

BYLAWS OF THE  
WESTERN OREGON UNIVERSITY FEDERATION OF TEACHERS  
LOCAL 2278 OF AMERICAN FEDERATION OF TEACHERS

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**ARTICLE I - DUES**

**Section 1.** Member dues shall be collected monthly at the rate of 1.25% of gross monthly salary. The base salary for determining the monthly deduction shall exclude summer salary or any additional stipends that a faculty member might receive. The exclusion of summer salary shall also apply to librarians (i.e., treat librarians as if they were on 9-month contracts). For faculty whose 9-month salary is distributed over 12 months, the 1.25% deduction will be taken over 12 months.

**Section 2.** The dues year shall be from July 1 through June 30. Dues payment is due on the first 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.

**Section 3.** Any change in local dues must be proposed at a regular membership meeting. A vote on the proposal shall be conducted at the next regular meeting and must receive a majority vote to pass.

## ARTICLE II - FINANCE

**Section 1.** The Executive Council, with the approval of membership, may obtain additional finances through grants, donations, contributions, or other funding activities agreed upon by the membership.

**Section 2.** The fiscal year shall be July 1 through June 30.

**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. Regular meetings.**

**1.1.** WOUFT will hold regular membership meetings at least three times during the academic year to take place in Fall Term during the week preceding the beginning of classes, and in Winter and Spring terms on the first Thursday of the term at 3:30pm. The Executive Council may, by unanimous vote, change the dates of these regular meetings so long as notice is given to the membership at least thirty (30) days in advance of the rescheduled meeting.

**1.2.** A quorum for regular membership meetings shall consist of ten percent (10%) of the total membership, including at least two officers. For strike authorization votes, strike votes, and changes to the Constitution and Bylaws, a quorum shall consist of twenty percent (20%) of the total membership, including at least two officers.

**1.3.** The President or Executive Council may call additional regular membership meetings, including meetings during the period of July through August.

### **Section 2. Special meetings.**

Special meetings may be called in three ways:

**2.1.** The membership, by majority vote at a regular meeting, may agree on a date, time, and purpose for a special meeting.

**2.2.** A petition stating the purpose of the proposed meeting, and signed by at least twenty percent of the membership, may be submitted to the President, who shall call a special meeting.

**2.3.** The Executive Council, by a majority vote, may call a special meeting.

### **Section 3. Executive Council meetings.**

See Article VII of the Constitution regarding meetings of the Executive Council.

### **Section 4. Other.**

The President shall conduct all meetings. The President may delegate authority to a member of the Executive Council to conduct a meeting. All meetings will be conducted according to Roberts Rules of Order.

## **ARTICLE IV STANDING COMMITTEES**

### **Section 1. Appointments.**

**1.1.** Standing Committees shall be composed of members of the local and shall be appointed by the Executive Council except as otherwise specified in the Constitution or Bylaws.

**1.2.** Chairpersons of the Standing Committees shall be designated at the time of committee appointments by the Executive Council unless otherwise specified in the Constitution or Bylaws.

**1.3.** Whenever a new committee is added in these Bylaws, initial appointments to the new committee shall be made within thirty (30) days from the effective date of the amendment, even though the description of the committee may say the regular appointments are to be made at another time. The appointees shall serve a term through the end of what otherwise would be a normal term, and the regular appointment cycle will take place.

### **Section 2. Duties.**

**2.1.** Standing Committees shall assume duties assigned by the Executive Council.

**2.2.** Standing committees shall annually submit a written report and other reports as directed by the Executive Council.

**2.3.** Standing Committees may form subcommittees as needed.

### **Section 3. Bargaining Committee.**

**3.1.** There shall be a Local Bargaining Committee.

**3.2.** Chair of the Collective Bargaining committee: The Executive Council shall appoint a Chairperson for the collective bargaining team in April of even-numbered years, for a term of two years. The duties of the Chairperson shall include chairing all bargaining meetings; administering the collective bargaining and contract administration program of the local; coordinating resources, materials and training for members of the bargaining committee; coordinating record keeping for grievances; serving as a voting member of the WOUFT Executive Council; and performing such other duties as may be assigned from time to time by the President or the Executive Council. See the Constitution, Article V, section 4.

**3.3.** Members of the Collective Bargaining Committee: The officers of the Executive Council shall automatically be members of the collective bargaining committee, which may also be known as the bargaining team. The local shall attempt to have a member from each academic division or unit (e.g., the library) on the collective bargaining committee. The Executive Council shall solicit a representative from the divisions and units, and shall appoint individuals to the bargaining committee. Only regular members of the local may serve on the Bargaining Committee. If there is a change in union officers during the collective bargaining process, the new officers will not replace the existing members of the collective bargaining committee.

**3.4.** Duties of the Bargaining Committee: The duties of the Bargaining Committee shall be to represent and to negotiate for the local on all collective bargaining matters related to their unit. The committee shall be appointed in April of even-numbered years for a term of two years.

### **Section 4. Audit Committee.**

An annual audit of the finance records shall be performed by the Local. The Executive Council shall appoint a committee of no fewer than three members in good standing for the Audit Committee. The Treasurer may not serve as a member of the Audit Committee. The treasurer shall make finance records available and be available to answer questions the Audit Committee may have regarding the finances of the Local.

## **ARTICLE V - RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

### **Section 1. Tentative Agreement.**

Tentative agreements reached between the union and the employer shall be subject to vote for ratification by the membership covered by that agreement.

### **Section 2. Ratification Procedure.**

Ratification shall be by a majority vote in a ballot distributed no longer than seven regularly scheduled instructional days after the Tentative Agreement is reached. Consideration and vote may be taken at a regular meeting whenever a tentative agreement is reached within one week of a scheduled, regular meeting. In the event of a tie vote, the agreement is ratified.

## **ARTICLE VI - STRIKES**

### **Section 1. Strike Authorization Meeting.**

To conduct a strike authorization meeting of WOUFT members, the Executive Council shall publicize and notify members about the strike authorization meeting at least 48 hours before it is held.

### **Section 2. Strike Authorization Vote.**

The membership, at the request of the Executive Council, may authorize the union to call a strike. Strike authorization shall be granted by a majority vote of those members present at a meeting called for such a purpose. The votes shall be cast by secret paper ballots deposited into a closed container.

The counting of the ballots shall occur during that same meeting, and be performed by the WOUFT Secretary or (if the Secretary is unavailable) by some member of the Executive Council, in the presence of at least two other members of the WOUFT Executive Council. The results shall be immediately announced to the members, during that same meeting. In the even of a tie vote, the authorization shall fail.

## **ARTICLE VII - AMENDMENTS**

Amendments to the bylaws shall be submitted to membership at a regular or special meeting. A vote will be held on the proposed amendments at the next regular membership meeting. A majority vote of those at the regular membership meeting is needed for approval. The same amendment may not be introduced more than once in a three-month period.