

Handbook for Officers of AFT-Oregon

Fifth Edition

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PREFACE

This AFT-Oregon officer's handbook is designed for quick reference to a variety of basic organizational information. It is intended for use by officers and not for general circulation. Modifications will be provided with instructions for addition or removal of pages. The Fifth Edition continues in full-page size for inclusion in each officer's Executive Council Meeting Notebook.

CALENDAR

Reserved dates for meetings of the AFT-Oregon Executive Council. Council meetings will begin at 8:30 a.m. and convene at the announced location unless notified otherwise. Meetings of committees of the Executive Council are subject to the call of the chair at times and locations appropriate for the committee. While reserved for scheduling purposes, these dates may be cancelled if there is no business to conduct. Other events also are listed.

2013

Sept 2	Labor Day Holiday (<i>office closed</i>)
Sept 21	Executive Council Meeting, AFT-Oregon Office
Nov 11	Veterans Day Holiday (<i>office closed</i>)
Nov 15-17	Local Presidents Conference, Benson Hotel
Nov 28-29	Thanksgiving Holiday (<i>office closed</i>)
Dec 24-26	Christmas Holiday (<i>office closed</i>)

AFT-OREGON MISSION STATEMENT

AFT-Oregon a labor organization composed of autonomous locals with shared interests will:

- Provide coordinated advice, resources and education to affiliated locals;
- Be a strong unified voice in the labor movement, civic affairs and political action;
- Continue to bring new members into the labor movement,

in order to improve the quality of people's working and personal lives through commitments to quality education, social justice and a powerful progressive labor movement.

Adopted April, 1994

Revised April, 200

OFFICERS OF AFT-OREGON¹

President (2013)

David Rives
7620 SW 79th Ave.
Portland, OR 97223
(503) 224-7147

Executive Vice-President (2013)

Belinda Reagan
7940 SW Crestline Drive
Portland, OR 97219
(503) 244-2200

Secretary (2013)

Bryce Peake
4885 Aster Street Apt 172
Springfield, OR 97478
(309) 648-6706

Treasurer (2013)

Michael Morrow
1548 SE 33RD Ave
Portland, OR 97214
(503) 231-5022

VP for Political Action (2013)

Sarah Grider
104 E Columbia Drive
Newberg, OR 97132
(971) 722-4180

Vice-President (2013)

Vickie Brumit
PO Box 443
Coos Bay, OR 97420
(541) 217-0800

Vice-President (2013)

John Copp
5132 NE 34th Ave.
Portland, OR 97211
(503) 287-7255

Vice-President (2013)

Kelly Cowan
105 SW Curry Street
Portland, OR 97239
(971) 212-0936

Vice-President (2013)

Jeff Grider
104 E Columbia Drive
Newberg, OR 97132
(503) 744-0505

Vice-President (2013)

Vacant
Vacant
Vacant
Vacant

Vice-President (2013)

Devin Hunter
31275 SW Unger Road
Cornelius, OR 97113
(503)681-2111

Vice-President (2013)

Bernadette Kapocias
2225 Madrona Court
North Bend, OR 97459
(541) 756-1407

Vice-President (2013)

Dana Rognlie
157 E 27th #3
Eugene, OR 97405
(218) 790-4736

Vice-President (2013)

Tim Taylor
436 NE 136th Ave
Portland, OR 97230
(503) 502-7738

¹ Term expiration indicated in parenthesis. Terms expire June 30, of the year.

OFFICERS OF AFT-OREGON *(continued)*

Vice-President (2013)

Kevin Weitemier
2120 NW Harrison #1
Corvallis, OR 97330
(208) 921-0827

Liaison¹

Valeria Jack, **Local 8035R, Retiree Chapter President**
59683 Oak Ridge
St. Helens, OR 97051
(503) 396-5535

Liaison

Elex Tenney, **President Local 5017, Oregon Federation of Nurses and Health Professionals**
16545 SW Rigert Terrace
Beaverton, OR 97007
(503) 649-3381

Liaison

Tim Stoelb, **President, Local 6732, Oregon School Employees Association**
1981 NW Oerding Ave.
Roseburg, OR 97471
(541) 672-7594

Liaison

Stephen Rooney, **President, Oregon Nurses Association**

¹ Liaisons are ex-officio positions without vote.

E-MAIL ADDRESSES FOR OFFICERS OF AFT-OREGON

David Rives.....davidr@aft-oregon.org
 Belinda Reaganbelinda@pfsp111.org
 Bryce Peakebpeake@uoregon.edu
 Michael Morrowmmorrow1@msn.com
 Sarah Gridersarahreenegrider@gmail.com
 Vickie Brumit.....vbrumit@socc.edu
 John Coppwolfsage@aol.com
 Kelly Cowankcowan@pdx.edu
 Jeff Griderjeffgrider@gmail.com
 VacantVacant
 Devin Hunter.....devin.hunter@gmail.com
 Bernadette Kapociasbernadette000@gmail.com
 Dana Rognliedlrognlie@gmail.com
 Tim Taylorttaylor1@pps.net
 Kevin Weitemier.....kweitemier@gmail.com

Liaison

Val Jack.....retireepres@aft-oregon.org
 Tim Stoelb.....tims@osea.org
 Elex Tenneyetenney@ofnhp.org

Lists

Executive CouncilExecCouncil2@aft-oregon.org
 Local Presidents.....LocalPres2@aft-oregon.org

EXECUTIVE COUNCIL COMMITTEE ASSIGNMENTS AND COMMISSIONS FY 2013-2015¹

Building

(Min: Three seats; Max: Five seats authorized; See Page 27)

Jeff Grider , Chair
Kelly Cowan
Tim Taylor

Convention

(Min: Three seats; Max: Five seats authorized; See Page 29)

Bryce Peake, Chair
Vickie Brumit
Devin Hunter
Belinda Reagan
Kevin Weitemier

Defense Fund

(Min: Three seats; Max: Five seats authorized; See Page 30)

Bernadette Kapocias, Chair
Michael Morrow
David Rives

Executive Committee

(Min: Three seats; Max: Five seats authorized; See Page 31)

David Rives, Chair
Sarah Grider
Michael Morrow
Bryce Peake
Belinda Reagan

Political and Legislative Affairs

(Min: Three seats; Max: Five seats authorized; See Page 34)

Sarah Grider, Chair
Kelly Cowan
Devin Hunter
Michael Morrow
David Rives
Dana Rognlie

Scholarship and Awards Commission

(Min: Three seats; Max: Five seats authorized; See Page 36)

Belinda Reagan, Chair
Val Jack
Michael Morrow
Kevin Weitemier

AFT-Oregon Candidate PAC

(Min: Three seats; Max: Five seats authorized; See Page 35)

Kelly Cowan, Chair
John Copp
Sarah Grider

AFT-Oregon Issue PAC

(Min: Three seats; Max: Five seats authorized; See Page 35)

Kelly Cowan, Chair
John Copp
Sarah Grider

Vacancies filled as they occur. Committee size and composition are allocated in policy statements establishing committee.

OTHER COMMITTEES AND COMMISSIONS

PLAN (Political and Legislative Action Network)

AFT-Oregon

David Rives, President

David Cecil, Chief of Staff

Shannon Brett, Director of Political and Legislative Affairs

Local 6732 (OSEA)

Tim Stoelb, President

Rick Shidaker, Executive Director

Ed Edwards, Director of Government Relations

Oregon AFT Political and Legislative Action Network PAC

Shannon Brett, Director

Dave Cecil, Director

Ed Edwards, Director

David Rives, Director

Tim Stoelb, Director

Rick Shidaker, Treasurer

APPOINTMENTS AND ASSIGNMENTS

Labor Advisory Board¹

(Labor Education and Research Center, U of O)
David Rives, President

Labor's Community Service Agency

Belinda Reagan, President, Local 111 (PFSP)

AFT PSRP Program and Policy Council²

Deborah Hall, President, Local 3922 (PCCFCE)
Tim Stoelb, President, Local 6732 (OSEA)

AFT Retiree Committee²

Bonnie Luisi, Local 6732 (OSEA)

Higher Education Coordinating Commission (HECC)³

Frank Goulard, President, Local 2277 (PCCFFAP)
David Rives, President (Nominated)

Oregon Educator Benefits Board³

Cherie Mass-Anderson, Local 3922 (PCCFCE)
Rick Shidaker, Executive Director, Local 6732 (OSEA)

Oregon Education Investment Board³

David Rives, President

Oregon Commission on Autism Spectrum Disorder³

Michelle (Mickey) Pardew, VP Member Benefits, Local 2278 (WOUFT)

Oregon State Board of Higher Education³

Emily Plec, Member/Past President, Local 2278 (WOUFT)

¹Seats allocated by LERC.

²Appointed by AFT.

³Governor appointment.

OFFICE AND OPERATIONS

Chief of StaffDavid M. Cecil

Administration and Finance

SecretaryLeah C. Leach
Financial Assistant.....Sarah C. Sevey
Data TechnicianCadie J. Conser

Communications

Assistant DirectorJillian Smith
Editorial Assistant.....Leah C. Leach

Field Service and Organizing

Field CoordinatorKaren A. Bartholomew
Field CoordinatorEben L. Pullman
Field CoordinatorRodolfo Palma
SecretaryKristen L Fitzpatrick

Programs & Services

Member Benefits Representative.....Susan R. Miller¹

Political Action

Director of Political and Legislative AffairsShannon M. Brett
Political Action OrganizerJulia H. Trist²

Office

AFT-Oregon, AFT, AFL-CIO
10228 SW Capitol Hwy
Portland, OR 97219
971-888-5665
1-800-245-1007
FAX 971-888-5498
e-mail aftoregon@aft-oregon.org
www.aft-oregon.org

¹ Supported by AFT State Member Benefits Program.

² Supported by AFT State Affiliate Political Organizer Program.

OFFICE AND OPERATIONS *(continued)*

Publications

Federation News. Published every other month in the odd-numbered month. Mailed to all members.

AFT-Oregon Action. Published electronically every week to all members for which there are e-mail addresses available. Covers events in Locals, community activities, members in the news and legislative and political action information.

AFT+ You. Published electronically the fifteenth of the second month of each calendar quarter (e.g., February 15) to all members with e-mail addresses available. Covers updates and details of AFT+ member benefit programs for developing, maintaining and improving Local knowledge of the program.

Take Action. Published electronically as needed to alert members of events, rallies, hearings and other activities of immediate interest for which a response and member action is needed.

Web Site
www.aft-oregon.org

AFT WESTERN REGION OFFICE AND PROJECTS

Regional DirectorGerard Friesz
gfriesz@aft.org
Regional Office CoordinatorEmma Cullen
ecullen@aft.org

Projects/Directors (staff)

UO/OSU Higher Ed Organizing.....Samantha Jordan
sjordan@aft.org
Administrative Assistant.....Scott Wilson
scott@uauoregon.org

Locals

OSEA Affiliation CoordinationDennis Ziemer
dziemer@earthlink.net

Office

AFT Western Region
 PO Box 9788
 Seattle, WA 98109
 260-673-1339

LOCALS OF THE AMERICAN FEDERATION OF TEACHERS IN OREGON

Local 111 (1919)*

Portland Federation of School Professionals

Belinda Reagan, *President*

Michelle Batten, *Field Representative*

Kathy Muir, *Office Manager*

1110 SE Alder St., No. 205

Portland, OR 97214

(503) 236-3497

Local 2277 (1972)

Portland Community College Federation of Faculty and Academic Professionals

Frank Goulard, *President*

Michael Cannarella, *Labor Relations Representative*

Caralee Angell, *Organizer*

Maureen Travers, *Office Manager*

P. O. Box 19389

Portland, OR 97280-0389

(971) 722-4180

Local 2278 (1974)

Western Oregon University Federation of Teachers

Mark Perlman, *President*

345 N. Monmouth

Monmouth, OR 97361

(503) 838-8969

Local 2417 (1973)

Lane Community College Employees Federation

Bob Baldwin, *President*

PO Box 7275

Eugene, OR 97401

(541) 463-5574

* Charter date

LOCALS *(continued)*

Local 3190 (1973)

*Southwestern Oregon Community College
Federation of Teachers
Mike Turner, President
c/o SWOCC 1988 Newmark
Coos Bay, OR 97420
(503) 888-7350*

Local 3432 (1975)

*Willamette Valley Child Care Federation
Deidre Beeton, President
2378 NW Irving Street
Portland, OR 97210
(503) 228-8349*

Local 3466 (1975)

*Blue Mountain Federation of Teachers
Sue Lemon, President
P.O. Box 550
Canyon City, OR 97820
(541) 575-1799*

Local 3544 (1976)

*Graduate Teaching Fellows Federation
David Craig, President
Glenn Morris, Organizer
870 E. 13th Ave.
Eugene OR 97403
(541) 344-0832*

Local 3571 (1977)

*Portland State University
Faculty Association
Kelly Cowan, President
PO Box 8434
Portland, OR 97207-8434
(503) 224-3090*

LOCALS *(continued)***Local 3662** (1976)*Scappoose Federation of Classified Employees*Teresa Huff, *President*

PO Box 769

Scappoose, OR 97051

(503) 543-2949

Local 3809 (1979)*Western States Chiropractic College Faculty Association*David Peterson, *President*c/o 2900 NE 132nd Avenue

Portland, OR 97230

(503) 251-5737

Local 3922 (1979)*Portland Community College Federation of Classified Employees*Deborah Hall, *President*Michael Cannarella, *Labor Relations Representative*Maureen Travers, *Office Manager*

P.O. 19526

Portland, OR 97280

(971) 722-4178

Local 3972 (1979)*Southwestern Oregon Community College Classified Federation*Vickie Brumit, *President*

3427 Ash Street, No. 112

North Bend, OR 97459

(541) 751-7976

Local 4671 (1989)*Hillsboro Classified United*Eric Weyrauch, *President*Jeanne Buel, *Office Manager*245 SE 4th Avenue Suite A

Hillsboro, OR 97123

(503) 681-2111

Local 4754 (1991)*United Employees of Columbia Gorge Community College*John Copp, *President*

400 E Scenic Drive

The Dalles, OR 97058

(541) 506-7181

LOCALS (continued)

Local 4912 (1995)

Lewis and Clark College Support Staff Association

Heather Gillespie, *President*

0615 SW Palatine Hill Road – MSC 103

Portland, OR 97219-7899

(503) 768-7873

Local 6020 (1997)

AFT Oregon Coast United Employees

Margaret Stevens, *President*

P.O. Box 2135

Newport, OR 97365

(541) 574-7118

Local 6069 (2000)

Coalition of Graduate Employees

Mindy Crandall, *President*

Ashley Bromley, *Organizer*

101 SW 23rd Street

Corvallis, OR 97330

(541) 757-7141

Local 6200 (2003)

Associated Academic Professionals

Shaun Cain, *President*

P.O. Box 971

La Grande, OR 97850

(541) 963-0486

Local 8035R (2004)

AFT-Oregon Retiree Chapter

Val Jack, *President*

10228 SW Capitol Hwy

Portland, OR 97219

(971) 888-5665

REGIONAL COUNCILS AND DIRECTLY AFFILIATED LOCAL OF THE AMERICAN FEDERATION OF TEACHERS IN OREGON

Local 5017 (1979)

Oregon Federation of Nurses and Health Care Professionals

Elex Tenney, *President*

Ned Burke, *Executive Director*

Sharon Culley, *Internal Organizer*

Jocelyn Pitman, *Internal Organizer*

John Scott, *Internal Organizer*

Jeff Carr, *Internal Organizer*

Mindy Bartlett, *Executive Administrative Coordinator*

Temple Lentz, *Communications*

1500 NE Irving Street, Suite 575

Portland, OR 97232

(503) 657-9974

Local 6732 (2008)

Oregon School Employees Association

Tim Stoelb, *President*

Ma'Lena Wirth, *Vice President*

Cydnie Meyer, *Secretary*

Rick Shidaker, *Executive Director*

Ed Edwards, *Director of Government Relations*

Richard Ramirez, *Director of Organizing*

Vacant, Director of Field Operations

Brad Larsen, *Director of Fiscal Operations*

Christine McNally, *Executive Secretary*

4735 Liberty Road So.

Salem, OR 97302

(503) 588-0121

Oregon Nurses Association (2013)

Stephen Rooney, *President*

RECOGNITION OF LOCAL CHARTER ANNIVERSARIES

Authority

Executive Council Action

Title

In Recognition

Purpose

To periodically recognize locals for their longevity as continuing locals.

Form

A modest plaque suitably engraved.

When Awarded

Annual Convention.

Award Base Period and Standards

The base period for determining which locals will receive a longevity recognition award is each five year increment (5, 10, 15, 20, 25, etc.) measured from the year the local was chartered by the American Federation of Teachers. The charter year (the year the charter was issued) will be determined from AFT records.

To receive awards, locals must be in good standing, as that is defined for the Annual Convention, with AFT-Oregon. Data will be prepared for the Awards Commission which will make the final verification.

Authorized March 7, 1992

Est. Average Annual Cost: \$250

AWARDS FOR EXCELLENCE IN COMMUNICATIONS

Authority

Executive Council Action

Title

Awards for Excellence in Communications

Purpose

To recognize AFT locals in Oregon with outstanding communications programs in the following areas: Newsletter; External Communications; Editorial Accomplishment; and Artistic Accomplishment.

Form

A modest plaque suitably engraved. A master plaque will be displayed in the State Federation offices with the names of recipients affixed.

When Awarded

Annually. But, an award in any category or at all may not be made in any year when there is no suitable nominee.

Award Basis, Nominations and Determination

The base period for determining the award is the calendar year. Nominations may be submitted by editors or by the equivalent position in a local responsible for communication activities.

Notice of the award and procedure for nominations will be published before the end of the calendar year in AFT-Oregon publications and sent to each local. A panel of volunteers outside the AFT-Oregon and from communications fields will be designated by the Executive Council to judge the entries and to select a recipient in each of the categories. An award will not be made in a category for which there are fewer than three entries.

The Scholarship and Awards Commission with staff will establish a timetable for the award program.

Authorized November 14, 1992

Statement Adopted November 14, 1992

Modified November 16, 2001 by restating "Purpose"

Est. Annual Cost: \$500

JOHN CONNOR MEMORIAL AWARD

Authority

Executive Council Action
(See also Resolution No. 91-1)

Title

John Connor Memorial Award

Purpose

To recognize an individual member who exhibits the selfless, spirited enthusiasm and devotion to causes of the union which serves as an inspiration to fellow union activists, which were those qualities exhibited in John Connor.

Form

A modest plaque suitably engraved. A master plaque will be displayed in the State Federation offices with the names of recipients affixed.

When Awarded

Annual convention. But, it need not be awarded in any year when there is no suitable nominee. Provided funds are available and providing that it does not conflict with any requirements for participation in the convention, the recipient will be the guest of the AFT-Oregon for the night preceding the award.

Award Basis, Nominations and Determination

The base period for determining the award is the calendar year immediately preceding the annual convention. Nominations may be submitted by individual members; by locals through action of the membership or executive council; by the AFT-Oregon Executive Council, Advisory Councils or Staff. Nominees must be a member in good standing for at least one year of a local affiliated with the American Federation of Teachers in Oregon, or an at-large member of AFT-Oregon. Membership must be current at the time of nomination.

Notice of the award and procedure for nominations will be published before the end of the calendar year in AFT-Oregon publications and sent to each local. Nominations at least should include sufficient information to identify the nominee, their local and length of membership, and a statement of the activities of the nominee and how and why they exhibit the qualities for which the award is given.

The Scholarship and Awards Commission with staff will establish a timetable for reviewing nominations and recommending a recipient for final approval by the Executive Council. Approval should be not later than one month before the convention.

*Authorized April 28, 1991
Statement Adopted November 14, 1992
Est. Annual Cost: \$200*

MEMBERSHIP GROWTH AWARDS

Authority

Executive Council Action

Titles

Award for Greatest Numerical Growth

Award for Greatest Percentage Growth

Award for One Hundred Percent Membership Achievement

Purpose

To recognize locals for their success in membership recruitment and maintenance in the local.

Form

A modest plaque suitably engraved. A master plaque will be displayed in the State Federation offices with annual recipients affixed.

When Awarded

Annual Convention

Award Base Period and Standards

The base period for determining which locals will receive the awards is the same twelve (12) month period used as the base period for determining delegates for the annual convention. For new locals the period will begin with the first month of their charter.

Data for determining award recipients will be taken from per capita reports to AFT-Oregon corroborated by reports to AFT. To receive awards, locals must be in good standing, as that is defined for the annual convention, with AFT-Oregon. Data will be prepared for the Awards Commission which will make the final determination.

Specific Awards

Greatest Numerical Growth will be awarded to the two locals having the greatest increase in number of members from the beginning to the end of the award period.

Greatest Percentage Growth will be awarded to the two locals having the greatest percentage change in membership from the beginning to the end of the award period.

One Hundred Percent Membership will be awarded to all locals who achieved one hundred percent membership during the award period and were at 100 percent membership at the end of the period; or who began and ended the award period at one hundred percent membership.

Authorized April 28, 1989

Statement Adopted June 3, 1989

Est. Annual Cost: \$350

OUTSTANDING CONTRIBUTION TO PUBLIC AWARENESS

Authority

Executive Council Action

Title

Award for Outstanding Contribution to Public Awareness¹

Purpose

To recognize an individual in Oregon who has contributed to the general public's awareness on issues important to the AFT-Oregon membership and by their actions has demonstrated leadership or has raised the level of public debate in furtherance of the goals of the AFT-Oregon on important matters of education, health, public services, labor or other current issues of importance to the membership and AFT-Oregon.

Form

A substantial plaque suitably engraved. A master plaque will be displayed in the State Federation offices with the names of recipients affixed.

When Awarded

Annual convention. But, it need not be awarded in any year when there is no suitable nominee. Provided funds are available and providing that it does not conflict with any requirements for participation in the convention, the recipient will be the guest of the AFT-Oregon for the night preceding the award.

Award Basis, Nominations and Determination

The base period for determining the award is the calendar year immediately preceding the annual convention. Nominations may be submitted by individual members; locals through action of the membership or executive council; the AFT-Oregon Executive Council, Advisory Councils or Staff. Members may be nominated. Nominees must be a resident of Oregon.

Notice of the award and procedure for nominations will be published before the end of the calendar year in AFT-Oregon publications and sent to each local. Nominations at least should include sufficient information to identify the nominee and a statement of the subject area of public issues and the nominee's activities or leadership in that area and how it has raised the level of public awareness on the subject.

¹ Replaces by combining awards for Outstanding Contribution to Education Awareness and Outstanding Contribution to Health Awareness, adopted April 28, 1989

OUTSTANDING CONTRIBUTION TO PUBLIC AWARENESS

(continued)

The Scholarship and Awards Commission with staff will establish a timetable for reviewing nominations and recommending a recipient for final approval by the Executive Council. Approval should be not later than one month before the convention.

Authorized November 14, 1992

Statement Adopted November 14, 1992

Est. Annual Cost: \$350

POLITICAL ACTION ADVOCACY AWARD¹

Authority

Executive Council Action

Titles

- Award for Numerical Increase in Voluntary Individual Contributors in a Local
- Award for Percentage Increase in Voluntary Individual Contributors in a Local
- Award for Highest Number of Voluntary Individual Contributors in a Local
- Award for Highest Total Contribution from Individual Contributors in a Local
- Award for Highest Average Contribution from Individual Contributors in a Local

Purpose

To recognize locals for their success in support of the AFT voluntary political action funds.

Form

A modest plaque suitably engraved. A master plaque will be displayed in the State Federation offices with annual recipients affixed. The Local receiving the award for the Highest Number of Individual Contributors will receive a \$100 gift card for the Local to purchase office products/supplies. The Local receiving the award for Highest Average Contribution will receive a \$100 gift card for the Local to purchase office products/supplies.

When Awarded

Annual Convention or if convened, an annual Political Action Conference

Award Base Period and Standards

The base period for determining which locals will receive the awards is the same twelve (12) month period used as the base period for determining delegates for the annual convention. For new locals the period will begin with the first month of their charter.

Data for determining award recipients will be taken from reports of contributions to AFT-Oregon political action funds from Locals with individual voluntary contribution programs. To receive awards, locals must be in good standing, as that is defined for the annual convention, with AFT-Oregon. Data will be prepared for the Awards Commission which will make the final determination.

Specific Awards

Award for Numerical Increase in Voluntary Individual Contributors will be awarded to the local having the greatest increase in number of individual contributors from the beginning to the end of the award period.

¹ Formerly "COPE" Advocacy Award until April 22, 2007.

POLITICAL ACTION ADVOCACY AWARD *(continued)*

- Award for Percentage Increase in Voluntary Individual Contributors will be awarded to the local having the greatest percentage increase in number of voluntary individual contributors from the beginning to the end of the award period.
- Award for Highest Number of Voluntary Individual Contributors from a Local will be awarded to the local having the highest number of voluntary individual contributors at the end of the award period, but not less than the number at the end of the previous award period. To be considered a Local must have participation by not less than 10 percent of its members.
- Award for Highest Total Contribution from Individual Contributors for a Local will be awarded to the local having the highest aggregate contribution from all individual voluntary contributors from the beginning to the end of the award period. To be considered a Local must have participation by not less than 10 percent of its members.
- Award for Highest Average Contribution from Individual Contributors from a Local will be awarded to the local having the highest average contribution per individual voluntary contributor at the end of the award period, but not less than the average at the end of the previous award period. To be considered a Local must have participation by not less than 10 percent of its members.

Authorized: December 14, 2002

Statement Adopted: December 14, 2002

Language revised reflecting deletion of COPE: April 22, 2007

Revised: October 4, 2008

Est. Annual Cost: \$1,500

SCHOLARSHIPS

Authority

Executive Council

(Executive Council action ; See also Convention Resolution Nos. 2000-8, 1997-2, and 1986-23)

Titles

Shirley J. Gold Scholarship

Carl J. Megel Scholarship

Albert F. Shanker Scholarship

Purpose

To improve the lives of members and to support and encourage the pursuit of education.

- The *Shirley J. Gold Scholarship* is intended to aid a member of AFT-Oregon who is pursuing further education.
- The *Carl J. Megel Scholarship* is intended to aid a child or grandchild of an AFT-Oregon member, who is graduating from a high school and/or who is a first-time enrollee in a post-secondary education program in order to receive a license for a trade, a certificate or a degree.
- The *Albert F. Shanker Scholarship* is intended to aid a child or grandchild of an AFT-Oregon member, who already is attending a post-secondary education program in order to receive a license for a trade, a certificate or a degree.

Form

Each of the scholarships will be in the form of \$1,000 and a modest plaque suitably engraved. Master plaques will be displayed in the State Federation offices with names of recipients affixed.

When Awarded

Annual convention. But, it need not be awarded when there are no applicants or no qualified applicants. The award will be presented during the annual convention. Provided funds are available, recipients and their parents or grandparents will be guests of the AFT-Oregon.

SCHOLARSHIPS *(continued)*

Award Basis, Nominations and Determination

Applicants must be a child or grandchild of an AFT-Oregon member (excluding fair share payers). Applications should include sufficient information to identify the applicant and the member-parent/grandparent, the applicant's educational goals, adult references, and an essay related to unions. Application should be by the applicant, not the parent.

Notice of availability of applications will be published in the fall in AFT-Oregon publications and sent to all locals. Applications will be available until not later than three months before the award. Applications should be postmarked not later than two months before the award.

The Scholarship and Awards Committee individually will screen all completed applications, designate finalists by composite scores in the initial screening, and interview finalists as a committee. The Committee with staff will establish a timetable for application review, finalist interviews, and recipient selection; and will establish its procedure for scoring applications. A numerical scoring scale is suggested. The selection of finalists should be not later than one month before the award. Notice to the recipients should be not less than two weeks before the award.

Authorized April 20, 1986

Statement Adopted November 14, 1992

Modified pursuant to 1997 convention resolution

to add third scholarship and increase award to \$1,000

Modified May 31, 1997 to name one scholarship after Albert F. Shanker

Modified March 6, 1998 to name one scholarship after Shirley J. Gold

Modified June 3, 2000 to designate scholarships to specific applicant categories

Modified October 4, 2008 to clarify grandchildren eligibility

Est. Annual Cost: \$4,000

TREASURER'S RECOGNITION AWARD

Authority

Executive Council Action

Title

Treasurer's Award

Purpose

To recognize the often unheralded work of Treasurer by honoring a Local Treasurer for attention to their work in relation to State Federation financial reports.

Form

A small plaque suitably engraved and memorabilia reflecting the work and role of Treasurer.

When Awarded

Annual convention. But, it need not be awarded in any year when the submissions do not reflect the standards.

Award Basis, Nominations and Determination

The base period for determining the award is the calendar year immediately preceding the annual convention. The Local must have been in good standing throughout the period.

Local Treasurers who served during the award period, and whose service was for a substantial portion of the award period, are automatically considered as candidates for the award. Membership in good standing must have been maintained for the entire award period unless the Treasurer left employment represented by the Local. The AFT-Oregon Treasurer, in consultation with appropriate staff, will select the award recipient. Selection will be based on overall financial management of the Local Treasury, including record-keeping; timeliness and accuracy of percapita reporting; compliance with necessary notices to members, agency fee payers and the employer, timely completion and submission of required financial and agency fee audits; effective membership reporting to facilitate financial management; and Local good standing. Budget development and regular and complete financial reporting to the Local's Executive Council and membership enhance consideration of the award. Evaluation will be consistent with AFT-Oregon strategic goals and objectives. Selection will be no later than one month before the Annual Convention.

Authorized March 12, 1994

Statement Adopted June 18, 1994

Modified April 20, 2007

Est. Annual Cost: \$100

Business Document Retention / Destruction Schedule

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	10 years
Audit reports	Permanently
Bank Reconciliations	10 years
Bank statements	10 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	10 years
Contracts (still in effect)	Permanently
Correspondence (general)	5 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	5 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	10 years (Stored with bank statements)
Employment applications	3 years
Expense Analyses/expense distribution schedules	10 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	5 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	5 years
Inventories of products, materials, and supplies	10 years
Invoices (to customers, from vendors)	10 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	10 years
Personnel files (terminated employees)	10 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	10 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	10 years

Adopted June 24, 2009

BUDGET TIMETABLE

The general outline for the AFT-Oregon budgeting process is as follows:

December	Executive Council committees should submit program objectives requiring specific funding for the next fiscal year.
January	The Chief of Staff submits a proposed budget to the Executive Committee.
February	The Executive Committee submits its tentative budget recommendation with total spending target for the next fiscal year.
February	The Executive Council adopts any necessary amendment for percapita adjustments necessary to meet the target.
May	The Executive Committee prepares its recommended budget for the next fiscal year.
June	The Executive Council adopts a budget for the fiscal year beginning July 1.

Adopted June 8, 1991

BUILDING COMMITTEE

A Building Committee is established by the AFT-Oregon Executive Council.

The committee will monitor any building maintenance and improvement needs and related projects on the advice and recommendation of the Chief of Staff and shall approve expenditures from the Building Fund in support of the projects, or make recommendations to the Executive Council for general fund expenditures for specific projects. The committee review and determinations will be in support of maintaining a viable, healthy and safe building for the needs of the organization. It shall from time to time make reports to the Executive Council on the adequacy of the Building Fund and recommendations for the budget on the use of general funds in support of the property in general.

The committee, as the President deems appropriate, shall be not less than three (3), nor more than five (5), officers, and the Chief of Staff, who shall be ex-officio without vote.

Adopted September 10, 2005

CONSTITUTION AND BYLAWS COMMITTEE

A Constitution and Bylaws Committee is established by the AFT-Oregon Executive Council.

The Committee will review proposed amendments referred to it by the Executive Council, craft appropriate language reflecting the intent of the amendment, assess its impact on the organization, and assure conformity with requirements of affiliates or applicable labor laws. Its review of proposed amendments will be reported with any recommendations to the Executive Council.

The committee, as the President deems appropriate, shall be not less than three (3), nor more than five (5), officers, one of whom shall be the Executive Vice-President who shall be the chair.

Adopted January 6, 1990

Revised June 6, 1998

Revised September 10, 2005

CONVENTION COMMITTEE

A Convention Committee is established by the AFT-Oregon Executive Council.

The Convention Committee is responsible for planning and submitting the tentative program for the next convention for approval to the Executive Council by December 1.

The committee, as the President deems appropriate, shall be not less than three (3), nor more than five (5), officers, one of whom shall be the Secretary who shall be the chair. It shall be appointed by September 30 in any year of appointment.

*From Bylaws Article IV, Sections 2,3,4
Revised September10, 2005*

DEFENSE FUND COMMITTEE

A Defense Fund Committee is established by the AFT-Oregon Executive Council.

Applications for support with funds from the AFT-Oregon Defense Fund shall be referred on receipt to the Committee. The Committee will review applications for funds and make recommendations consistent with the policy on use of the fund.

The committee, as the President deems appropriate, shall be not less than three (3), nor more than five (5), officers, two of whom shall be the President and the Treasurer, and the Chief of Staff who shall be ex-officio, but without vote.

Adopted November 10, 1990 (In Defense Fund Policy Statement)

Revised October 3, 1998 (In Defense Fund Policy Statement)

Revised September 10, 2005 (Separated from Defense Fund Policy Statement)

EXECUTIVE COMMITTEE

An Executive Committee is established by the AFT-Oregon Executive Council.

It shall have responsibility, in support of and consistent with the goals and objectives of the organization, for:

- preparing and recommending an annual budget, monitoring the budget; and other financial oversight, including annual financial audit;
- reviewing and recommending employment matters and the AFT-Oregon Table of Organization upon direction of the Executive Council, or recommendation of AFT-Oregon management staff.
- reviewing proposed amendments referred to it by the Executive Council, craft appropriate language reflecting the intent of the amendment, assess its impact on the organization, and assure conformity with requirements of affiliates or applicable labor laws;
- assessing the leadership development program and organizing program of the state federation and evaluate them for consistency in support of the goals and objectives of the organization; and
- recommending establishment, revision or deletion of policy statements, including committee descriptions, of the Executive Council;
- making any other appropriate recommendations to the Executive Council within the authority and duties of the Executive Council.

The committee shall be composed of the President, Executive Vice-President, Secretary, Treasurer and Vice-President Political Action.

Adopted June 11, 2011

POLITICAL AND LEGISLATIVE AFFAIRS COMMITTEE

A Political and Legislative Affairs Committee is established by the AFT-Oregon Executive Council.

The committee makes recommendations to the Executive Council on:

- A biennial Legislative program identifying issues and priorities for legislative advocacy;
- The position of the organization with respect to candidates and ballot measures in primary and general elections for statewide offices, state senate and house offices and on statewide ballot measures.

For the legislative program, the committee analyzes the effectiveness of AFT-Oregon in accomplishing that agenda during the legislative session consistent with the adopted goals and objectives.

For candidate, ballot measure and referendum elections, the committee interviews of candidates, evaluation of the effect of proposed ballot measures and the any assignment of campaign classifications for contributions toward any campaign are activities in support of those decisions. Contribution recommendations will be consistent with campaign classification policies.

When referred to the committee, interviews will be conducted and ballot measurers and referenda will be evaluated and recommendations made for recommendation (endorsements) to the membership, contributions and other action. When referred business includes specific direction from the Executive Council, or when referral is within six (6) weeks from the date of an election, the committee is authorized to make final determinations on behalf of Executive Council.

The committee also reviews and recommends policies regarding recommendation (endorsements) to the membership, contributions and related procedures when such questions are referred to it for study or on its own initiative at the direction of the Chair.

The committee shall be not less than five (5), nor more than seven (7) officers, including the Vice-President for Political Action who shall be the chair, the President and the Treasurer; and one (1) designee from each AFT chartered affiliate that is not required to be affiliated with AFT-Oregon.

Adopted October 22, 1994

Revised September 4, 2007

POLITICAL ACTION COMMITTEES

Political Action committees may be established as directed by the Executive Council.

Two are established and operating as of the date of this statement. They are:

- American Federation of Teachers-Oregon Issue PAC
- American Federation of Teachers-Oregon Candidate PAC

Political action committees will be registered and operate in accordance with requirements for such committees in applicable statutes and according to rules established by the Oregon Secretary of State Elections Division and any other applicable rules and regulations.

The Executive Council, on the recommendation of the President, will designate the Chair, Treasurer and any other directors as it may deem necessary, but at least such number as meet any requirements for such committees. A PAC, as the President deems appropriate, shall be not less than three (3), nor more than five (5), officers. They shall serve until replaced. Appointments shall be made not less than the commencement of the term of Executive Council officers.

Adopted October 6, 2007

SCHOLARSHIP AND AWARDS COMMISSION

A Scholarship and Awards Commission is established by the AFT-Oregon Executive Council. The Commission is authorized to receive applications and nominations and to designate recipients for the AFT-Oregon annual scholarship awards and regular awards established by the Executive Council.

The Commission may, in the performance of its duties, make recommendations to the Executive Council of modifications to the scholarship and awards standards in furtherance of the objectives of each.

The Chief of Staff will assign staff support to assure the timely production and processing of the scholarship and awards program.

The Commission, as the President deems appropriate, shall be not less than three (3), nor more than five (5), members appointed by the President with the approval of the Executive Council. Appointees shall be members in good standing of a Local in good standing and shall maintain their membership throughout their period of service. Appointments will run concurrently with the term of officers and shall continue until their successors are appointed. Commission members may be re-appointed to successive terms.

Members of the Commission shall be reimbursed mileage, travel and related expenses directly related to the performance of their duties according to the policy for reimbursement of expenses of officers of AFT-Oregon.

Adopted November 14, 1998

(Replaced Committee Policy Statement adopted January 6, 1990)

Amended September 10, 2007

CONFLICT OF INTEREST POLICY

The purpose of the following policy and procedures is to complement AFT-Oregon bylaws to prevent the personal interest of staff members, Executive Council members, and volunteers from interfering with the performance of their duties to AFT-Oregon, or result in personal financial, professional, or political gain on the part of such persons at the expense of AFT-Oregon or its Members, supporters, and other stakeholders. This policy shall apply to AFT-Oregon and its related organizations that may be in operation.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and Executive Council members of AFT-Oregon. *Council* means the Executive Council comprised of all officers. *Officer* means an elected or liaison officer of the Executive Council. *Volunteer* means a person -- other than an Executive Council member -- who does not receive compensation for services and expertise provided to AFT-Oregon and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of AFT-Oregon. *Member* means a Member of AFT-Oregon via any Local affiliate of AFT in Oregon which shall be a state federation of the American Federation of Teachers for all chartered Local affiliates or related organizations in the State of Oregon

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Executive Council in all conflicts of interest, including but not limited to the following:
 - a. An Executive Council member is related to another Executive Council member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. An Executive Council member or their organization stands to benefit from an AFT-Oregon transaction or staff member of such organization receives payment from AFT-Oregon for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. An Executive Council member's organization receives grant funding or direct financial assistance from AFT-Oregon.
 - e. An Executive Council member or staff member is a member of the governing body of a contributor to AFT-Oregon.
 - f. A volunteer working on behalf of AFT-Oregon who meets any of the situations or criteria listed above.

Following full disclosure of a possible conflict of interest or any condition listed above, the Executive Council shall determine whether a conflict of interest exists and,

CONFLICT OF INTEREST POLICY *(continued)*

if so the Executive Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect AFT-Oregon's best interests. Both votes shall be by a majority vote without counting the vote of any interested officer, even if the disinterested officers are less than a quorum provided that at least one consenting officer is disinterested.

2. A Executive Council member or Committee member who is formally considering employment with AFT-Oregon must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Executive Council member's elected term which will not be extended because of the leave. An Executive Council member or Committee member who is formally considering employment with AFT-Oregon must submit a written request for a temporary leave of absence to the Secretary of the Executive Council, c/o the office, indicating the time period of the leave. The Secretary of AFT-Oregon Executive Council will inform the Chair of the Board of such a request. The Chair will bring the request to the Executive Council for action. The request and any action taken shall be reflected in the official minutes of the AFT-Oregon Executive Council meeting.
3. An interested Executive Council member, officer, or staff member shall not participate in any discussion or debate of the Executive Council, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Executive Council or committee member.
4. Anyone in a position to make decisions about spending 's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
5. A copy of this policy shall be given to all Executive Council members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with AFT-Oregon or at the official adoption of stated policy. Each Executive Council member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed annually by all specified parties.

Adopted June 24, 2009

Amended December 4, 2009, expanding to related organizations

CONTRIBUTIONS

Contributions are requested from a variety of sources toward a wide range of causes, programs, activities and events. While AFT-Oregon supports in principle a wide range of causes, financial contributions are limited.

Solicitations

In the interest of reasonably prompt disposition of solicitations, the President is authorized to make contributions up to \$500 from AFT-Oregon, consistent with the contribution categories below, without further approval of the Executive Council. This authorization is to provide some flexibility between regular meetings of the Executive Council. Additional or larger contributions will be referred to the President for disposition up to a recommendation to the Executive Council. Contributions should reflect the best interests of AFT-Oregon and its affiliates. Contributions are subject to available funds in a budgeted line for contributions. Where a contribution is made consistent with a priority category, and events escalate to a higher priority level, total contribution to that occurrence will not exceed the Support Level in the higher priority.

Priority consideration will be to such programs, events and activities by AFT and AFT affiliates; AFL-CIO and affiliates, including central labor councils; other labor organizations; and other labor related and labor interest organizations. Contributions will be considered in the following categories:

<i>Priority</i>	<i>Description</i>	<i>Support Level</i>
1	Solidarity and Action Support. AFT strikes, strike support, and job action programs and boycotts sponsored by labor organizations, and disaster relief. (Example: AFT Local xxxx Strike Fund).	Up to \$1,000 per occurrence
2	Service Support. Union-sponsored programs that aid and assist members in personal needs.(Example: Carpenter's Food Bank; LCSA Emergency Fund	Up to \$750 per occurrence
3	Conference Support. Labor sponsored conferences, and union leadership development programs seeking support and open to members of labor organizations (Examples: Public Employment Relations Conference; IRRA Conference on Labor-Management Cooperation)	Up to \$500 per occurrence
4	Organization Support. Labor-sponsored or related projects or organizations seeking general support. (Example: LERC Foundation; Jobs with Justice)	Up to \$250 per occurrence
5	Event Support. Union-related events seeking general support or assistance. (Example: Labor Day picnic)	Up to \$100 per occurrence

Any such contributions should be reported to the next meeting of the Executive Council.

Adopted August 8, 1998

Amended June 3, 2000 with Standing Contributions

Amended October 17, 2003

Amended February 10, 2007

GUIDELINES FOR DISTRIBUTION OF DEFENSE FUNDS

The AFT-Oregon Defense Fund is established by Article II, Section 5 of the Bylaws. The Defense Fund is a designated fund separate from the general treasury. Consideration of requests and distribution of funds shall be according to the policy below.

Defense Fund grants will be made by AFT-Oregon consistent with the guidelines used by the AFT Defense Fund, as provided in the *AFT Defense Fund Instructions*.

Requests must be submitted by a Local, signed by the Local President and Secretary, or equivalent officers, within two months of the submission to arbitration, or of the notice of litigation, or the request will not be considered. Submission shall be by copy of the same form utilized by AFT for its Defense Fund and with the same required attachments.

The payments in each case will be determined and paid following approval of AFT-Oregon Defense Fund Committee recommendations by the Executive Council.

The payments may be up to one-third of the local's arbitration costs, excluding attorney fees, which will not be reimbursed. The Committee may consider grant payment toward attorney fees in extraordinary cases, provided the application received prior approval. The Defense Fund Committee will take care not to deplete the fund in support of any single case request.

Adopted November 10, 1990

Revised October 3, 1998

Revised September 10, 2005 (Separated committee into separate statement)

Updated October 1, 2007 (updated AFT guidelines and application reference)

ASSOCIATE MEMBER DUES

The monthly dues for associate category under Article IV (4) of the Constitution is set at \$15.

Adopted February 10, 1990

Revised November 16, 2001 to increase rate from \$10

USE OF E-MAIL LISTS

AFT-Oregon Information Technology provides several lists for ease of necessary communications to groups of similarly situated individuals for the conduct of business of the organization. Among these are lists of the Executive Council, PIPE, and various subcommittees, and all Local Presidents. Establishment of the lists is for simplicity in addressing numerous individuals through a single e-mail address using the AFT-Oregon domain address.

These lists exist solely for the use of officers and staff of state federation and exclusively for the conduct of business of the state federation. Examples of such business include notices, announcements and information related to meetings, events, and activities, transmission of materials and information related to meetings and events and activities, and notices and announcements, and information related to operation of the state federation, its leadership, staff and offices. Notices and announcements include electronic publications of AFT-Oregon, AFT and the AFL-CIO.

Except as may be appropriate for the conduct of business among the officers, between officers and employees, within a committee or other designated body responsible for business of the executive council, programs or activities, transmission of purely personal opinions for general consumption should be avoided.

The lists may not be used and it is inappropriate to utilize them for purposes other than for the conduct of business of the state federation. Inappropriate purposes include, but are not limited to, any communications announcing, promoting or supporting or campaigning by or for a candidate for any office in the state federation, national federation, or local; commercial activities or ventures for personal benefit or profit; or excessive personal use; or in an otherwise inappropriate or disruptive manner. They must not be used in an offensive or unlawful manner which includes language, pictures, video and sound that, when depicted on a computer screen or contained in an e-mail message, would be offensive in person.

There is no personal privacy right to any communications sent via the e-mail lists.

Under no circumstances may the lists be used to transmit any AFT-Oregon confidential information or business or trade secrets or proprietary information. AFT-Oregon will not assume any liability for any claim, suit, criminal prosecution or judgement against any user of the e-mail lists because of any improper action by that user in the course of such use. If the AFT-Oregon is required to pay any money damages in connection with any misuse of these lists, it has the right to recover such damages from the responsible officer or other user.

Any complaints about inappropriate use of e-mail lists should be reported promptly to the President or the President's designee as may be announced.

Adopted January 28, 2005

STANDARDS FOR ELECTRONIC MAIL

E-Mail is a valuable tool for rapid communication and response to facilitate the business of the organization; communication among officers and staff; notices, confirmations; and inquiries; and offering and expression of opinions before the Executive Council of interest to the officers and the organization. E-Mail communications, when referencing officers and personnel at all levels of the organization, should refrain from personal attacks.

Official business requires a succinct, clear and retrievable record for verification of the actions of the Council should questions rise, for audits and for an historical record.

The AFT-Oregon Executive Council can choose to use computer supported voting as a decision-making method. It is not intended to supplant face-to-face decision making process of AFT-Oregon Executive Council.

It is the policy of AFT-Oregon that official business in terms of conducting a vote or other consent of the Executive Council can occur by electronic mail.

Initiation of a Voting Process

A voting process starts when a decision has been taken to start it by a vote of the AFT-Oregon Executive Council except in situations which require decisions prior to the date of the next meeting. A voting process must be preceded by a face-to-face discussion on the issues at hand.

Before an email vote can start, the voting issue and voting agenda must be defined. This is to be defined by the President and through discussion at an Executive Council meeting.

Responsibility of Electronic Mail Voting Process

The management of the voting process is the responsibility of the Secretary or by designee.

Voting Agenda

The issues to be voted upon are to be defined. On a complex issue, with many alternatives, voting may be split up into a series of subvoting processes to follow each other.

Vote Form

A vote form is published which specifies one question or a series of questions. The elements of the vote form consist of the following:

- in a decisive vote, a statement of the allowable answers: Yes, No, Abstain (not counted but part of quorum).
- notification of the vote quorum; the number of voters required to answer before voting on an issue can be closed.
- the opening vote time must state the date/time when voters are allowed to input votes

STANDARDS FOR ELECTRONIC MAIL *(continued)*

- the closing vote time must state the date/time when voters are no longer allowed to input votes.
- a brief description of the issue(s).
- notification if whether votes can be changed.
- notification of who is able to read the votes
- notification of whether voting is secret (no one is told the individual votes).
- notification of whether Executive Council members must vote before seeing other votes.
- notification of whether a reminder will be given to voters who have not yet cast their votes to do so at various times during the voting period.
- notification of the method of aggregation.
- notification of the date/time of the report-back of the vote.
- the vote form must allow voters to give motives for their votes in a textual appendix to the vote they have cast.

Vote Process

1. Vote forms are sent to the preferred email addressees of Executive Council members.
2. Vote forms are directly returned to the Secretary or designee.
3. The Secretary or designee compiles the votes and announces the breakdown of results by the end of two working days after the closing vote date/time.
4. For security, the Secretary or designee will confirm each vote with the submitter via return email or telephone.
5. The Secretary will formally report back the results at the next Executive Council meeting for inclusion in the minutes.
6. An electronic and paper trail of the vote is to be kept for the record.

Adopted January 9, 1999

EXECUTIVE COUNCIL EXPENSES

Officers will be reimbursed for expenses for meetings and assigned activities, conferences and programs consistent with the provisions of the collective bargaining agreement between AFT-Oregon and the Staff Union, unless set at different rates or limits for a specific occurrence by the Executive Council.

All registration and travel arrangements should be coordinated through the AFT-Oregon offices for which payments can be made directly on behalf of a participating officer.

Advances for hotel, meal and related costs will be provided in an amount up to eighty percent (80%) of the estimated cost, provided request is made in writing at least fifteen (15) days in advance of the event.

Officer expenses must be submitted within sixty (60) days from receipt of a reimbursable bill or occurrence, as in the case of mileage. (01-06-96)

Registration fees, accommodations and travel are not normally covered for officer participation in AFT-Oregon sponsored or provided programs for leadership development or other activities. Officers are encouraged to participate as a Local leader or activist and should make their request to their Local for participation in that capacity. Costs may be provided an officer where the program or activity:

- Assists development in their specific Executive Council or officer role (e.g., governance, communication skills, leadership skills, budgeting and finance, parliamentary procedure, etc.); or
- Assists development in their specific Local leadership role or responsibilities.

Requests should be made to the President for determination and will not be submitted for decision by the Executive Council. This does not preclude the Executive Council, from time-to-time reviewing the application of this policy. Normal registration procedures, deadlines and other requirements will be observed.

For occasions where a Local would, but is unable to provide costs for participation by the officer as a Local leader or activist, the State Federation may provide the costs, if requested through the Local in order to avoid enmeshing the State Federation in local politics.

Where assistance or support is provided, and an officer fails without good cause to attend and participate, any costs paid will be reimbursed to AFT-Oregon by that officer.

Participation at AFT-Oregon expense will not be for the opportunity merely for socializing or campaigning for union office.

*Adopted June 8, 1991
Amended January 6, 1996
Amended March 12, 2005*

INFORMATION DISTRIBUTION

In the general spirit of openness, Executive Council members will have equal access upon request to information prepared in the normal course of business including, but not limited to budgets, audits, agenda, minutes, reports, notices, announcements and correspondence. Exceptions are personnel files, information that the State Federation does not routinely keep, information about Locals not kept by the State Federations or not accessible to the State Federation; information not available in the manner requested; membership mailing lists or information which would unduly impact staff workload.

Adopted October 3, 1998

MEETINGS EXPEDITED PROCEDURES FOR ACTIONS BY THE EXECUTIVE COUNCIL

Motions

For clarity in the record of actions of the Executive Council and to minimize confusion in discussions and debate, motions for an action, other than procedural motions, will be reduced to writing by the maker on a form provided by the Secretary and submitted to the Secretary.

Committee Reports

Committee reports containing a recommendation for adoption by the Executive Council shall be treated as a motion and second to adopt. No separate motion to adopt or a second need be made. The Chair will ask if there is objection to accepting the report as an action of the Council. The report then will be accepted as an action of the Council unless there is objection by three (3) or more officers. If three (3) or more officers object, the motion to adopt is before the council subject to debate and regular rules (amendment, referral, etc.) for final disposition.

New Items at the Meeting

New items not submitted in advance and raised for the first time during an Executive Council meeting are automatically referred by the President to the agenda for the next Executive Council meeting or to an appropriate committee(s) for a report(s) with recommendation back to a subsequent Executive Council meeting. The President shall first ask if there is objection and if three (3) or more officers object, the President shall put consideration to an immediate vote. Upon a one-third (1/3) vote by the Executive Council, the unannounced item then may be taken up at the same meeting.

Adopted February 16, 2002

GUIDELINES FOR TAPING EXECUTIVE COUNCIL MEETINGS

The Secretary has determined to tape meetings to aid in preparation of minutes of Executive Council meetings. The taping allows the Secretary to be more fully involved in the discussions, debate and business of the meetings. Following are guidelines on the purpose and use of tapes:

- The Secretary is responsible for minutes of meetings.
- Meetings will be recorded by audiotape. The taping will begin with the call-to-order and will end with approval of a motion to adjourn, except that it will discontinue during any recess, or when the Council deems it appropriate.
- Executive sessions of the Executive Council will not be taped, although identification of the issue(s) considered (e.g. “Personnel Matters”) and any subsequent action will be taped in the normal course of business before the Executive Council.
- The audiotapes will be used to supplement notes for purpose of preparing minutes, such as clarifying motions, or verifying actions and consent.
- Tapes will be preserved only until adoption of the minutes of that meeting.
- Tapes are not for reproduction and/or distribution.
- Requests regarding tapes should be made to the Secretary via the State Office.

Adopted March 11, 2000

MEETINGS, SCHEDULING, NOTICE, ABSENCES, SPECIAL MEETINGS AND EXECUTIVE SESSIONS

Meeting Reminder

The office will notify all officers by thirty (30) days in advance of a scheduled meeting with a reminder of the date, time and place of a scheduled meeting of the Executive Council. The reminder will include a deadline for notifying and communicating with the President on any items proposed for the agenda; and a deadline for advising the office of needed overnight accommodations for individual officers. *(Added February 16, 2002)*

Meeting notices and agendas shall be given sufficiently in advance to all Locals of AFT-Oregon in order that members may have an opportunity to attend. An agenda including the time, date and location of the meeting is considered notice.

Agenda Items

The deadline for communication with the President on proposed items for the agenda is twenty (20) days in advance of the meeting. The officer proposing an item for the agenda will discuss the item with the President to clearly identify whether the item is appropriate for the agenda, and to allow for gathering of any appropriate supporting information to include with the agenda. *(Added February 16, 2002)*

Absences

Officers who are not able to attend a meeting shall notify the President or the office as soon as they become aware they will not be able to attend. Because the Constitution requires that when an officer misses two (2) consecutive meetings without good cause, the seat is declared vacant, they will provide the reason for absence. Good cause will be for illness, family emergency, accident, travel interference or delay, or required attendance at an activity, event or occasion that was scheduled on the date prior to the scheduling of the meeting, or intervening Local emergency such as contract negotiations, ratification or job action; or any other appropriate cause approved by the Executive Council. *(Added February 16, 2002)*

Open Meetings

The business of the Executive Council will be conducted in meetings open to officers and members of all levels of the organization.

No quorum of the Executive Council shall meet unannounced in private for the purpose of deciding or deliberating on any official business of the organization except as noted below.

MEETINGS, SCHEDULING, NOTICE, ABSENCES, SPECIAL MEETINGS AND EXECUTIVE SESSIONS *(continued)*

Meeting Locations

The Executive Council and its committees shall not hold meetings at any place where there is discrimination on the basis of race, creed, color, sex, age, national origin, disability or any other conditions enumerated in the AFT-Oregon Constitution.

Minutes

Minutes of Executive Council meetings will be kept. Minutes shall include officers, staff and visitors present; motions, proposals, resolutions or any other action proposed and their disposition; results of all votes or when disposition is by consent, an indication of consent without objection; and a brief, general summary of the substance of any discussion on any matter.

Cancellation

The President may cancel meetings because of inclement weather. The President, in consultation with the executive officers (Executive VP, Secretary, Treasurer), may cancel meetings for lack of business on the agenda.

Requested meetings

Meetings may be scheduled by request of at least the minimum number of officers required in the Constitution. Requests for meetings should be in writing to the President and should list the reason for the request. The meeting agenda will be limited to the purpose for which the meeting is requested. Notice of special meetings and distribution shall be the same as for regular meetings. Requested meetings also are open.

Executive Sessions

Executive sessions are defined as closed to all persons except officers of the Executive Council and Executive Staff as requested by the Council. As such, they will be used in compliance with the guidelines below. Notice of an Executive Session and a list of the principle subjects will be included in the regular meeting notice when the need for the Executive Session is identified prior to the distribution of the agenda for the regular Executive Council meeting. However, the Executive Council may vote to include additional subjects during a scheduled Executive Session and may add an Executive Session during the course of a regular meeting to consider subjects which have arisen since the distribution of the agenda.

MEETINGS, SCHEDULING, NOTICE, ABSENCES, SPECIAL MEETINGS AND EXECUTIVE SESSIONS *(continued)*

Executive Sessions will be held:

- 1) to consider the employment of executive employees, staff members and individual agents;
- 2) to conduct deliberations with persons designated by the Executive Council to engage in collective bargaining with the employees;
- 3) to conduct deliberations with persons designated to conduct business agreements;
- 4) to consult with legal counsel or representatives of the national organization on legal rights and duties of the organization in regards to any current litigation or litigation likely to be filed; and
- 5) to review and evaluate the employment-related performance of the Executive employee(s) or staff member(s) unless the employee or staff member being reviewed and evaluated requests an open hearing.

No executive session will be held for the purpose of taking final action or making any final decision.

Adopted October 3, 1998

Revised with Additions February 16, 2002

EXECUTIVE COUNCIL VOTING BETWEEN MEETINGS

The Executive Council may conduct votes when an emergency or other matter requires action between meetings and before the next scheduled meeting. Such vote will be taken at the direction of the President.

The description of the issue, the question to be voted and a ballot shall be forwarded by U.S. Mail, e-mail or fax, whichever is selected by the President, to each Executive Council member at their last address for the method used for forwarding, on the AFT-Oregon records. When officers expect to be away for extended periods of time from any of these communications methods described above, they will advise the office of additional numbers or addresses for contact.

Any such ballot will be returned either by U.S. Mail, fax or e-mail to the AFT-Oregon office. A tally of ballots will be kept with the returned ballots. Ballots shall be signed and dated by the voter to be counted.

For the outcome to be valid, any such voting will require a return from a quorum of the Executive Council. The outcome of any such vote will be determined by a majority of the votes cast.

The tally of ballots will be reported by the Secretary at the next regular meeting of the Executive Council.

Adopted October 17, 2003

OATH OF OFFICE FOR AFT-OREGON OFFICERS

I (**state your name**) accept my responsibility as an officer of the AFT-Oregon and pledge that I will faithfully observe its constitution and bylaws and those of the American Federation of Teachers.

I will carry out these duties to the best of my ability and pledge that I will work to the best of my ability to provide effective and responsible leadership. In this role, I agree to defend the principles of trade unionism; to work to improve the lives of our members; to promote non-members to join and unrepresented to organize; to advance their interests in the electing and holding accountable pro-worker politicians; and to advocate for full participation by all Locals in all affiliates.

I will purchase union made products and use unionized services whenever available, and I will not knowingly wrong a fellow union member or see a member wronged if it is in my power to prevent it. In addition, I will qualify myself to vote in all local, state and federal elections.

I further promise that I will turn over to my successor, when duly qualified, all documents and property belonging to the organization that may be in my charge.

*Original Adopted January 11, 1992
Revised March 1, 2003*

EXECUTIVE COUNCIL VACANCIES

Whenever an officer vacancy occurs, the office will notify all locals of the vacancy and solicit names and information of prospective candidates. The notice to locals should provide a deadline for inclusion of the information in the next appropriate Executive Council meeting packet, and that candidate names and information nevertheless may be submitted until the time of the meeting.

At the meeting where appointment(s) will be considered, a candidate(s) for appointment to a vacancy will be permitted up to two (2) minutes to address the Executive Council. Members of the Council may ask questions of the candidate(s). Officers may speak in favor of or opposition to a candidate(s). Proxy votes are not permitted under the LMRDA for filling officer positions. Because officers are elected by open ballot at the convention, secret ballots will not be used to fill vacancies. Nominees will be excused from the meeting during voting.

Voting to Fill Vacancy

A. One Position, One Candidate

In the case of a single candidate for an open position, appointment to fill the vacancy will be by voice vote. If the candidate does not receive a majority vote, the office will remain vacant and notice of vacancy will be reissued.

B. One Position, Multiple Candidates

If there is more than one candidate for a single open position, appointment to fill the vacancy will be by calling the roll of the Executive Council with each Officer expressing their preference for a candidate. The candidate receiving a plurality will be appointed. If no candidate receives a majority, an immediate runoff vote between the two candidates having the highest number of votes will be conducted by calling the roll again.

C. Multiple, But Different Positions

If there is more than one vacancy and they are different offices (e.g., President, Executive Vice-President, Secretary, Treasurer, VP for COPE), appointment will be taken one office at a time.

- 1) If there is a single candidate for the position, the procedure in (A) above will be used.
- 2) If there is more than one candidate for the position, the procedure in (B) above will be used.

D. Multiple, But Same Positions

If there is more than one vacancy and they are for the same office (e.g., Vice-Presidents), and the number of candidates are the same as the number of vacancies, appointment to fill the vacancies will be taken one candidate at a time by the procedure in (A) above.

EXECUTIVE COUNCIL VACANICES (continued)

If there is more than one vacancy and the number of candidates exceeds the number of vacancies, appointment to fill the vacancies will be by calling the roll of the Executive Council roll with each officer expressing all their preferences for candidates in the same number as there are vacancies. (EXAMPLE: Candidates "1", "2", "3", and "4" have been suggested for two vacancies. In calling the roll, Officer A announces her preference for candidates "1" and "4"; Officer B announces her preference for candidates "2" and "4"; Officer C announces his preference for "1" and "3"; and so on.) Candidates will fill the vacancies in order of votes received. In the case of a tie vote for the final position(s), an immediate run off vote will be conducted by calling the roll again with officers expressing their preference among those candidates tied.

Adopted June 10, 1995

PRINCIPLES FOR GUIDANCE IN DEVELOPMENT OF AN ANNUAL POLITICAL ACTION PROGRAM

The overall objective of political action is improvement of solidarity within AFT-Oregon and among labor organizations. Goals within the overall objectives include:

- Development of a small number of issues to focus political action development.
- Yearly development of resolutions related to AFT-Oregon political issues and positions (derived from above).
- Issue-based political action drives (utilizing the above).
- Incorporating our issues into external coalitions based first on our resolutions, then on issues in common with other organizations (AFSCME; OPEU, etc.)

With the above, the program should each year set a small, finite goal for the number of new Locals participating in voluntary political action contributions; should develop resolutions for the convention based on the issue objectives; should publish these issue objectives for Local leadership and members, and encourage development and assist in Local issues-based voluntary political action contribution drives; and should use them as a basis for evaluating candidates and setting the Legislative agenda. A detailed calendar can be developed from these suggestions.

Adopted by COPE April 3, 1999

Language revised to reflect April 22, 2007 deletion of COPE

PRINCIPLES FOR GUIDANCE ON POLITICAL ACTION QUESTIONNAIRE; CANDIDATE INTERVIEW AND RECOMMENDATION PROCESS; AND PRIMARY ELECTION PARTICIPATION; AND CAMPAIGN CONTRIBUTION CLASSIFICATIONS

Questionnaire

Staff develops streamlined questionnaire (1) for easy completion; (2) with less detail in the issue background setup and related questions; (3) for ease in updating for insertion of current ballot measure subjects and legislative issues (more modular); and (4) for distribution only to non-incumbents.

Interview and recommendation process

Interview and recommendation process should reflect simplicity by: (1) making recommendations in all state-wide races; (2) targeting only districts where AFT-Oregon has a reasonable base (do not consider recommendations in every district); (3) for non-incumbents, using the questionnaire; (4) for incumbents, using their record; and (5) making selections for interviews based on the candidate's responses to the questionnaire.

Participation (with recommendation and contributions) in the Primary

AFT-Oregon should focus the majority of its financial resources in the general election. However, when participating in a primary or special election, the political action subcommittee shall prioritize the organization's participation in order to effectively target resources and activities and to provide the most effective impact in the general election.

The Executive Council should examine each primary or special election candidate or issue(s) on its own merit regarding the degree of financial participation and/or contributions to a candidate or issue.

Campaign Classifications

A "campaign classification" system allows the Executive Council to prioritize legislative races and assign corresponding contribution amounts up to a certain threshold. To allow greater flexibility in supporting candidate races, a system will facilitate and streamline the contribution process. A classification system retains Executive Council control of campaign contributions, but allows staff to shift contributions given the particulars of a race (i.e., if the campaign becomes hotly contested, and a candidate needs immediate assistance). The Executive Council retains full responsibility for candidate recommendations and assigning the classification to each race.

**PRINCIPLES FOR GUIDANCE ON POLITICAL ACTION
QUESTIONNAIRE; CANDIDATE INTERVIEW AND
RECOMMENDATION PROCESS; AND PRIMARY ELECTION
PARTICIPATION; AND CAMPAIGN CONTRIBUTION
CLASSIFICATIONS** *(Continued)*

Any classification shift or campaign contribution request over the threshold will require Executive Council action in accordance with adopted policy.

The AFT-Oregon campaign contribution classification is as follows:

<i>Priority</i>	<i>Characteristics</i>	<i>General Election</i>
1	Special Circumstance. A hotly contested election with a pro-labor candidate who is also an AFT member.	Up to \$20,000 per election
2	Swing. A hotly contested contest with a Pro-Labor Candidate	Up to \$10,000 per election
3	Potential swing. A race which could develop into a hotly contested race; where a Pro-Labor candidate may need late assistance.	Up to \$5,000 per election
4	Pro-Labor. A race where a very Pro-Labor candidate may not face an extremely difficult race.	Up to \$2,500 per election
5	Strategic Advantage. A race where the incumbent does not have an extremely strong record; but has acted to benefit AFT-Oregon in demonstrable ways, or where a very Pro-Labor candidate will win easily.	Up to \$1,000 per election
6	Long Shot. District where Pro-Labor Candidate will have a hard time winning. Most likely no contribution.	Up to \$500 per election

Adopted by COPE April 3, 1999

Modified January 29, 2000

Modified with addition of Campaign Classifications May 22, 2004

Language revised to reflect April 22, 2007 deletion of COPE

POLITICAL ACTION RECOMMENDATION POLICY

AFT-Oregon Political Action Committee is established pursuant to the AFT-Oregon Bylaws. It functions to educate members about political matters of importance to their interests, particularly regarding political elections and ballot measures resulting from the Legislative or initiative process.

The Executive Council is responsible for evaluating candidates and making recommendations to the members in elections to Federal offices; in elections to statewide offices, such as Governor; in elections to State Senate and House of Representatives legislative districts; and in elections on ballot measures. Because the State Federation functions statewide, AFT-Oregon does not take positions in local political elections or on local ballot measures.

Recommendation of candidates will be based on evaluation of the candidates

- Responses to the AFT-Oregon candidate questionnaire;
- Participation in an interview;
- Record as an incumbent or holder of other elective office;
- Views and support on issues important to AFT-Oregon, its Locals and members. The issues are defined by the purposes of the organization; the policy resolutions adopted by the convention; policy resolutions adopted by the Executive Council; and policy resolutions of the AFT and its divisions.
- Views and support for the institutions, such as education and health care, in which our members serve the public;
- Views and support for the occupations represented by the union;
- Views toward organized labor;
- Support for the public policy favoring collective bargaining.

The committee also will solicit views of Locals with members in the various Legislative districts and take those views into account when making its recommendations.

The committee also will consider the position of organized labor and other labor organizations toward the candidate or measure. For ballot measures, recommendations will be evaluated for their effect on the same areas of consideration applied in the endorsement of candidates.

In evaluating candidates or ballot measures, AFT-Oregon COPE can take one of three positions:

- Support/recommendation
- Oppose
- No recommendation

It also can take no action or no position regarding any election or ballot measure.

POLITICAL ACTION RECOMMENDATION POLICY (continued)

The American Federation of Teachers COPE will be advised of any recommendations made in elections to federal offices. AFT-Oregon may make contributions to recommended candidates or ballot measure campaigns and will not make contributions where there is not a recommendation.

Recommendations will be published in the regular publications of AFT-Oregon.

Any member of the AFT-Oregon Executive Council with direct involvement in a candidate campaign will file a conflict of disclosure form with AFT-Oregon. Direct involvement pertains to members who are:

- officers of a political party in the jurisdiction of a candidate who is being considered for recommendation
- members of a candidate campaign committee
- working for the candidate or his/her opponent
- lending his/her name to be used in support or in opposition of the candidate.

This information shall be filed in writing and distributed with the official minutes of the AFT-Oregon Executive Council at the meeting next following the filing.

Adopted January 6, 1996

Amended October 15, 2005, with Disclosure Statement

Language revised to reflect April 22, 2007 deleting of COPE

Language revised July 1, 2011 replacing "endorse/endorsement" with "recommend/recommendation"

POLITICAL ACTION LOCAL CAMPAIGN CONTRIBUTIONS

The rights of workers, both public and private sector, including wages and benefits, right to collectively bargain and health and safety standards are under continuing attack in Oregon. It is the belief of AFT-Oregon that it must take a lead in setting the policy of the state of Oregon through education of its members, voters and elected officials at the state and local levels. Members also have the ability through joint efforts, to make a significant difference in the political arena. To further these objectives AFT-Oregon seeks to encourage locals to identify and support candidates for local governments and school/college boards, and it is the desire of the State Federation to help locals to develop plans towards that end.

To further these activities Locals may apply to AFT-Oregon for contribution to local candidate and ballot measure campaigns.

AFT-Oregon adheres to a well-defined process in determining support for candidate and ballot measure campaigns. To further development of well-rounded Local political action programs and activities, each Local making a request will follow a similar process before AFT-Oregon will contribute its support.

In support of a request, each Local must show that it has and used a specific evaluation and approval process for its position on Local candidates and measures in order for the application to be considered.

A requesting Local must demonstrate that it has:

- An active political action program
- A completed candidate or measure questionnaire
- A completed interview or other evaluation of candidate or measure
- A local union member involved directly with the campaign
- A financial commitment from the Local

An application from AFT-Oregon will be provided to Locals making requests for support or contribution and must be completed before the request will be considered.

AFT-Oregon will seek ongoing input from the member locals regarding potential local races, as well as statewide races.

Adopted February 14, 1998 (Addressing Resolution 97-3)

Revised by restatement February 10, 2001

Revised by restatement September 18, 2004

Language revised to reflect April 22, 2007 deletion of COPE

POLITICAL ACTION VP DISCRETIONARY CONTRIBUTIONS

The Executive Council authorizes the sum of \$500 for the fiscal year from the Political Action Committee funds for contributions to political activities and events without further approval of the Executive Council. Such contributions should reflect the best interests of AFT-Oregon in the judgment of the Vice-President for political action in exercising this discretion. This authorization is to provide some flexibility between regular meetings of the Executive Council. Any such contributions should be reported to the next meeting of the Executive Council. The amount is renewed each fiscal year.

*Adopted by Executive Council
November 9, 1991*

*As result of 1993 Bylaw amendments
Re-adopted by reconstituted COPE
November 13, 1993
Language revised to reflect April 22, 2007 deletion of COPE*

RETIREE CHAPTER SUPPORT

Background

Creation and chartering of an AFT-Oregon Retiree Chapter included a measure of support from the State Federation as a condition of chartering by AFT. Sponsoring state federations are expected to provide some measure of regular support for continuation and maintenance. AFT-Oregon advised AFT in its summary as follows:

“Chapter Operation. Upon chartering, the AFT-Oregon Executive Director will provide a recommendation to the AFT-Oregon Executive Council for operational support for the chapter including a permanent business address, letterhead and appropriate business cards, bookkeeping and financial activity, housing records, legislative and political action program development not inconsistent with AFT-Oregon general objectives, availability for advice ranging from issues to program planning and coordination, and a nominal annual financial contribution.”

Annual Support Program for AFT-Oregon Retiree Chapter

DIRECT

Financial

To be included in Executive Director budget recommendations to Finance and Personnel Committee)

INDIRECT

Start-up

Charter application
 IRS employer identification number filing (Form SS-4)
 Business address
 Business stationary (letterhead, envelopes)
 Assistance with AFT Membership Suite startup
 Record organization

Long-term (ongoing)

Operational

Record-keeping assistance
 Record storage
 Financial activity
 Chart of accounts
 Budget development
 Bill-paying
 Bank reconciliation

Financial reports (e.g., income and expense statements)

Financial reporting (e.g., IRS 990, etc. as required)

Governance

Meeting space for Board (as available)

Communications

Newsletter production (advice and nominal assistance)
 Material template design
 Production (occasional simple, small run flyers and promotion)
 QuickLetter (inclusion of leadership in mailing list)
 Web site (information and link to any Chapter web site that may be developed)
 e-mail lists

Membership Recruitment

Materials design and production assistance

Legislation and Political Action

Inclusion in programs as with a Local Executive Council April 16, 2004

WHISTLEBLOWER POLICY

General

AFT-Oregon requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of AFT-Oregon, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy shall apply to AFT-Oregon and its related organizations that may be in operation.

Reporting Responsibility

It is the responsibility of all officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within AFT-Oregon prior to seeking resolution outside AFT-Oregon.

Reporting Violations

AFT-Oregon has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor, who for most employees is the Executive Director, is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the President or anyone among the President, Executive Vice-President, Secretary or Treasurer whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the AFT-Oregon's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following AFT-Oregon's open door policy, individuals should contact AFT-Oregon's Compliance Officer directly.

Compliance Officer

The AFT-Oregon's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The AFT-Oregon's Compliance Officer is the chair of the Executive Committee Committee.

WHISTLEBLOWER POLICY *(continued)*

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Executive Committee Compliance Officer:

David Rives, President
AFT-Oregon
10228 SW Capitol Hwy., Portland, OR, 97219
971-888-5665

AFT-Oregon Management Staff

Dave Cecil, Chief of Staff
(Supervisor for all management and non-management employees except as noted below)

Shannon Brett, Director of Political and Legislative Affairs
(Supervisor of employees of the Political and Legislative Affairs Department)

Adopted June 24, 2009

Amended December 4, 2009, expanding to related organizations

Glossary

9 to 5	National Association of Working Women
ABGW	Aluminum, Brick and Glass Workers
ACTU	Australian Council of Trade Unions
ACTWU	Amalgamated Clothing and Textile Workers Union
AFL-CIO	American Federation of Labor-Congress of Industrial Organizations
AFSCME	American Federation of State, County and Municipal Employees
AFT	American Federation of Teachers
AFT-Oregon	American Federation of Teachers-Oregon (State Federation)
APBC	Ambulance Paramedics of British Columbia
APRI	A. Philip Randolph Institute
ATU	Amalgamated Transit Union
AWPPW	Association of Western Pulp and Paperworkers
BC&T	Bakery, Confectionery and Tobacco Workers
BC&YTB&CT	British Columbia & Yukon Territory Building & Construction Trades Council
BCFed	British Columbia Federation of Labour
BCGEU	British Columbia Government Employees Union
CBRT&GW	Canadian Brotherhood of Railway, Transport and General Workers
CLC	Canadian Labour Congress
CLUW	Coalition of Labor Union Women
CPU	Canadian Paperworkers Union
CUPE	Canadian Union of Public Employees
CUPW	Canadian Union of Postal Workers
CWC	Change to Win Coalition
CWA	Communications Workers of America
CWC	Communication and Electrical Workers of Canada
ERB	Employment Relations Board
E&CWU	Energy & Chemical Workers' Union
ESSN	Eugene-Springfield Solidarity Network
HEU	Hospital Employees Union

Glossary *(continued)*

HERE	HOTEL EMPLOYEES AND RESTAURANT EMPLOYEES
HRDI	Human Resources Development Institute, AFL-CIO
HSA	Health Sciences Association
IAFF	International Association of Firefighters
IAM&AW	International Association of Machinists and Aerospace Workers
IBEW	International Brotherhood of Electrical Workers
ICWU	International Chemical Workers Union
ILGWU	International Ladies Garment Workers Union
ILWU	International Longshoremen's and Warehousemen's Union
IWA	International Woodworkers of America
LERC	Labor Education and Research Center, University of Oregon
MCLR	Midwest Center for Labor Research
MWBIU	Marine Workers & Boilermakers International Union
NALC	National Association of Letter Carrier
NLRB	National Labor Relations Board
NOLC	Northwest Oregon Labor Council
OEA	Oregon Education Association
ONA	Oregon Nurses Association
OPEIU	Office and Professional Employees International Union
OPEU	Oregon Public Employees Union (SEIU)
OSEA	Oregon School Employees Association
OTEU	Office & Technical Employees Union
PNLHA	Pacific Northwest Labor History Association
PLAN	Political Legislative Action Network
PECBA	Public Employee Collective Bargaining Act
PSAC	Public Service Alliance of Canada
SEIU	Service Employees International Union
TWU	Telecommunications Workers Union
UA	UNITED ASSOCIATION OF PLUMBERS AND PIPEFITTERS
UBCJA	United Brotherhood of Carpenters and Joiners of America
UFCW	United Food and Commercial Workers

Glossary (continued)

USWA	United Steelworkers of America
UTU	United Transportation Union
VDLC	Vancouver and District Labour Council
VLC	Victoria Labor Council
VMREU	Vancouver Municipal and Regional Employees Union
WCIW	Western Council of Industrial Workers (Carpenters)
WFSE	Washington Federation of State Employees (AFSCME)
WSCCCE	Washington State Council of County & City Employees (AFSCME)
WSLC	Washington State Labor Council