able to provide them upon request. This listing shall be made available to all members. ~~The secretary will assume the duties of the treasurer in his or her absence and assumes any other such duties as are required. The secretary shall turn all correspondence, records and other materials and equipment of the office over to his or her successor.~~

2.2.4. Treasurer - The treasurer serves on the executive committee and prepares and maintains an accurate digital record of each member of the chapter including name, address, membership **status**, date admitted to the chapter and dues payments. The treasurer receives and distributes all monies of the chapter, **follows standard bookkeeping practices**, and keeps an accurate digital record in safekeeping. The treasurer serves as chairman of the finance committee and works with them to create a proposed budget that will be voted on at the first chapter meeting of the new school year, prepares regular financial reports to be distributed at each chapter meeting and prepares an end-of-the-year financial statement to be submitted at the final chapter meeting of the year. ~~The treasurer shall turn all correspondence, bank statements, electronic data and other materials and equipment of the office over to his or her successor.~~

2.2.5. Officers shall turn all correspondence, records, materials, electronic data and equipment of the office over to their successors or to a designated union representative.

2.3. The Executive Committee shall:

2.3.1. Recognize its responsibility to ensure adherence to West Linn-Wilsonville School District's accepted legal standards and ethical norms.

2.3.2. Not violate any provision of the chapter constitution and bylaws.

1 **2.3.3. Not misappropriate, embezzle or improperly or illegally**
 2 **use chapter funds.**

3 **2.3.4. Make all decisions about Chapter operations and the use**
 4 **or disposition of assets solely in terms of the benefits to**
 5 **the chapter and its general membership and are shall not**
 6 **be influenced by any profit or other personal benefit to**
 7 **the individuals affiliated with the Chapter who take part**
 8 **in the decision.**

9 **2.3.5. Hold ethics, integrity, fairness and concern for the**
 10 **Chapter's welfare as the guiding standard for their actions**
 11 **of the Executive Committee.**

12 **2.3.6. Make every effort to remain on good working terms with**
 13 **administrators, district office personnel and school board**
 14 **members.**

15 **2.3.7. Be accountable and transparent in and regarding every**
 16 **action.**

17 **2.3.8. Follow standard bookkeeping practices.**

18 **2.3.9. Have the right to convene committees as needed.**

19 **2.4. Term Limits**

20 **2.4.1. Officers serve one-year terms and shall be limited to three**
 21 **consecutive terms in any one office.**

22 **2.4.2. Vice-Presidents, Secretaries and Treasurers who have reached the**
 23 **three-term limit may subsequently run for a different office.**
 24 **Presidents, no matter the length of time in office, may not run for a**
 25 **different office for a period of one year.**

26 **2.4.3. The past president may be called upon to act in a non-voting**
 27 **capacity during that year. After this one-year period the past**
 28 **president may run for executive office again.**

29 **2.4.4. ~~An officer's year begins when they're installed.~~ Officer terms**
 30 **begin the moment the officers are installed.**

31 **2.4.5. Time spent filling a vacancy will not be counted toward ~~their~~ an**
 32 **officer's term limit.**

33 **2.5. Recall of Officers**

34 **2.5.1. Any officer may be recalled from office with a vote of no**
 35 **confidence for conduct tending to injure the good name of**
 36 **the organization, disturb its well-being, or hamper it in its**
 37 **work. Specific conduct includes, but is not limited to, the**
 38 **reasons for discipline or dismissal listed in the Classified**
 39 **Bargaining Agreement.** upon ^{3/4} secret ballot vote of the
 40 **members present and voting at a meeting called for the purpose of a**
 41 **recall action.**

1 **2.5.2.** A recall may be initiated by a petition of thirty percent (~~30%~~) of the
 2 ~~active~~ members or by $\frac{3}{4}$ of the Executive Committee. The petition
 3 shall state the specific reasons for the recall and shall be presented
 4 to the Executive ~~Committee Board~~ and to the officer subject to the
 5 recall action.

6 **2.5.3.** Upon receiving the petition, the Executive ~~Committee Board~~ shall
 7 schedule a special meeting to be held not less than fifteen (~~15~~) days
 8 nor more than thirty (~~30~~) days following its receipt. **Notice of this**
 9 **meeting shall be sent to the membership no less than ten**
 10 **(10) days in advance of the meeting and shall include the**
 11 **date, time and location of this meeting.**

12 **2.5.4.** At this meeting the ~~charged~~ officer **in question** shall be afforded
 13 the opportunity to ~~rebut the charges~~ **speak in his or her defense**
 14 and the ~~secret ballot~~ vote shall be conducted.

15 **2.5.5.** **The vote shall be by secret ballot. A $\frac{3}{4}$ majority of the**
 16 **members who participated in the vote is required in order**
 17 **to recall the officer in question.**

18 **2.6.** Vacancies

19 **2.6.1.** Resignations should be submitted to the Executive Committee in
 20 writing.

21 **2.6.2.** A vacancy of the office of president shall be filled by the vice-
 22 president.

23 **2.6.3.** For vacancies in the offices of Vice-President, Secretary or
 24 Treasurer, the executive committee shall **collect nominations**
 25 **for the vacant office and schedule a special meeting where**
 26 **an election shall be held.**

27 **2.6.4.** **The election shall be by secret ballot and shall be**
 28 **conducted by the Elections Committee**

29 **2.6.5.** **The Executive Committee shall** notify the membership at least
 30 fifteen (~~15~~) days in advance of a special chapter ~~the~~ meeting where
 31 a special election shall be held. Such notice shall include the
 32 **nominees, the** date, time and location of this meeting **as well as**
 33 **the method of voting and the voting window.**

34 **2.6.6.** ~~At the special chapter meeting nominations shall be accepted from~~
 35 ~~the floor to fill the vacant office. Persons nominated for any office~~
 36 ~~must be present or have a signed statement that they accept the~~
 37 ~~nomination.~~

38 **2.6.7.** ~~Voting shall be by secret ballot and shall take place at the meeting.~~
 39 ~~Results shall be decided by a simple majority of those present and~~
 40 ~~voting at the meeting. **The voting window shall be approved**~~

by the Executive Committee and announced at the special meeting.

ARTICLE III – Committees

3.4. All committees **are appointed by and** report to the Executive Committee except where stated otherwise.

3.5. Standing Committees **are permanent and ongoing committees responsible for performing necessary functions of the Chapter in particular areas.** ~~serve from their appointment till the new executive committee takes office, except where stated otherwise.~~ Their names and duties are as follows:

3.5.1. ~~The Executive Committee shall:~~ ~~Consist of the four elected officers. Recognize its responsibility to ensure adherence to legal standards and ethical norms. Not violate any provision of the chapter constitution and bylaws. Not misappropriate, embezzle or improperly or illegally use chapter funds. Make all decisions about Chapter operations and the use or disposition of assets solely in terms of the benefits to the chapter and its general membership and are not influenced by any profit or other personal benefit to the individuals affiliated with the Chapter who take part in the decision. Hold ethics, integrity, fairness and concern for the Chapter's welfare as the guiding standard for actions of the Executive Committee. Make every effort to remain on good working terms with administrators, district office personnel and school board members. Be accountable and transparent in and regarding every action. Follow standard bookkeeping practices. Have the right to convene committees as needed.~~

3.5.2. The Worksite Organizer Committee shall:

3.5.2.1. Be appointed by the Executive Committee with the advice and consent of the employees represented and have at least one but not more than three members from each site represented.

3.5.2.2. Distribute OSEA information and membership packets to new employees and provide multiple opportunities for ~~fair-share members~~ **employees** to join OSEA.

3.5.2.3. Distribute written Chapter communication.

3.5.2.4. ~~Distribute, receive and track ballots during on-site elections.~~

3.5.2.5. Inform the Executive Committee of classified employee problems and concerns.

3.5.2.6. Attend Chapter meetings.

3.5.2.7. Maintain the Chapter OSEA information boards at each worksite.

3.5.2.8. Coordinate with the Executive ~~board~~ **Committee** and with designated committee members when necessary to gather information, facilitate committee action, assist with elections, or whatever else is necessary for the common good.

3.5.2.9. Ask for additional support from the employees at their site when necessary in order to accomplish any of the above tasks.

3.5.3. The Finance/~~Budget~~ Committee shall:

3.5.3.1. ~~Be appointed by the Executive Committee and have~~ **Have** no more than five members.

3.5.3.2. Ensure audits are performed annually – an internal audit performed on even years by a specially-appointed auditor and an external audit performed on odd years by the OSEA State Office.

3.5.3.3. Prepare a proposed budget to be ready at the start of June for approval by the chapter at the next chapter meeting.

3.5.3.4. Assist the Treasurer as requested in performing the duties of the office in compliance with the practices and procedures described in the bylaws.

3.5.4. The Elections/~~Ballot~~ Committee shall:

3.5.4.1. Serve from January to December of the same calendar year.

3.5.4.2. ~~Be appointed by the Executive Committee and have~~ **Have** no more than five members.

~~3.5.4.3. Prepare ballots.~~

~~3.5.4.4. Work with Worksite Organizers to determine where to keep ballot boxes and establish voting times.~~

~~3.5.4.5. Count ballots and pass ballots and results on to Executive Committee.~~

3.5.4.6. Conduct all elections in compliance with the practices and procedures described in the bylaws.

3.5.4.7. May be called upon for special elections.

3.5.5. ~~The Sick Leave Bank Committee shall:~~ Consist of the President and one other employee appointed by the President. (Refer to contract for how to apply for additional sick leave.)

3.5.6. ~~The Reclassification Committee shall:~~ Consist of the President and one other employee appointed by the President. (Refer to contract for how to apply for reclassification.)

3.5.7. The Website Committee shall:

1 **3.5.7.1. Have no more than five members.**

2 **3.5.7.2. Maintain the Chapter's web presence and content at**
 3 **the direction of the Executive Committee.**

4 **3.5.7.3. Assure that all current and future members of the**
 5 **website committee can manage website content.**

6 **3.6.** Special Committees are appointed for a short time and for a specific event
 7 or purpose and disbanded immediately afterward. Their names and duties
 8 **include, but are not limited to** are as follows:

9 **3.6.1. The Negotiations Committee shall:**

10 **3.6.1.1.** Be chaired by the President.

11 **3.6.1.2. Include the Executive Committee members.**

12 **3.6.1.3.** Be appointed by the Executive Committee from a pool of
 13 volunteers solicited by the Executive Committee.

14 **3.6.1.4.** Develop a negotiating **negotiations** package **based on**
 15 ~~from~~ information obtained from the membership and with
 16 assistance from the OSEA Field Representative.

17 **3.6.1.5.** Have no more than two representatives (**excluding the**
 18 **Executive Committee members**) from the following
 19 classifications **list** whenever possible:

20 » Bookkeeper, Secretary

21 » ~~Instructional Assistants~~ **Paraeducators**

22 » Maintenance

23 » Nutrition Services

24 » Custodial

25 » Payroll/Accounts Payable

26 » CREST Coordinators, **Transition Specialists**

27 » Information Technology Specialists ~~Performing Arts~~
 28 Technician

29 **3.6.2. The Negotiations Team shall:**

30 **3.6.2.1.** ~~Be chaired by the President.~~

31 **3.6.2.2.** ~~Have no more than 7 members.~~

32 **3.6.2.3.** ~~Contain the rest of the Executive Committee members~~
 33 ~~whenever possible – they shall be offered the right of first~~
 34 ~~refusal for the first four positions.~~

35 **3.6.2.4.** Be selected **by the Executive Committee** from the
 36 members of the Negotiations Committee to represent the
 37 classified employees in negotiating with District
 38 representatives.

39 **3.6.2.5.** ~~Be otherwise populated by the Negotiations Committee~~
 40 ~~using whatever method they choose.~~

3.6.2.6. Attend negotiations meetings with the district representatives.

3.6.2.7. Accept the contract on a tentative basis and present the proposed contract to the membership for approval. (Once the members have voted to accept the contract as negotiated the School Board will vote to formally ratify it.)

3.6.3. ~~Ad hoc Committees shall:~~ be called together as needed. Be appointed by the Executive Board. ~~Have no more than 9 members.~~

ARTICLE IV – Election procedures

4.4. Nominations for officers and conference delegates shall be made from the floor at the scheduled March meeting. ~~Persons nominated for any office must be present or have a signed or emailed statement that they accept the nomination. The Executive Committee~~ **The Executive Committee shall have the next seven days to solicit written acceptance from the nominees and** shall notify the membership of the pending election no less than fifteen ~~(15)~~ days in advance.

4.4.1. Officers shall be determined by those candidates for office that receive a majority of votes cast in the election for a given office. In the event no one candidate does receive a majority of votes, such candidates shall have a runoff election between the two receiving the most votes cast for that office.

4.4.2. Conference delegates shall be determined by those candidates who receive the most votes cast for available delegate positions.

4.4.3. Elections shall be completed in the month of April and the results sent to the membership.

4.4.4. Officers shall be installed at the May meeting and shall assume office at that time.

4.5. The election of officers and delegates shall be by secret ballot **utilizing** by whatever method the Elections Committee chooses **in accordance with OSEA's voting guidelines and procedures.**

4.6. The voting window shall be determined by the Elections Committee.

~~**4.7.** An opportunity prior to every election shall be provided in order for new members to sign up.~~

~~**4.8.** Should ballot boxes be used for the election, secure voting stations will be set up in multiple locations.~~

ARTICLE V – Meetings

5.4. The Executive Committee is responsible for scheduling all Chapter meetings. Specific dates and locations shall be provided at the first meeting of the year.

- 1 **5.5. The Executive Committee shall schedule no fewer than five**
2 **regular Chapter meetings:** No fewer than five business meetings shall
3 be scheduled: one before the first day of school; **One shall be held**
4 **before the first day of school and subsequent meetings shall be**
5 **scheduled in the months of** October, January, March, and May.
6 Specific dates and locations shall be provided at the first meeting of the
7 year. Additional meetings shall be called by the Executive Committee as
8 necessary.
- 9 **5.6. All additional Chapter meetings shall be referred to as Special**
10 **meetings. The business conducted at a Special Meeting shall be**
11 **limited to the agenda provided.**
- 12 **5.7.** In order for business to be conducted **a quorum must be met, which**
13 **constitutes three of the four executive officers and enough**
14 **active members to bring the total to at least eight.** there must be a
15 minimum of 14 members in attendance. Three of the four executive
16 officers must also be in attendance, but they count toward the required 14.
- 17 **5.8. The Executive Committee shall inform the members of the**
18 **details of a Special Meeting no less than seven days in advance,**
19 **except where stated otherwise. Notice of the meeting shall**
20 **include the date, time, location, and format.**
- 21 **5.9.** The following shall be available to all members at each meeting:
22 » The Constitution
23 » The Bylaws
24 » Annual Budget
25 » Robert's Rules of Order and/or Basic Parliamentary Procedures

26 **ARTICLE VI – Conference**

- 27 **6.4.** Conference delegates, except those who have been designated as automatic
28 delegates, shall be elected from among the members of this chapter. The
29 Executive Committee shall determine the actual number of delegate
30 positions to be filled, not to exceed the maximum allowable under the
31 OSEA State Constitution (10), based on available funding and resources.
- 32 **6.5. The Executive Officers** ~~Officers elected in April~~ are automatic
33 delegates.
- 34 **6.6. A Chapter member who is also a member of a State Committee**
35 **will be an automatic nominee.**
- 36 **6.7. In order to be eligible for nomination, a member shall have**
37 **attended one Chapter meeting within the current school year.**
- 38 **6.8.** Nominees not elected to be delegates and who have received votes will be
39 considered alternates. Alternates will be called upon to fill vacancies
40 according to the number of votes received.

ARTICLE VII – Practices/Procedures

7.4. Records

7.4.1. The chapter secretary shall complete meeting minutes in detail **and distribute them to chapter members within fourteen days** ~~soon after completion of the meeting.~~

7.4.2. All chapter financial records, meeting minutes and other documents shall be maintained for no less than seven years.

7.4.3. **The chapter shall provide a computer each for the secretary and the treasurer to use in performing their duties and for records retention.**

7.5. Finances

7.5.1. **The chapter shall not provide debit cards.**

7.5.2. **The chapter will be the custodian of all accounts that are pulling funds from the chapter bank account. There will not be any personal accounts tied to the chapter account.**

7.5.3. All chapter finances shall be audited by an outside entity at least ~~once every two years.~~

7.5.4. Expenditures

7.5.4.1. All expenditures under \$500 not already approved ~~of~~ in the budget must be approved by $\frac{3}{4}$ of the Executive Committee prior to payment.

7.5.4.2. Expenditures of \$500 or over not already approved ~~of~~ in the budget must be approved by $\frac{2}{3}$ of those present at a ~~duly-~~called chapter meeting.

7.5.4.3. All expenditures will have appropriate documentation **itemizing the purchase** ~~explaining what was purchased/reimbursed/itemized, who purchased or reimbursed, where it was and how or why it relates to chapter business.~~

7.5.4.4. All **income and** expenditures ~~and receipts~~ will be recorded on the check ledger at the time ~~they are~~ **the money is spent/written or deposited or spent.**

7.5.4.5. The chapter president and treasurer will reconcile the monthly bank statement by using an Excel Spreadsheet or other accounting software using chapter-provided equipment.

7.5.4.6. The chapter treasurer shall report **at each meeting** ~~all receipt~~ **income** and expenditures for the time period between chapter meetings ~~at each meeting.~~

7.5.5. Reimbursements

- 1 **7.5.5.1. All reimbursements must be authorized by the**
2 **Executive Committee and submitted with the**
3 **appropriate forms and documentation.**
4 **7.5.5.2.** The chapter will reimburse members at the IRS mileage rate
5 when a reimbursement request form is submitted that
6 includes the locations traveled and how it relates to chapter
7 business. The chapter will not reimburse for the purchase of
8 fuel.
9 ~~**7.5.5.3.**~~ ~~The chapter will not provide debit cards, but may reimburse~~
10 ~~chapter related expenses following the receipt of appropriate~~
11 ~~documentation and, in some cases, may need prior approval~~
12 ~~from another executive board member.~~
13 ~~**7.5.5.4.**~~ ~~The chapter will be the custodian of all accounts that are~~
14 ~~pulling funds from the chapter bank account, such as a~~
15 ~~wireless phone charge. There will not be any personal~~
16 ~~accounts tied to the chapter account which could result in~~
17 ~~personal benefit, rebates or rewards at the expense of the~~
18 ~~chapter.~~
19 **7.5.5.5. Reimbursable purchases which could result in**
20 **personal benefit, rebates or rewards shall require**
21 **prior approval from the Executive Committee.**
22 ~~**7.5.5.6.**~~ ~~All reimbursements must be submitted with the appropriate~~
23 ~~forms and documentation. The final decision of payment for~~
24 ~~reimbursements lies with the Treasurer.~~
25 **7.5.5.7. The Chapter shall not reimburse members for**
26 **alcohol.**
27 **7.5.5.8. Members who attend conference on State**
28 **Committee business shall be reimbursed with State**
29 **funds.**

30 **ARTICLE VIII — Communications**

31 **8.4. Website**

- 32 **8.4.1.** The chapter shall maintain a web presence that will have the
33 following pieces of up-to-date information:
34 » Chapter Officers —including contact information;
35 » Who should I contact and when?
36 » Worksite Organizers (Formerly known as Building Reps)
37 » Chapter Constitution and Bylaws
38 » Current Contract
39 » Approved meeting minutes
40 » Monthly Financial reports

- » Calendar of meetings and events
- » A link to the OSEA Website
- » Chapter newsletters, if any

8.5. Phones

- 8.5.1.** The chapter shall provide a phone to the President to be used for chapter business only.
- 8.5.2.** The Executive Committee shall manage the account.
- 8.5.3.** Model, carrier and cost shall be detailed in the annual proposed budget.

ARTICLE IX – Amendments and Authority

- 9.4.** All motions to amend the bylaws shall be **made by members and shall be** provided in writing to the Executive Committee. The Executive Committee shall notify the membership no less than fifteen (15) days prior to a duly called meeting **where the amendment shall be presented.**
- 9.5.** Amendments shall be adopted by a $\frac{2}{3}$ vote of the members present and voting at that duly called meeting **at a meeting.**
- 9.6.** **Amendments proposed in order to bring the bylaws into compliance with the OSEA Constitution as a result of resolutions passed at the Annual Conference shall by adopted by a majority vote of the members at a meeting.**
- 9.7.** The authority of procedure shall be Robert's Rules of Order, Revised, where specific conditions are not provided within these Bylaws.

Adopted May 21, 2016

Amended April 3, 2017