

CONSTITUTION OF THE WESTERN OREGON UNIVERSITY FEDERATION OF TEACHERS

LOCAL 2278 OF THE AMERICAN FEDERATION OF TEACHERS

Approved by WOUFT Membership, June 6, 2008

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ARTICLE I - NAME

This organization shall be known as Western Oregon University Federation of Teachers (WOUFT), Local 2278, American Federation of Teachers (AFT), AFL-CIO, and may be referred to as a union, local, or federation, by its abbreviation "WOUFT".

ARTICLE II - OBJECTIVES

The objectives of the organization shall be:

Section 1. To provide an effective collective bargaining representative for the faculty at Western Oregon University.

Section 2. To promote the general welfare for the faculty at Western Oregon University.

Section 3. To bring the local into relations of mutual assistance with the American Federation of Teachers, its State Federation and locals.

Section 4. To eliminate all forms of discrimination in institutions of higher education, including discrimination on the basis of race, creed, age, sex, sexual orientation, national origin, disability, social or economic status, or political belief.

Section 5. To work for passage and retention of just laws which will improve the climate for students and faculty.

Section 6. To work for advancement of the public image of higher education, including passage and retention of appropriate laws that will protect and promote the role of faculty employees and higher education workers in the delivery of quality education.

ARTICLE III - MEMBERSHIP

Section 1. Eligibility

1.1 Membership shall be either regular or associate.

1.2 Any employee included in any bargaining unit represented by the Local, or in a unit which is being organized by the Local, shall be eligible for regular membership. All those in the bargaining units are automatically "fair share" associates, subject to "fair share" dues status.

1.3 Regular members shall be entitled to all rights and privileges in this organization.

1.4 "Fair-share" associates may observe general membership, but have no standing to participate in such meetings. They may not vote in any elections or on any issues including collective bargaining agreements or dues. They may (by decision of the Executive Council) be excluded from attendance at general meetings where voting is planned. They also may not run for positions of officer or delegate.

1.5 Anyone ineligible to enter into the bargaining unit because of supervisory or managerial responsibilities shall not be eligible for membership. A member who is promoted to such a position shall be automatically removed from membership on the effective date of the promotion.

- 1.6 Employees who retire or who leave the bargaining unit for any reason, except supervisory status, shall be eligible to continue as associate members (without the right to vote).

Section 2. Non-Discrimination

No discrimination shall be shown toward individual members or applicants for membership based on race, creed, age, sex, sexual orientation, lifestyle, national origin, disability, social or economic status, or political belief.

Section 3. Expulsion

A member may be expelled for acts detrimental to the union upon presentation of written charges signed by at least one-fourth of the total membership and approved by a majority of the total membership present at the next meeting. The member shall have the right to appeal the decision to the membership at the following meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

ARTICLE IV – OFFICERS AND ELECTION

Section 1. Officers

- 1.1. The local shall elect the following officers bi-annually by May 30th of odd-numbered years.

President

Vice President for Membership and Organization

Vice President for Political Education and Action

Secretary

Treasurer

- 1.2. Officers shall take office by July 1st. The term of office shall be two years.

Section 2. Qualifications, Nominations, and Election of Officers

2.1. Qualifications

A candidate must be a member in good standing with at least one year of regular membership to hold office.

2.2. 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 notice. Nominations shall be

made from the floor. Nominations may also be made by presentation of a petition containing at least five signatures of members.

2.3. Election and Assumption of Office

Elections will be held no later than 30 days after the close of nominations.

2.4. Election shall be conducted by ballot vote of members in good standing.

2.5. Conduct of Elections

The Secretary, assisted by other members of the Executive Council, shall conduct the election. The ballots and all other records pertaining to the election shall be kept by the Secretary for a period of not less than one year.

2.5. Voting

The candidate receiving a plurality of at least forty percent (40%) of the votes cast shall be declared elected. If the plurality of forty percent (40%) is not obtained, a run-off election of the two candidates receiving the most votes shall be held within fifteen days according to the above procedure for ballot distribution and voting.

2.7. Vacancies

Vacancies in any office shall be filled by recommendation of the Executive Council and majority vote of the members. In the event that the President is incapacitated for any reason, that person will be succeeded immediately by another officer, according to the following order of succession: Vice President for Membership and Organization, Vice President for Political Education and Action, Chair of Collective Bargaining, Secretary, Treasurer. The Executive Committee will schedule an election for replacement within 30 days.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Duties

The duties of the various officers shall be specified in this Constitution and in the parliamentary authority adopted by this local. The primary duties of the officers shall be as follows:

1.1. President

This officer shall:

- a) Be the chief executive officer of the Local and administer all of the affairs of the Local, and execute the policies of the Local, as determined by the Executive Council
- b) Preside at all meetings of the local and the Executive Council
- c) Be authorized to sign all necessary papers, documents, checks, and payments by the local

- d) Represent the local when and where necessary
- e) Assume responsibility for the orderly management and successful completion of all union business
- f) Make a report to the membership at least once each year, summarizing the accomplishments of the local and outlining plans for the next year
- g) Maintain a relationship with the national office, state federation (AFT-Oregon), Marion-Polk-Yamhill Central Labor Council, and the Oregon AFL-CIO

1.2. Vice-President for Membership and Organization

This officer shall:

- a) Organize and lead annual membership campaigns
- b) Keep the membership roll
- c) Assist the president in organizing union activities and events
- d) Collect and distribute information on benefits provided by the state federation and national union
- e) Shall send quarterly membership reports, with mailing addresses, to AFT-Oregon

1.3. Vice-President for Political Education and Action

This officer shall:

- a) Collect and distribute material on political actions and policies that relate to union interests at the local, state, and national levels
- b) Assist the president in organizing union activities and events
- c) Work closely with the AFT-Oregon director of politics and the AFT-Oregon committee on political education (COPE)
- d) Organize and lead political actions approved by the local and/or state federation

1.4. Secretary

This officer shall:

- a) Issue all notices, except those required by the President or one of the Vice-Presidents
- b) Answer correspondence at the direction of the President
- c) Report outside correspondence to the President and the Executive Council

- d) Be the custodian of the seal and charter of the Federation
- e) Be the custodian of the records of the union
- f) Administer all elections and count the results
- g) Record the minutes of the Executive Council, and regular and special membership meetings
- h) Distribute minutes from meetings and report on official correspondence the union has received
- i) Keep all non-financial records of the organization
- j) Assist the President in preparing written communications

1.5. Treasurer

This officer shall:

- a) Receive, record, and deposit in the name of the local all monies from dues and other sources
- b) Issue receipts and delinquency notices
- c) Forward to the national office, on or before the 15th of each month, all taxes and assessments due the American Federation of Teachers
- d) Pay all bills authorized by the adopted budget, retaining voucher, or invoice for it. Expenses not authorized in the budget must be presented to the executive council for authorization.
- e) Keep accurate and adequate records of all financial transactions, available at all times for the executive council and the budget and audit committees
- f) Submit a financial statement for the local, including a statement of assets and liabilities and a statement of income and expenses to the aft secretary-treasurer within five months of the end of the fiscal year for the local
- g) Sign checks
- h) Prepare a budget
- i) Make regular financial reports to membership

Section 2. Duties

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 Local, except if the Executive Council decides that attendance is unnecessary, impractical, or too expensive.

Section 3. Absence and removal

An officer who is absent from three consecutive meetings of the Executive Council, without adequate excuse made to the President or Secretary shall be considered to have vacated his/her office.

Section 4. Chair of the Collective Bargaining Committee

The Executive Council shall appoint a Chair of the Collective Bargaining Committee in October of even-numbered years, for a term of two years. This officer shall:

- a) Chair the Collective Bargaining Committee, and preside over all meetings of that committee
- b) Administer the collective bargaining and contract administration program of the local
- c) Coordinate resources, materials and training for members of the bargaining committee
- d) Coordinate record keeping for grievances
- e) Serve as a voting member of the WOUFT Executive Council
- f) Perform such other duties as may be assigned from time to time by the President or the Executive Council.

Section 5. Grievance Representatives

- 5.1. The Executive Council shall appoint individuals to be Grievance Representatives. Though not elected "officers," these representatives will hear grievance complaints from members of the bargaining unit, evaluate the validity of the grievances, and report to the Executive Council on the grievances. They will represent the Local in grievance matters.
- 5.2. The Grievance Review shall take place within contractual requirements for processing the grievance.

ARTICLE VI – REMOVAL OF OFFICERS

Section 1. An elected officer may be removed from office for specific cause, which may include, but not be limited to, substantial failure to execute their duties as provided in the Constitution or Bylaws, misconduct, illegal acts or willful, significant violation of the Constitution or Bylaws. Removal shall be by the following procedures:

- 1.1 Removal will be effective upon approval of a Petition for Removal by the membership in a meeting scheduled for consideration of such a petition. A specific Petition for Removal shall apply to only to a specific officer.
- 1.2 A Petition for Removal shall identify specific, detailed charges signed by at least twenty-five (25) percent of the membership requesting removal. The petition must identify the member(s) initiating the Petition for Removal who must attend the meeting

when the petition is considered to present their charges, otherwise the petition will not be considered. A copy of the petition shall immediately be served upon the officer. The Secretary shall verify that the signatures are of members in good standing at the time of their signatures.

- 1.3 Removal may be considered at the next regular membership meeting already scheduled within thirty (45) days following receipt of a petition for recall. If none is scheduled within that period, the President shall schedule and announce a special meeting within thirty (45) days after receipt of the petition for recall. The member(s) initiating the petition for recall will be responsible for presentation of the charges to the membership.
- 1.4 A majority vote of the members in good standing voting at such meeting will be required for removal. A quorum shall be required and shall be enforced. The Secretary will conduct the vote and certify the results unless the Secretary is the subject of the recall. The vote shall be taken by a call of the roll. The result of the vote shall be published.
- 1.5 Where the Secretary is the subject of the Petition for Removal, the President shall designate another officer to conduct the responsibilities of the Secretary under this Article.

Section 2. The voters eligible to vote for removal will be restricted to those voters normally eligible to vote in an election for that position and who are in good standing at the time of the vote.

Section 3. The officer subject to removal will be provided an opportunity to be heard before any vote on removal by the membership; and shall be entitled to representation of their choice at any meeting at which the charges will be considered.

Article VII – EXECUTIVE COUNCIL

Section 1. Membership and Organization

- 1.1 The Executive Council of the local shall consist of the elected officers and the appointed Chair of the Collective Bargaining Committee.
- 1.2 The Executive Council shall meet at least once per academic term.
- 1.3 The President of the local shall be the Chairperson of the Executive Council.
- 1.4 The Executive Council shall make decisions by a show of hands at an Executive Council meeting, or by telephone or electronic communication when needed or convenient (but only if no member of the Executive Council objects to decisions being made outside of a Council meeting).
- 1.5 Decisions shall be by majority vote. No member may cast more than one vote, except in the case of a tie. In the case of a tie vote, the President (or presiding officer) shall first seek consensus among the members, but, failing that, the President may break the tie by casting one additional vote.

Section 2. Powers

- 2.1 The Executive Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for WOUFT purposes at such rates of interest as terms and conditions as they may determine; to issue notes, bonds, and other obligations; and to secure any of its property by mortgage, pledge, or deed of trust of all or any of its property and income. All such activities shall be subject to approval of the membership.
- 2.2 The Executive Council shall have the power to act for the good of the local in emergency situations where the policy cannot be set by the membership.
- 2.3 The Executive Council may create standing or special committees to carry out the interests and business of the local.

Section 3. Duties

- 3.1 The Executive Council shall direct the President to administer the policy of the local as set by the membership at regular and special meetings.
- 3.2 The Executive Council shall report its activities at each regular membership meeting.
- 3.3 The Executive Council shall appoint a Chair of Collective Bargaining, as described in Article V, section 4.
- 3.4 The Executive Council will seek nominations and conduct elections for WOUFT delegates to the AFT-Oregon annual convention and the AFL-CIO annual convention. Nominations and elections must be completed by AFT-Oregon and AFL-CIO deadlines. Nominations are open to all regular members in good standing.

ARTICLE VIII – COMMITTEES

Section 1. The Executive Council or the membership may establish such committees as from time to time may be needed.

Section 2. Creation, composition, and duties and responsibilities of any standing committee shall be through Bylaws adopted by the Union.

ARTICLE IX – MEETINGS

Section 1. The time and place of meetings of the membership shall be fixed by the Bylaws adopted by the local.

Section 3. The officer subject to removal will be provided an opportunity to be heard before any vote on removal by the membership; and shall be entitled to representation of their choice at any meeting at which the charges will be considered.

Section 2. There shall be at least three meetings per year.

Section 3. A quorum shall consist of ten (10) percent of the total regular membership, including two officers.

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 month in advance.

Section 2. The local may obtain additional finances through grants, donations, contributions or other funding activities.

Section 3. 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 XI – AFFILIATIONS

Section 1. This federation shall maintain affiliation with and whenever possible send delegates to the following organizations:

- 1.1 The American Federation of Teachers. All delegates and alternates to the national Convention, except those designated as a duty of their office, shall be elected annually by majority vote according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the American Federation of Teachers. Delegates shall serve for a term of one year from the time of their election. The President and the Secretary shall certify the election and forward the credentials of all delegates and alternates to the National Office as soon as possible but not later than the time required by the National Office before the convening of the National Convention. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council. The delegates shall confer with the Treasurer to make sure the national percapita through the required month has been sent to the National Office at least fifteen (15) days before the convening of the National Convention.
- 1.2 AFT-Oregon. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the AFT-Oregon. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.
- 1.3 The Oregon State AFL-CIO. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Call-to-Convention is given by the Oregon State AFL-CIO. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.
- 1.4 The Marion-Polk-Yamhill Central Labor Council. Delegates and alternates, except those designated as a duty of their office shall be elected biennially at the same time

as the regular election of officers by majority vote of those voting according to the same procedures for election of officers described in Article IV.

Section 2. All delegates shall make written reports to the Executive Council on meetings attended.

Section 3. Every reasonable effort shall be made by this federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The federation to the best of its ability shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE XII – 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 XIII – AMENDMENT

A proposed amendment to this Constitution may be submitted by the Executive Council or in a proposal signed by no fewer than five (5) members in good standing at any regular membership meeting and read to the assembled members. A three-fourths vote at the following membership meeting shall be sufficient to adopt the amendment. The same amendment may not be introduced more than once in a six-month period.

ARTICLE XIV – AVAILABILITY OF CONSTITUTION

Section 1. Three (3) copies of the Constitution and Bylaws, any/all future amendments shall be submitted to the National Office of the American Federation of Teachers. One copy of the Constitution and Bylaws, any/all future amendments shall be submitted to the State Office of the AFT-Oregon.

Section 2. Copies of this Constitution shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for any members of this local upon request to the Secretary.