

Revised April 27, 2005

CONSTITUTION

LOCAL 6200

ASSOCIATED ACADEMIC PROFESSIONALS

AMERICAN FEDERATION OF TEACHERS, AFL-CIO

ARTICLE I

NAME

This organization shall be known as AFT Local 6200--Associated Academic Professionals.

**ARTICLE II
OBJECTIVES**

The objectives of the organization shall be:

- Section 1. To provide effective collective bargaining representation regarding salaries, benefits, and working conditions for all employees eligible for membership.
- Section 2. To fight all forms of bias in employment and provision of services due to: race; creed; sex; age; disability; sexual preference; national origin; or social, political, or economic status.
- Section 3. To work for passage and retention of just laws and policies to protect and strengthen the role of education employees and to improve the climate for students and education employees in Oregon.
- Section 4. To encourage mutual understanding, support, and cooperation within the entire Eastern Oregon University community.
- Section 5. To promote democracy and equality at Eastern Oregon University and in society at large.

ARTICLE III MEMBERSHIP

- Section 1. All EOU employees included in the bargaining unit(s) represented by the local shall be eligible for regular membership. Regular members shall be entitled to all the rights and privileges in this organization.
- Section 2. Membership shall be by application. Membership withdrawal shall be by certified mail.
- Section 3. A member in good standing is defined as being current in dues. A member may be dropped from the rolls of the organization upon being two (2) months in arrears in the payment of his/her dues. The member may be reinstated upon a decision of the Executive Council, which will determine, or may waive completely, the amount of a reinstatement fee.
- Section 4. Persons holding the rank of dean, vice president or president shall not be eligible for membership. A member who is promoted to such a position shall be automatically removed from membership on the effective date of promotion. Persons described in Section 1 above who are excluded from coverage in a bargaining unit on account of being supervisory (as defined by the PECBA), administrative or confidential employee under applicable law shall not be eligible for membership.
- Section 5. Associate membership without the right to vote or hold office shall be open to retired members. Personnel in administrative positions (not mentioned above in Section 4) upon request and subject to a favorable vote of the general membership may become associate members.
- Section 6. No person shall be denied membership on the basis of gender, race, national origin, sexual orientation, disability, religious or political beliefs

ARTICLE IV OFFICERS AND ELECTION OF OFFICERS

- Section 1. The following officers shall be elected every two (2) years by the membership at large:
- a) President
 - b) First Vice President
 - c) Vice President for Collective Bargaining
 - d) Secretary
 - e) Treasurer

- Section 2. The following officers shall be elected every two (2) years by constituent groups:
- a) Representative (Tenured/tenure track faculty, School of Arts and Sciences)
 - b) Representative (Tenured/tenure track faculty, School of Education and Business)
 - c) Representative (Librarians)
 - d) Representative (Resource Faculty, School of Arts and Sciences)
 - e) Representative (Resource faculty, School of Education and Business)
- Section 3. Membership in good standing for at least one year shall be required to hold office, except during the first two years after the charting of this local.
- Section 4. Nominations for office shall be made at the regular January meeting. Notice shall be provided to each member at least fifteen (15) days prior to the meeting that nominations will be in order. Nomination may be made by presentation of a petition containing at least five (5) signatures of members, or from the floor.
- Section 5. Election procedures:
- a) Elections shall be conducted within no more than thirty (30) days of nomination. If mail ballots are used, ballots shall be prepared and mailed to each member in good standing within fifteen (15) days following the nomination meeting. The ballots shall be returned to the Election Committee no later than fifteen (15) days from the date originally sent to the members.
 - b) The candidate receiving a majority of the votes cast shall be declared elected. Should no candidate obtain a majority vote, a run-off election of the two candidates receiving the most votes shall commence within 15 days.
- Section 6. The ballots and all other records pertaining to the election shall be kept by the Secretary for a period of not less than one (1) year.
- Section 7. Officers shall be installed at the regular April membership meeting, or at a special meeting held for this purpose.
- Section 8. The Executive Council is authorized to fill by appointment any vacancies that occur during a term of office.

ARTICLE V DUTIES OF THE OFFICERS

- Section 1. President. The President shall preside at all general meetings and the meetings of the Executive Board. He/she shall sign all necessary papers and documents, and represent the Local when and where necessary. The President shall serve as the ranking delegate to the annual AFT-Oregon convention. He/she shall make a report to the membership at least once each year, summarizing the accomplishments and outlining plans for the next year.

Section 2. First Vice President. The First Vice President shall perform all duties of the President in the absence of that officer, shall serve as Parliamentarian, and shall work with the President to ensure the smooth operation of the organization. The First Vice President shall serve as a delegate to the annual AFT-Oregon convention.

Section 3. Vice President for Collective Bargaining. The Vice President for collective bargaining shall administer the collective bargaining and contract administration program of the local. The Vice-President for Collective Bargaining shall:

- a) Coordinate resources, materials and training for representatives and bargaining committees.
- b) Coordinate record keeping for grievances.
- c) Perform such duties as may be assigned by the President or the Executive Council.
- d) Be the chief delegate to the Northwest Labor Council.

Section 4. To insure responsible stewardship of financial resources, the treasurer shall:

- a) Receive, record and deposit all monies from dues and all other sources.
- b) Keep the membership roll, issue receipts, and delinquent notices.
- c) Forward to the National Office the report of members in good standing, together with mailing addresses.
- d) Pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.
- e) Keep adequate records available at all times for the Executive Council
- f) Submit a financial statement for the local, including a statement of assets and liabilities and a statement of income and expenses to the AFT Secretary-Treasurer within five months of the end of the fiscal year for the Local.

Section 5: To insure accurate records of official AAP business and history, the secretary shall:

- a) Issue all notices and answer correspondence at the direction of the President and the Executive Council, and shall report outside correspondence to the President and the Executive Council.
- b) Shall be the custodian of the seal and the charter.
- c) Shall record the minutes of the Executive Council and of general membership meetings.

Section 5. Representatives. To ensure adequate representation of all members of the bargaining unit in the work of the organization, Representatives shall:

- a) Attend all regular and special meetings of the Executive Council.
- b) Meet regularly with members of their constituency at the work site or other appropriate place, for the purpose of making reports, discussing work place and organizational concerns, receiving instruction from the membership, and other activities as may be required.
- c) Assist in recruiting eligible persons to membership and in conducting elections and referenda when so asked by the appropriate committees.
- d) Bring before the Executive Council any concerns that pertain to their constituencies or the membership at large.

ARTICLE VI REMOVAL OF OFFICERS

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

- a) Removal will be effective upon approval by the membership of a Petition for Removal in a meeting scheduled for consideration of such a petition. A specific Petition for Removal shall apply only to a specific officer.
- b) A Petition for Removal shall identify specific, detailed charges signed by at least twenty-five (25) percent of the membership requesting removal. The petition must identify the member(s) initiating the Petition for Removal, who must attend the meeting when the petition is considered to present their charges; otherwise the petition will not be considered. A copy of the petition shall be immediately served upon the officer. The Secretary/Treasurer shall verify that the signatures are of members in good standing at the time of their signature.
- c) Removal may be considered at the next regular membership meeting already scheduled within thirty (30) days following receipt of a Petition for Removal. If none is scheduled within that period, the President shall schedule and announce a special meeting within thirty (30) days after receipt of the Petition for Removal. The member(s) initiating the petition must attend the meeting and will be responsible for presentation of the charges to the membership.

d) A majority vote of the members in good standing voting at such meeting will be required for removal. A quorum shall be required and shall be enforced. The Secretary/Treasurer shall conduct the vote and certify the results unless the Secretary/Treasurer is the subject of the recall. The vote shall be taken by a call of the roll. The result of the vote shall be published.

e) Where the Secretary/Treasurer is the subject of the Petition for Removal, the President shall designate another officer to conduct the responsibilities of the Secretary/Treasurer under this Article.

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

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

ARTICLE VII EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the elected officers.

Section 2. The Executive Council shall meet monthly or more frequently at the call of the President, or at the call of two (2) or more of its members. Meetings will be for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority.

Section 3. The Executive Council shall prepare an annual budget in the month prior to the beginning of the fiscal year.

Section 4. The Executive Council is authorized to employ all professional, technical, clerical, and support staff of the organization.

Section 5. The Executive Council shall establish any salary, benefits, and expense guidelines of any person who is employed by the organization; except that no such person shall suffer loss of economic status as a result of such action.

Section 6. Consistent with the approved budget, the Executive Council shall be empowered to make contracts and incur liabilities, including the purchase of services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and otherwise to engage in financial transactions to the extent permitted by applicable law or statute.

- Section 7. The Executive Council shall approve the chairperson and membership of all standing and special committees of the organization, and shall receive regular reports from such committees.
- Section 8. The Executive Council shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.
- Section 9. The Executive Council shall issue regular reports, including an annual report, to the membership.
- Section 10. A quorum for a meeting of the Executive Council shall be a simple majority of the Council members.

ARTICLE VIII COMMITTEES

- Section 1. The Executive Council or the membership may establish such committees as from time to time may be needed.
- Section 2. Creation, composition, and duties and responsibilities of any standing committees shall be through Bylaws adopted by the organization.

ARTICLE IX MEMBERSHIP MEETINGS

- Section 1. There shall be at least three regular meetings per year, one of which will be the annual meeting. The time and place shall be fixed by the Bylaws adopted by the local.
- Section 2. The membership meeting shall be the ultimate policy making body of the organization.
- Section 3. The membership meeting shall have the right to initiate referenda, which shall be conducted by the Elections Committee.

ARTICLE X FINANCE

- Section 1. Regular dues shall be fixed by a majority vote of members at any regular meeting provided notice of the contemplated dues increase has been announced at least one month in advance.
- Section 2. The local may obtain additional finances through grants, donations, contributions or other funding activities.

**ARTICLE XI
AFFILIATIONS**

- Section 1. This organization shall maintain affiliation with the following organizations, and whenever possible, send delegates to such meetings as are appropriate.
- a) The American Federation of Teachers, AFL-CIO
 - b) AFT Oregon
 - c) The Oregon State AFL-CIO
 - d) The Eastern Oregon Central Labor Council
- Section 2. All delegates shall make reports to the membership on all meetings attended.
- Section 3. All possible effort shall be made by AAP 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 AAP.

ARTICLE XII RULES OF ORDER

Robert's Rules of Order, Revised shall govern this organization and all of its subordinate bodies in all matters not covered by this constitution or the Bylaws of this organization.

**ARTICLE XIII
AMENDMENT**

- Section 1. Any member of the organization may present a proposed amendment to any regular meeting of the Executive Council which shall notify the membership of the proposed amendment to this constitution no later than fourteen (14) days prior to the next annual membership meeting.
- Section 2. Two-thirds (2/3) of those members present and voting at the annual membership meeting shall be required for passage of the amendment.

**ARTICLE XIV
AVAILABILITY OF CONSTITUTION**

- Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.
- Section 3. The Secretary shall make available upon request a copy to any member of the organization.

BYLAWS

LOCAL 6200

ASSOCIATED ACADEMIC PROFESSIONALS

AMERICAN FEDERATION OF TEACHERS, AFL-CIO:

**ARTICLE I
DUES**

- Section 1. The annual dues for regular members shall be: 1.4% of Salary. "Salary" does not include overload pay, merit awards, or other stipends (approved 5/28/03).
- Section 2. The dues year shall be from July 1 through June 30. Dues payment is due on the first of the month for that month. Members may pay dues on a quarterly, semi-annual, or annual basis in advance. Payment shall be to the Treasurer of the local. The local encourages members to use automatic dues deduction provisions whenever they are available.

ARTICLE II

FINANCES

- Section 1. The Fiscal year shall be July 1 through June 30.
- Section 2. Two signatures of officers one of which shall be Secretary/Treasurer shall be required on all checks and payments issued by the local.
- Section 3. There shall be an annual audit or audit review of the funds of the local at the conclusion of each fiscal year.

ARTICLE III COMMITTEES

- Section 1. The standing committees of this organization shall be:
- a) Bargaining,
 - b) Elections,
 - c) Grievance,
 - d) Membership,
 - e) Communications and Political education.
- Section 2. Appointments.
- a) Standing Committees shall be composed of members of the local and shall be appointed by the Executive Council except as otherwise specified in the Constitution or Bylaws.
 - b) The Executive Board shall designate chairpersons of the Standing Committees at the time of committee appointments unless otherwise specified in the Constitution or Bylaws. Upon appointment by the President and approval by the Executive Council, committee chairs shall have one month to select committee members and present their names to the Executive Council for approval.
 - c) Whenever a new committee is added to these Bylaws, initial appointments to the new committee shall be made within thirty (30) days from the effective date of the amendment, even if the regular appointments are normally made at a different time.
- Section 3. Duties.
- a) Standing Committees shall assume duties assigned by the Executive Council.
 - b) Standing Committees shall annually submit a report and other reports as directed by the Executive Council.
 - c) Standing Committees may form subcommittees as needed.
- Section 4. Bargaining Committee.

There shall be a Local Bargaining Committee. The committee shall consist of five (5) members from the members covered by the contract. One of the members shall be the Vice-President for Collective Bargaining, who shall be the chair. The duties of the Bargaining Committee shall be to represent and to negotiate for the local in all negotiations on collective bargaining matters. The committee shall be appointed in May for a two-year term beginning in June

Section 5. Elections Committee.

There shall be an Elections Committee. The committee shall consist of three (3) members. Duties of the committee shall include conducting and supervising all elections and referenda of the union. The committee shall be appointed in May for a two-year term beginning in June. Should a member of the Elections Committee seek general office, s/he shall resign from the Committee and be replaced promptly by the Executive Council.

Section 6. Grievance Committee.

There shall be a Grievance Committee. The committee shall consist of three (3) members. The committee shall work with the Representatives in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; shall be responsible for the processing of grievances and disputes beyond the immediate work location; and, shall make decisions regarding disputes to be taken to arbitration or civil remedy. The grievant may appeal these last decisions to the Executive Council. The committee shall be appointed in May for a two-year term beginning in June.

Section 7. Membership Services Committee.

There shall be a Membership Services Committee. The committee shall consist of three (3) members. The committee shall recruit new members, review and promote membership benefits available through affiliation and arrange programs and activities as appropriate and within the available budget. The committee shall be appointed in May for a two-year term beginning in June.

Section 8. Communications and Political Education Committee.

There shall be a Communications and Political Education Committee. The committee shall consist of three (3) members. The committee shall design, produce and distribute a regular printed newsletter. The committee will also prepare and distribute news releases and other media relations as needed to promote the activities and interests of the local. Political education duties shall include reviewing and recommending the position of the local with respect to legislative issues and with respect to candidates and ballot measures and developing appropriate responses to such actions in cooperation with affiliated organizations. The committee shall be appointed in May for a two-year term beginning in June.

ARTICLE IV MEETINGS

- Section 1. There shall be three regular membership meetings of this local each year. One shall be an annual meeting in October of each year. The Executive Council shall determine the time and place, and give forty-five (45) days notice, of the annual membership meeting, and determine the time and place of other meetings.
- Section 2. The Executive Council, by majority vote, or the membership by petition of 25% (twenty-five percent) may call a special meeting with one week notice to the members. The agenda for a special meeting will be limited to the subject or purpose for which the meeting was called.
- Section 3. A quorum for membership meetings shall consist of 25% of the total membership and at least one officer.
- Section 4. The Executive Council shall meet at least once each month, excluding the months of July and August, throughout the year. It may also meet at such other times as Executive Council may determine.

ARTICLE V RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS

Tentative agreements reached between the union and the employer shall be subject to vote for ratification by the membership covered by that agreement. Ratification shall be by secret ballot by majority vote of those voting at a special session called for consideration of the tentative agreement. Consideration and vote may be taken at a regular meeting whenever a tentative agreement is reached not more than five days before a scheduled, regular meeting.

ARTICLE VI STRIKES

The membership, on the request and recommendation of the Bargaining Committee or the Executive Council may authorize the union to call a strike. Authorization shall be granted upon vote of three fourths (3/4) of the membership as of the end of the month preceding the vote at a meeting called for such a purpose. The meeting may be scheduled in more than one session to provide maximum opportunity for participation. The vote of each member voting shall be recorded.

ARTICLE VII AMENDMENTS

- Section 1. The AAP bylaws may be amended at the annual meeting of the membership.
- Section 2. Proposed amendments to the Bylaws may be submitted to the annual membership meeting either by request of Executive Council or by the membership during the meeting.
- Section 3. A simple majority of those members present and voting at the annual membership meeting shall be required for passage of amendments.