



*A Union of Professionals*

**AFT-Oregon**  
AFL-CIO

# **Constitution and Bylaws**

**Revised at AFT-Oregon Convention  
April 10-12, 2015**

# Constitution

## of AFT-Oregon, AFT, AFL-CIO

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### ARTICLE I

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#### NAME

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The name of this organization shall be AFT-Oregon, and may be referred to as the American Federation of Teachers-Oregon, or AFT-OR.

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### ARTICLE II

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#### FEDERATION OBJECTIVES

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**Section 1.** To organize locals for the purpose of obtaining exclusive bargaining rights, including the right to strike, for all teachers and school related personnel, public employees, health care employees, and other workers, into one united organization for the benefit of the entire community.

**Section 2.** To bring locals of AFT-Oregon into relations of mutual assistance and cooperation between themselves and with workers of other unions.

**Section 3.** To obtain for education, health care and public workers all rights to which they are entitled in a free society.

**Section 4.** To improve standards for teachers, educational workers, health care employees, public employees and other workers by advancing economic status, promoting better preparation in basic professional programs, encouraging and promoting continuing education and in-service training, securing working conditions essential to the best performance and the most effective delivery of professional services.

**Section 5.** To promote the welfare of children and this society as a whole by providing progressively better educational opportunities for all, regardless of race, ethnicity, creed, sex, sexual orientation,

gender identity, disability, age, and social, political or economic status.

**Section 6.** To promote the welfare of the health care consumer by promoting progressively better access to and utilization of quality, affordable health care.

**Section 7.** To secure and support state and national legislation favorable to the objectives of AFT-Oregon.

**Section 8.** To serve as a clearinghouse for information concerning represented occupations and the constituencies served.

**Section 9.** To advance the standards of the education and health care professions by encouraging the hiring and retention of competent employees.

**Section 10.** To support and strengthen the commitment of the citizens and the government to excellence in education, health care and public service at all levels; promote and strive for improvement of schools, educational centers, health care systems and public services by encouraging and stimulating workers to take a more active part in governmental affairs; encourage workers to know and understand the nature and actions of their government and the important political issues; assist workers in organizing themselves for more effective political action, and in carrying out their civic responsibilities; and engage in any suitable activities to achieve the purposes above.

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### ARTICLE III

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#### LOCAL MEMBERSHIP

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**Section 1.** The Oregon Locals of the American Federation of Teachers, except

those that the American Federation of Teachers designate as or part of a regional council, are eligible for membership and shall affiliate. Provisions of the Constitution and Bylaws relating to newly affiliated Locals will apply to any chartered Local of the American Federation of Teachers which is not required to affiliate, but which subsequently affiliates or re-affiliates, at the time of their affiliation or re-affiliation. Unless specifically stated otherwise, references to AFT-Oregon Locals in this Constitution or Bylaws shall mean only those Locals which are affiliated with AFT-Oregon; and references to membership shall mean only in Locals affiliated with AFT-Oregon.

**Section 2.** Locals may establish procedures for admission of new members to the local. However, no discrimination shall be shown toward individual members or applicants for membership because of race, creed, ethnicity, sex, sexual orientation, gender identity, social, political or economic status, national origin, age, or disability.

**Section 3.** Terms of membership, suspension of membership, and reinstatement of membership shall be set by the Bylaws.

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#### ARTICLE IV

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#### OTHER MEMBERSHIP

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**Section 1.** Any worker eligible for membership in the American Federation of Teachers residing outside the jurisdiction of an established local may be accepted as a member of the nearest local or as a member-at-large of AFT-Oregon.

**Section 2.** In addition, AFT-Oregon may accept and retain as members retired workers, workers who have left the profession but wish to maintain affiliation, and students pursuing a course of study preparatory to entering a profession represented by AFT-Oregon.

**Section 3.** The Executive Council of AFT-Oregon shall have full jurisdiction in

the determination of a procedure for participation by at-large members in all activities of AFT-Oregon. Dues for members-at-large shall be set forth in the Bylaws.

**Section 4.** In jurisdictions where there is no local, employees may be admitted as associate members without voting rights but with rights to participate in benefit programs such as insurance, travel and discount buying programs. The dues for associate members shall be determined by the Executive Council.

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#### ARTICLE V

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#### OFFICERS

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**Section 1.** Officers shall be:

- a. The elected officers of the AFT-Oregon shall be a president, executive vice-president, secretary, treasurer, vice-president political action, and ten (10) vice-presidents.
- b. The President. Shall be the principle officer of the AFT-Oregon and administer all the affairs of the federation and executive policies of the federation as determined by the convention and the executive council. The president shall supervise, direct, promote, discipline and discharge staff. These duties are to include:
  1. Preside at all meetings of the Executive Council;
  2. Preside at the annual state Convention;
  3. Serve as the chief delegate to conventions of affiliates to which the State Federation is entitled to delegates;
  4. Present to the Executive Council and to the membership, where appropriate, regular and ongoing reports of AFT-Oregon activities on the local, state, and national level;
  5. Be responsible for the orderly management and successful completion of all AFT-Oregon business;

6. Be ex-officio member of all committees and subcommittees of AFT-Oregon;
  7. With the aid and approval of the Executive Council, appoint such additional standing and special committees which are deemed necessary, but are not inconsistent with this Constitution; and
- c. Executive Vice-President. The duties are to:
1. Fulfill all duties and responsibilities of the President in his/her absence;
  2. Be an ex-officio member of all committees and subcommittees of AFT-Oregon; and
- d. Secretary. The duties are to:
1. Perform the usual duties of corresponding and recording secretary;
  2. Transcribe accurately the minutes of all Executive Council meetings and ensure that the minutes are promptly sent to the Council members and locals;
  3. Assist the President in handling correspondence as far as is possible;
  4. Assist the President in preparing written agenda for Executive Council meetings and ensuring that such agenda be sent to the Executive Council members a reasonable time in advance of such meetings; and
- e. Treasurer. The duties are to:
1. Make an annual financial report to the Convention and to all locals;
  2. Be responsible for proper receipt and disbursement of AFT-Oregon funds;
  3. Be responsible for preparing tax returns and other financial reports as required by any governmental agency;
  4. Be responsible for accurate records and books of all AFT-Oregon

- financial transactions;
5. Be responsible for keeping the Executive Council and the membership informed of the present and future financial picture of the organization;
  6. Be responsible for preparing monthly financial statements of the organization; and
- f. Vice-Presidents. Each Vice-President shall act as liaison to locals as directed by the Executive Council.

**Section 2.** There shall not be more than two persons from the same local holding state office at the same time.

**Section 3.** All officers of AFT-Oregon shall perform the duties set forth by this Constitution, those which usually pertain to such offices, or those which are established by the Executive Council.

Additionally, officers of AFT-Oregon shall:

- a. Present to the Executive Council in a timely manner all matters that require a decision and/or action by the Council as detailed in the Constitution;
- b. Represent AFT-Oregon at meetings, workshops, conventions and activities as designated by the Executive Council, and/or by the president;
- c. Be responsive to all locals by giving advice, assistance and support to such locals whenever needed or requested; and
- d. Communicate his/her activities to the Executive Council on an ongoing basis or as required.

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## ARTICLE VI

### ELECTION AND RECALL OF OFFICERS

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**Section 1.** Eligibility. No one shall be elected to serve or shall continue to serve as an officer of AFT-Oregon unless she/he is a member in good standing of an affiliated local in good standing. An officer who leaves employment in a bargaining unit represented by a local except to assume the duties of an elected release-

time position in the union, may continue in office provided they are a member-at-large in good standing of their Local or of AFT-Oregon, but only through their election anniversary immediately following their departure from the represented employment.

**Section 2.** Term of Office.

- a. Officers shall be elected in the odd-numbered year to serve for a term of two years.
- b. The President shall serve a maximum of five two-year terms.
- c. Vacancies occurring during an officer's term may be filled by the Executive Council which shall have the power to fill vacancies in its membership for the balance of the term of office.
- d. An officer who is absent without good cause from two consecutive meetings of the Executive Council shall have their position declared vacant. The vacancy may be filled according to Section 2(c) of this Article.

**Section 3.** Election of Officers.

- a. Offices open for election shall be announced at the opening session of the Convention.
- b. Nominations of officers shall be by petition signed by at least ten (10) delegates and presented to the Secretary no later than Noon on the second day of the Convention. Declination of nominations shall be made no later than 1:00 p.m. on the same day. No individual shall hold more than one (1) elective office, nor be allowed to be a candidate for more than one (1) elective office in any given election.

In the event an election results in a violation of Article V, Section 2 (not more than two persons from the same Local holding office at the same time), and beginning in the order the officers are listed in Article V, Section 1(a), the first candidate elected to office from that Local shall be declared elected; then the second candidate elected to

office from that Local shall be declared elected; and subsequent candidates from that Local shall be eliminated until all positions of the Executive Council are filled.

- c. Candidates shall be introduced to the Convention during the next scheduled general session following submission of nominations.
- d. At the time of introduction, candidates may make a five-minute speech of acceptance.
- e.
  1. Balloting for election of officers shall take place under the supervision of the Elections Committee during the last general session of the Convention. Elections will be conducted by a single ballot listing all offices and all candidates for each office with each delegate casting the number of votes allotted to the delegate for a candidate for each office.
  2. When nominations result in only one candidate for an office, the Convention may conduct the election by acclamation. A vote by acclamation shall be taken only on a motion to elect by acclamation made and seconded by properly credentialed and seated delegates.
- f. A majority of votes cast for each office shall be required to elect the officer(s). In the event that no candidate for an office receives a majority of votes cast, a runoff election between the two candidates having the highest number of votes shall be conducted. The runoff shall be by roll-call vote.
- g. If, after an election, vacancies remain for any office, nominations for open offices will be accepted from the floor and shall remain open for a minimum of ten (10) minutes. A member may be eligible for nomination even if that person was a nominee for another office in the previous election. After the nomination period the presiding officer shall declare a ten (10) minute recess. Following the recess the candidates will be introduced

according to Section 3(d), and balloting will proceed following Section 3(e).

- h. Ballots shall be impounded and kept by AFT-Oregon for not less than one year.
- i. New officers shall assume their duties on July 1 following their election.

**Section 4. Recall of Elected Officers.**

- a. Any elected officer may be recalled for specific cause, which may include, but not be limited to, misconduct, illegal acts or willful, significant violation of the Constitution or Bylaws.
- b. Such recall election may commence and proceed in this manner:
  - 1. When at least one-third of the member locals representing at least one-third (33.3%) of the membership, within a period of sixty calendar days ask for a recall of an elected officer by submitting such request in writing to either the President or Secretary, the President or Secretary shall within seven working days notify each member of the Executive Council of such petition. The request shall state specific, detailed charges.
  - 2. The President or Secretary shall, within five calendar days of receipt of said petition, instruct the locals referenced in 1) above to prepare a summary of the question and office to be voted on by the locals of the state. This summary shall be submitted to the President. Upon receipt, the summary will be forwarded to the officers subject to removal who will be permitted to respond to each or any of the charges. Where the Secretary is the subject of the Petition for Removal, the President shall designate another officer to conduct the responsibilities of the Secretary under this Article.
  - 3. The President or Secretary shall concurrently appoint a three-member Polling Committee,

presided over by a Polling Officer, which the Committee shall select from its membership.

- 4. The Polling Committee shall, within one calendar week of its appointment, mail to each AFT-Oregon member in good standing the following:
  - a. The summary provided by petitioning locals in 2) above;
  - b. A ballot for each member; and
  - c. Instructions for completing the ballot, including time lines and dates by which ballots must be returned by mail to the Polling Committee.
- 5. Members shall return the marked ballot to the Polling Committee within three calendar weeks. In no case shall more than 45 calendar days elapse from the date of receipt of the petition identified in 1) above until results are delivered by the Polling Committee to the Executive Council.
- 6. The number of the local shall appear on the ballot and only those ballots of members of locals in good standing shall be counted. These votes shall not exceed in number the number of members for which percapita was last paid prior to the date on which ballots were sent from the State Office. Should the number of ballots cast by any local exceed that number to which that local is entitled, then the "ayes" and "nays" shall be reduced proportionately to come within the required number. The voters eligible to vote for removal will be restricted to members in good standing in a local in good standing at the end of the month immediately preceding the receipt of the petition in Section 4(b)(1).
- 7. The Polling Officer shall tabulate the votes sent in by the members. The tabulations by the Polling Officer shall be verified at the next

meeting of the Executive Council.

8. Ballots shall be impounded by AFT-Oregon for a period of no less than one year.

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**ARTICLE VII**  
**EXECUTIVE COUNCIL**

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**Section 1.** Composition of the Council.

- a. The Executive Council shall be composed of the elected officers as established in Article V, Section 1. In addition, the chief officer of a state chapter of retirees chartered by the American Federation of Teachers for Oregon, and the chief officer of affiliates of the American Federation of Teachers which are not required to be affiliated with AFT-Oregon, shall be an ex-officio member of the Executive Council, without vote. These positions shall be referred to by the title of Liaison. The Liaison seats will not be considered part of the Executive Council for purposes of a quorum.
- b. Meetings of the Executive Council may be called by the President or at the request of any three members of the Council.
- c. Each member of the Executive Council shall have one vote.
- d. A quorum for any given Executive Council meeting shall consist of a majority of the number of the Council positions filled at that time.

**Section 2.** Duties of the Council. The Executive Council shall have the following duties:

- a. To obey the instructions of the Conventions, except that any action by the Convention involving expenditure of funds shall be referred to the Executive Council with power to revise in conformity with the budget.
- b. To attend all Executive Council meetings.
- c. The Executive Council shall designate the Executive Vice-President to act in place of the President in the event of

temporary or permanent vacancy during his/her term, subject to the provisions of Section 3(a) of this Article.

- d. The Executive Council may create advisory councils. Such councils shall consist of members appointed by the Executive Council from affiliated locals who shall serve a term concurrent with the term of the President. The Executive Council shall receive, act on, and consider for adoption the recommendations of the councils.
- e. The elected members of the Executive Council shall be ex-officio members of the Conventions, but without vote unless credentialed as delegates from their local(s).

**Section 3.** Powers of the Executive Council.

- a. The Executive Council may employ such employees as it shall deem necessary.
  1. Any administrative employees shall be employed by individual or union contract with provision for orderly dismissal with the right to hearing and counsel available to the employee(s).
  2. Other employees shall also be employed by union contract and procedure shall be established in all such contracts for orderly dismissal with the right of hearing and counsel available to the employee(s).
- b. The Executive Council shall have the authority to assign duties and areas of responsibility for its members, as set by the Bylaws.
- c. The Executive Council shall have the power to interpret and enforce this Constitution and to make rules not in conflict with this Constitution and shall report such rules to the succeeding Convention for approval or rejection. Any interpretation of the Constitution by the Executive Council may be appealed at the next Convention.
- d. The Executive Council shall have the

power to appoint such special committees as it deems necessary, not inconsistent with the Constitution.

- e. The Executive Council shall have the authority to deal with all of the affairs of the Federation in the period between the Conventions.
- f. The Executive Council shall have the power to carry on all the business affairs of AFT-Oregon, including without limitation, the power to do on its behalf any or all of the following:
  - 1. To sue and be sued, complain and defend on behalf of and for the use of the Federation;
  - 2. To employ attorneys and counselors to advise the Convention, Executive Council and the state officers and employees on all matters pertaining to its business and affairs;
  - 3. To employ accountants, agents and other persons having skills and knowledge needed in the conduct of the business;
  - 4. To adopt an official seal, which may be altered at pleasure, and to use the same by causing it or a facsimile thereof, to be impressed or affixed or in any manner reproduced;
  - 5. To purchase, take, receive, lease as lessee, take any gift, devise, or bequest, or otherwise acquire, and to own, hold, use, deal in or with any real or personal property, or any interest therein;
  - 6. To sell, convey, mortgage, pledge, lease as lessor, and otherwise dispose of all or any part of its property and assets;
  - 7. To purchase, take, receive, or otherwise acquire, own, hold, vote, and use shares or other interests in or obligations of domestic or foreign corporations, associations, partnerships, or individuals; and to sell, mortgage, loan, pledge, or

otherwise dispose of such shares, interests, or obligations;

- 8. To make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations, and to secure any of its obligations by mortgage, pledge, or deed, or trust of all or any of its property and income;
- 9. To invest the funds of the Federation from time to time in any real or personal property; and to take and hold real and personal property as security for the security of funds so invested or loaned; and
- 10. To do anything they deem necessary or appropriate to the exercise of the foregoing power or any other power granted to the Executive Council in this Constitution.

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## ARTICLE VIII

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### CONVENTIONS

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**Section 1.** The regular Convention of the Federation shall be called annually by the Executive Council.

**Section 2.** The Call to Convention shall be issued not less than ninety (90) days prior to the date of the Convention.

**Section 3.** The Call to Convention shall include:

- a. Notice of delegate representation;
- b. Constitution and Bylaw amendment and Resolution submission deadlines;
- c. The tentative program prepared by the Convention Planning Committee, as revised and/or accepted by the Executive Council;



- d. Any other information as is appropriate.

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**ARTICLE IX**

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**CONVENTION REPRESENTATION**

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**Section 1.** AFT-Oregon locals shall send delegates to the state Convention by the following procedure:

- a. Any local having fifty members or less is entitled to two delegates to the Convention.
- b. Any local having more than fifty members is entitled to one additional delegate for each additional fifty members or major fraction thereof.
- c. Alternate delegates elected by their locals shall serve in the Convention in the place of regular delegates who either do not attend or leave prior to conclusion.

**Section 2.** For the purpose of seating delegates from locals at the Convention, membership shall mean the average number on which percapita tax has been paid for the calendar year immediately preceding the month in which the Convention meets, provided that:

- a. No local in arrears for more than two (2) months at the time of the Convention shall be entitled to representation; and
- b. In the case of locals which have been chartered during the year preceding the Convention, the average shall be computed on the basis of the number of months of affiliation, the minimum for such computation being two.

**Section 3.** Delegates and/or alternates chosen to represent locals at the State Convention shall be selected by secret ballot vote conducted by the local.

- a. Members of the local must be given suitable opportunity to nominate candidates for the office of delegate and alternate.
- b. Written notice announcement of the time and place for election of delegates must be mailed to each

member of the local at least fifteen (15) days prior to the election.

- c. The results of the election must be published in the local newsletter and the ballots kept for one year by the local.

**Section 4.** AFT-Oregon shall be notified of such delegate/alternate selection by appropriate time lines in order for delegates to be seated.

- a. Each local must send such notification by registered or certified mail or e-mail to the AFT-Oregon Secretary, including a certified list of officially credentialed elected delegates and alternates.
- b. Such notification must be postmarked or date stamped not less than thirty (30) calendar days prior to the opening date of the Convention.
- c. Only delegates and alternates registered on the certified list shall be seated at the Convention.

**Section 5.** When a delegate leaves the Convention, his/her place in the Convention may be taken by an alternate, if any has been certified as provided in this Article.

- a. Such replacement shall occur in the order of the certified delegate list.
- b. No other replacement or transferring of voting privilege shall occur.
- c. Departure of a seated delegate from the convention shall be reported immediately by the Local's ranking delegate to the credentials committee so that the Local's vote distribution will be properly reconciled. Absent proper notification, the vote distribution will be based on the original seating of the Local's delegation.

**Section 6.** Retiree Representative. A chapter of retirees chartered by the American Federation of Teachers for Oregon, may elect one delegate to the state convention in the manner prescribed by Section 2, 3 and 4 of this article, and shall be entitled to one vote at the convention. Such delegate shall be

entitled to all rights and privileges of a delegate except that such delegate shall not be entitled to nominate any candidate for federation office or cast a vote in the elections of the federation unless such delegate has been elected to that position by secret-ballot vote.

**Section 7.** On all roll call votes in the State Convention, each local represented shall be entitled to a number of votes equal to the average membership as defined in Section 2 of this Article.

- a. The votes of a local shall be distributed as evenly as possible among the delegates present at the time of the voting. However, votes shall not be fractioned.
- b. Votes not equally divisible shall be assigned by lot or by some other objective formula which has been previously reported to the Secretary of AFT-Oregon, with no delegate getting more than one of the additional votes.

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## ARTICLE X AMENDMENTS

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**Section 1.** The AFT-Oregon Constitution may be amended at the annual Convention or by referenda as provided in Article XI.

**Section 2.** Proposed amendments to the Constitution may be submitted to the annual Convention either by request of the Executive Council, by the Convention body, or by request of a local. All amendments shall bear the signature of at least two elected officers of the Federation introducing the amendment. The officers signing the amendment shall certify that the amendment was approved for submission to the Convention by the Executive Council or membership of the local or by the Executive Council or previous Convention of AFT-Oregon.

**Section 3.** If a proposed amendment is to be considered by the Convention, it must be submitted to the AFT-Oregon office post-marked or date stamped at least sixty (60) days before the date of

the Convention and must be sent by the State Office to the locals for consideration at least forty-five (45) days before the Convention convenes.

**Section 4.** The Constitution shall be amended at the Convention by two-thirds majority vote of votes cast by delegates.

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## ARTICLE XI REFERENDA

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**Section 1.** Proposed actions to be taken by AFT-Oregon, including revisions of actions of the Convention and amendment(s) to the Constitution and Bylaws may be submitted to a referendum of the membership;

- a. by order of the Convention; or
- b. by order of the Executive Council; or
- c. by request of five (5) or more locals representing not less than fifteen percent (15%) of the members then in good standing; or
- d. by a petition signed by not less than ten percent (10%) of the membership.

**Section 2.** The Executive Council shall not order a Convention action to be submitted to referendum.

**Section 3.** The following actions taken by the Executive Council shall not be subject to referendum:

- a. Actions of the Convention involving expenditure of funds;
- b. The employment, re-employment, or dismissal of officers, organizers, office employees, and other general employees who are appointed and whose salaries or other remuneration are fixed by the Executive Council;
- c. The power to interpret and enforce the Constitution and to make rules and Bylaws not in conflict with the Constitution subject to report to succeeding Convention for approval, rejection or modification;
- d. The power to appoint committees not inconsistent with the Constitution;

- e. The time and place for the meetings of the Executive Council and the expenses involved therein;
- f. The power to fill vacancies on the Executive Council;
- g. The power to investigate locals;
- h. Appropriate Bylaws governing nominations and elections procedures;
- i. Action taken by the Convention under authority of Article VII, Sections 2 and 3.

**Section 4.** In no case shall a referendum be held whose termination date is between June 1 and September 1 of the calendar year.

**Section 5.** After receipt of order or request for referendum, it shall be the duty of the AFT-Oregon President to transmit the question to be voted on to the locals within two weeks of its receipt by him/her. Following this, there shall be a period of six weeks during which the proponents and opponents shall be given the opportunity to debate the issue through the regular channels of AFT-Oregon, at the end of which time the President shall send to the individual members of all locals in good standing ballots upon which the members shall cast their votes.

**Section 6.** The President of AFT-Oregon shall rent a postal deposit box for the purpose of referenda balloting. The individual members will mail the ballots to this postal box.

**Section 7.** The closing date of the referendum shall be thirty (30) days from the date the ballots are mailed from the State Office.

**Section 8.** At the end of the thirty (30) days, the President, or the President's representative, accompanied by at least two representatives of each side of the issue on the ballot, shall remove the ballots and cause them to be counted. Ballots received after the opening of the postal box shall not be counted. In the alternative, the President, with the consent of the Executive Council, may

engage an independent agency to conduct the balloting and to count the votes. In such event the agency shall count only those ballots received during the thirty (30) day period following the mailing of the ballots to the members.

**Section 9.** The number of the local shall appear on the ballot and only those ballots of members of locals in good standing shall be counted. These votes shall not exceed in number the number of members for which percapita was last paid prior to the date on which the ballots were sent from the State Office. Should the number of ballots cast by any local exceed the number to which that local is entitled then the "ayes" and the "nays" shall be reduced proportionately to come within the required number.

**Section 10.** The President shall notify the locals of the results of the referendum as soon as possible, but no later than two weeks following receipt of the count. The President shall also publish the results in the official publication of AFT-Oregon.

**Section 11.** The AFT-Oregon policy adopted by referendum shall not be considered by the first Convention following the referendum.

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## ARTICLE XII

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### AFFILIATIONS

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**Section 1.** This Federation shall maintain affiliations with and whenever possible send delegates to the following organizations:

- a. The American Federation of Teachers. The delegates and alternates to the AFT Convention shall be elected by a majority vote at the annual Convention. Notice of the election shall be sent to each local in the Convention Call. The President and Secretary shall certify the election and send the credentials of the elected delegates and alternates to the AFT office as soon as possible but not later than the number of required days for receipt before the opening of the Convention.

- b. The Oregon AFL-CIO. Delegates and alternates shall be elected by majority vote at the annual Convention. The appropriate officers shall certify the election and send the credentials of the elected delegates and alternates to the Oregon AFL-CIO office as soon as possible but not later than the number of required days for receipt before the opening of the Convention.

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

**Section 3.** All possible effort shall be made by the Federation to pay the expenses of delegates to meetings and conventions of affiliates.

**Section 4.** Delegates to affiliated organizations shall be members in good standing of a local in good standing.

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**ARTICLE XIII**  
**DUES AND AUDIT**

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**Section 1.** Each affiliated local shall pay directly to the State Office for each member a percapita dues. The amount shall be set by the Bylaws.

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

**Section 3.** An annual audit of the Treasurer's books shall be required. The audit shall then be approved by the Executive Council and a report shall be made to member locals.

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**ARTICLE XIV**  
**PARLIAMENTARY PROCEDURE**

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"Robert's Rules of Order, Revised" shall govern this Federation in all cases to which they are applicable and not inconsistent with rules regularly adopted by the Federation.

**END**

# Bylaws

## of AFT-Oregon, AFT, AFL-CIO

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### ARTICLE I

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### LOCAL STANDING

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**Section 1.** Locals of AFT-Oregon shall maintain good standing by the timely paying of percapita dues as prescribed by Article II of these Bylaws.

**Section 2.** Any local which is more than two months in arrears in payment of dues to AFT-Oregon shall be suspended from membership, upon action of the Executive Council.

**Section 3.** In all cases, a local which is more than six months in arrears in payment of dues to AFT-Oregon shall be suspended from membership.

**Section 4.** A suspended local may be reinstated after payment of back dues or by action of the Executive Council.

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### ARTICLE II

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### PERCAPITA

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**Section 1.** Each local shall pay directly to the State Office for each member or fair share contributor a percapita per month based on the schedule in subsection (a).

- a. Effective September 1, 2012, each local shall pay a percapita tax of \$35.00 per month.
  1. Locals with members whose annual salary is less than \$36,000, may submit the percapita tax at one-half the monthly rate.
  2. Locals with members whose annual salary is less than \$14,000, may submit the percapita tax at one-fourth the monthly rate.
  3. Locals with members whose annual salary is less than \$8,500, may submit the percapita tax at one-eighth the monthly rate.

b. Three dollars (\$3.00) of percapita prorated on the schedule of percapitas in Section (a) shall be set aside each month in a political action account. Effective September 1, 2012, the amount shall be increased to three dollars and fifty cents (\$3.50). The funding generated will be used in candidate and ballot measure campaigns in support of the goals of AFT-Oregon and in the cause of its members, their work places, and their occupations in our education, health care, other valued services, and to raise the voice of working people. In addition, the funds will be used to support candidates and ballot measures, endorsed by AFT-Oregon, in cooperation with the AFL-CIO, to advance the cause of our members.

c. Locals having members who pay a fair share fee to another employee organization for representation within the Local's jurisdiction may submit percapita for the income category which is one-half (1/2) of the full income category of those members.

d. The percapita rate on members who are laid-off or on unpaid leave shall be one dollar (\$1.00) per month.

e. There shall be no percapita requirement from the local to the state federation for an active member who retires from his/her represented position and who remains a retiree member of his/her local.

**Section 2.** AFT-Oregon members-at-large dues shall be equal to the sum of AFT-Oregon, AFT and Oregon AFL-CIO percapitas, according to the schedule of percapitas for each organization, and shall be paid monthly to the State Office.

**Section 3.** The Treasurer of each affiliated local shall fill out and forward to the State Office on or before the 15th of each month the percapita report, to include:

- a. Number of members in good standing as of the first day of that month;
- b. An amount of the appropriate percapita for members in good standing as identified in (a);
- c. Names and addresses of any new members not included in previous months' reports;
- d. Corrections of names or addresses in error or changed from previous months' reports;
- e. The requirements of (c) and (d) of this Section may be fulfilled by timely submission of the required information in reports to the American Federation of Teachers.

**Section 4.** Any affiliated local not paying its percapita tax on or before the 15th day of the month:

- a. Shall be notified of the fact by the State Office;
- b. Shall, if in arrears for sixty (60) days or longer, pay a 5 cent penalty percapita per member per month or portion thereof upon action of the Executive Council.

**Section 5.** Three cents of each percapita shall be set aside for the Defense Fund. The Fund shall not be utilized initially until it has accumulated at least \$5,000. At no time will the Fund be decreased below \$1,000.

**Section 6.** Two cents of each percapita shall be set aside each month in a Building Fund to finance the purchase of an AFT-Oregon building. The Fund shall continue until such time as the purchase has been completed and any additional financial costs of the building not covered by income from the building have been met.

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**ARTICLE III**  
**CONVENTION PLANNING AND REPARATION**

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**Section 1.** The date of the State Convention shall be decided by the Executive Council.

**Section 2.** The State Convention shall be planned and prepared by a Convention Planning Committee.

**Section 3.** The Convention Planning Committee shall be appointed by the Executive Council by September 30.

**Section 4.** The Convention Planning Committee shall:

- a. Prepare the tentative program of the next Convention.
- b. Submit that tentative program to the Executive Council for approval or change by December 1.

**Section 5.** The Convention Call shall be issued by the Executive Council as prescribed in Article VIII of the Constitution.

**Section 6.** Delegate materials shall:

- a. Be made available to delegates no later than fourteen (14) calendar days prior to the opening of the Convention;
- b. Include resolutions and amendments to be considered, and any other materials deemed necessary by the Executive Council and/or the Convention Planning Committee.

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**ARTICLE IV**  
**RESOLUTIONS**

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**Section 1.** Resolutions to the Convention may be introduced by locals or the Executive Council of AFT-Oregon in this manner:

- a. A resolution must be mailed or e-mailed to the AFT-Oregon Office postmarked or date stamped no later than thirty (30) calendar days prior to the opening of the Convention if it is to be considered;
- b. It shall contain the title and shall be submitted to the AFT-Oregon President

as a text based document and a pdf. The resolution shall bear the signature of at least two elected officers of the local submitting the resolution;

- c. The officers signing the resolution shall certify that the resolution was approved for submission to the Convention by the local executive board or membership, or by the Executive Council of AFT-Oregon.

**Section 2.** Resolutions submitted as prescribed by Section 1 shall be mailed or e-mailed from the State Office to all AFT-Oregon locals at least fourteen (14) calendar days prior to the Convention.

**Section 3.** A resolution not submitted by the provisions of Section 1 may be considered by the Convention delegates through the general sessions of the first two days of Convention if a two-thirds majority of delegates vote in favor of its consideration; or in subsequent general sessions if three-fourths of the delegates vote in favor of its consideration.

**Section 4.** Effective January 1, 2014: All resolutions shall be designated "binding" unless designated as "non-binding" in the text of the resolution. "Binding" and "non-binding" shall be enacted as described below.

- a. All "binding" resolutions passed on the floor of AFT-Oregon annual Convention are to be acted upon at the next regular Executive Council meeting convened following Convention. Measurable action on each resolution is to be documented and sent electronically to each Local President by November 1 following Convention.
- b. All "non-binding" resolutions passed on the floor of Convention are considered to be in-line with AFT-Oregon objectives as outlined in the AFT-Oregon Constitution, Article II, and are considered a public declaration of AFT-Oregon's values.

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## ARTICLE V

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### CONVENTION COMMITTEES

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- Section 1.** There shall be at each Convention an Elections Committee, a Credentials Committee, a Constitutional Amendments Committee and other committees as needed.
- a. The Elections Committee and the Credentials Committee shall:
    - 1. Each be at least five members appointed by the President and approved by the Executive Council;
    - 2. Each be appointed and notified in writing no later than fourteen (14) days prior to the Convention.
  - b. The Elections Committee shall conduct Convention elections.
  - c. The Credentials Committee shall be responsible for the registration of delegates, Executive Council members and visitors.
  - d. The Constitutional Amendments Committee:
    - 1. Shall consist of delegates to the Convention who are assigned to this Committee as other Convention committees in Section 1(e);
    - 2. Shall consider proposed constitutional amendments submitted to the Convention and provide recommendations for adoption.
  - e. Other Committees:
    - 1. Shall be appointed by the President with the approval of the Executive Council;
    - 2. Appointment shall be based on consideration given to preferences expressed on Committee Choice Cards, although the Executive Council is not bound to those choices, and shall attempt to see that committees are balanced;
    - 3. AFT-Oregon standing committee members who are Convention delegates shall be assigned to

corresponding Convention committees, where they exist as such, where feasible, so as to coordinate activities of the committees;

4. Committees shall meet during Convention at the appointed times for the purposes of considering resolutions and for any other reason deemed necessary by the Executive Council or Convention Planning Committee;
5. Lists of committee assignments shall be included in the Convention packet.

**Section 2.** A delegate interested in a specific problem of a resolution shall have the opportunity to present his/her viewpoint to the appropriate committee at a time designated by the committee chairperson.

**Section 3.** Changes in assignments of delegates to committees shall be made only by the President. Application for such change must be made by the delegate and submitted not later than one (1) hour before the scheduled time for the start of committee meetings, and shall include a written statement of the reason for desiring the change.

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## ARTICLE VI

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### GENERAL CONVENTION PROCEDURE

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**Section 1.** The Convention shall be convened at the time and place designated by the Executive Council.

**Section 2.** Registration of delegates, members of the Executive Council, and visitors shall begin no later than one hour prior to convening the Convention.

**Section 3.** Before the time for registration, the President shall furnish the Committee on Credentials with copies of the lists of delegates and alternates submitted by the locals.

**Section 4.** Each delegate, members of the Executive Council, and visitors shall be

furnished with an appropriate official badge to be worn at the Convention.

**Section 5.** The President or presiding officer of the Convention shall appoint an appropriate number of ushers whose duty it shall be to see that only persons entitled to admission shall be admitted to the Convention hall. The ushers shall see that visitors are seated in the section assigned to them. The ushers shall also assist the presiding officer in such other ways as may be directed.

**Section 6.** Only credentialed delegates, alternates and members of the Executive Council shall be admitted to the Convention floor, except invited guests who are participating in the program of the Convention. All visitors shall secure a pass from the Credentials Committee, and shall be seated in the section reserved for them. The President, or designee, of any AFT chartered Local in Oregon which is not required to be an affiliate of AFT-Oregon, will be provided a special, limited credential for admission to the Convention floor with only the right to speak to issues before the convention pertinent to the jurisdiction of that Local.

**Section 7.** The Convention program shall provide for a minimum of one (1) business session on each day the convention is scheduled, including the one for nominations.

**Section 8.** The Convention program shall make available a minimum of three hours for meetings of Convention committees.

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## ARTICLE VII

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### SPECIAL RULES OF ORDER FOR CONVENTIONS

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**Section 1.** The Convention shall be called to order and conducted according to the printed program as prepared by the Convention Committee and approved by the Executive Council, subject to any modifications that the Convention may make.

**Section 2.** Delegates shall be seated



upon acceptance by the Convention of the report of the Credentials Committee. A list of delegates shall be made available to the members of the Convention.

**Section 3.** The right of any delegate to be seated as a member of the Convention shall be subject to challenge within a twenty-four hour period after he/she has been declared seated by the Convention. Challenged delegates may vote unless or until successfully challenged and determined inappropriately seated by the Credentials Committee; however, in the event of a roll-call vote, a successful challenge invalidates the individual's vote.

**Section 4.** In the case of locals represented by fewer delegates than the number of votes to which they are entitled, the votes shall be distributed in accordance with the Constitution provision expressed in Article IX, Section 7.

**Section 5.** A quorum for the conduct of business at a Convention shall be twenty-five percent (25%) of the delegates who have been seated.

**Section 6.** A copy of the rules should be provided to delegates and visitors upon Convention registration.

**Section 7.** Limitation of speeches in debate shall be five minutes instead of ten minutes as provided in "Robert's Rules of Order, Revised," unless time is extended by majority vote of the body.

**Section 8.** The order of business for the business sessions of the Convention shall be as follows:

- a. Report of Committee on Credentials (Credentials Committee shall make supplemental reports at the beginning of each business session of the Convention);
- b. Any action on minutes of the previous Convention as summarized in the delegates' reports prepared by the Convention Reporter;
- c. Reports of Officers and Executive Employees (such reports given prior to seating of delegates shall be referred

to the appropriate committees without debate and without action of the Convention).

i. The President or their designee, shall give a written and/or verbal report to all seated delegates on dispositions including, but not limited to all actions taken by the Executive Council as directed by each resolution pertaining to all resolutions passed or referred to the Executive Council at the previous year's convention.

d. Report of Executive Council;

e. Reports of Convention Committees:

1. The Constitutional Amendments Committee shall be heard in full prior to other committee reports, and shall report only the proposed amendments which it recommends for adoption; those amendments shall then be considered.

i. At the conclusion of the report, any delegate may move adoption of a proposed amendment not recommended by the committee;

ii. The Chair shall immediately put the question of whether the Convention desires to debate the proposed amendment;

iii. If this motion prevails by a one-third vote, the proposed amendment shall be before the Convention.

2. Each other committee shall select the two resolutions or items of business it considers most important for its initial report.

3. Committee Reports shall be received at the time designated in the printed program.

4. Reports shall be made in the order determined by the Chairperson of the Convention Committee and the President who shall make such assignments upon application by the chairs of committees, except that the Convention may desire to

receive reports in a different order.

5. Once a committee's first two resolutions or items of business have been considered by the Convention, or at the end of an hour, whichever comes first, of each committee's partial report, debate shall be closed and all pending questions shall be put to a vote immediately, unless the time of debate is extended by majority vote of the Convention.
6. After all committees have had an opportunity to make their first reports, additional committee reports may be made in the order selected by the President.

**Section 9.** A delegate may move for a roll-call vote on any item being considered.

- a. A motion calling for a roll-call vote shall require a thirty percent (30%) vote for adoption.
- b. After a roll-call vote has been ordered, further debate on the question being considered shall be limited to ten (10) minutes. In the case of a roll-call vote for an election, the presiding officer shall immediately declare a recess, as in subsection (c).
- c. Following the ten (10) minutes of debate, the presiding officer shall declare a ten (10) minute recess for the purpose of delegation caucus.
- d. After caucus, the Secretary will immediately begin the roll-call, announcing the local and the number of votes that the local is entitled to as prescribed by Article IX, Section 1, of the Constitution.
- e. The votes shall be voice vote and cast by the ranking delegate of each local represented.
- f. The results of the roll-call vote shall be tabulated by the Credentials Committee (or, in the case of an election, the Elections Committee) and reported to the Convention immediately upon completion of the

tabulation according to the following procedure:

1. The total votes shall be read;
2. If any delegates challenge the vote of his/her local, the roll of delegates from that local shall be read, and each delegate shall rise as his/her name is called, announce his/her vote and state the number of votes he/she is casting;
3. The report on the roll-call vote shall then be revised to agree with the oral vote just taken;
4. A copy of the roll-call vote shall be posted showing the vote of each delegate, and shall remain posted until the end of the Convention.

**Section 10.** The Convention shall not adjourn unless all business of the Convention has been properly completed.

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## **ARTICLE VIII AMENDMENTS**

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**Section 1.** The AFT-Oregon Bylaws may be amended at the annual Convention.

**Section 2.** Proposed amendments to the Bylaws may be submitted to the annual Convention either by request of the Executive Council, by the Convention body, or by request of a local. All amendments shall bear the signature of at least two elected officers of the Federation introducing the amendment. The officers signing the amendment shall certify that the amendment was approved for submission to the Convention by the Executive Council or membership of the local or by the Executive Council or previous Convention of AFT-Oregon.

**Section 3.** In the case of Constitutional or Bylaw amendments, the timelines provided in Constitution Article X, Section 3, apply. The Bylaws shall be amended at the Convention by a simple majority vote of votes cast by delegates.

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**ARTICLE IX**

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**TRANSPARENCY AND ACCESSIBILITY**

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**Section 1.** The agenda for all Executive Council meetings and Executive Council committee meetings shall be distributed electronically to Local Presidents and be made available to all members online through the password protected portion of the AFT-Oregon website at least one week in advance of any meeting.

**Section 2.** Any member is allowed to attend any Executive Council meeting or Executive Council Committee meeting with 24-hour notice to the President of AFT-Oregon.

**Section 3.** Minutes from all Executive Council meetings and Executive Council committee meetings shall be distributed electronically to the President of each Local and be made available to all

members of AFT-Oregon through the password protected portion of the AFT-Oregon website.

**Section 4.** AFT-Oregon's governing documents, including the Constitution and Bylaws, shall be made available online through the AFT-Oregon website.

**Section 5.** The AFT-Oregon budget and annual audit report shall be made available online through the password protected portion of the AFT-Oregon website.

**Section 6.** E-mail addresses for AFT-Oregon officers and staff shall be publicly available on the AFT-Oregon website.

**END**

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