

OREGON SCHOOL EMPLOYEES ASSOCIATION  
CENTENNIAL CHAPTER #113  
Chapter Constitution and Bylaws

ARTICLE I – NAME

This Chapter of the Oregon School Employees Association shall be known as Centennial Chapter 113, hereafter referred to as the Chapter.

ARTICLE II – PURPOSE

The purpose of this Chapter shall be to represent all employees in the bargaining unit on all matters relating to employee-employer relations as set forth in ORS 243.650 esq.; to promote the economic and social welfare of the classified school employees of this district; and to assist the state OSEA staff in legislative efforts.

ARTICLE III – MEMBERSHIP

Any employee whose position is covered by Article 1 of the Collective Bargaining Agreement between Centennial School District and Centennial Chapter 113 of Oregon School Employees Association is eligible for active membership in this Chapter. Only active members shall have voting rights.

Fair Share Members – Classified employees not wishing to be a member of this Chapter will be deemed a participant in Fair Share without voting rights.

ARTICLE IV – OFFICERS

The elected officers of this Chapter shall be President, Vice-President, Second Vice-President (optional), Secretary and Treasurer. These officers shall constitute the Executive Board.

Chapter members who run for an office shall be in good standing and work for the good of the Chapter and the state association.

## ARTICLE V – ELECTION OF OFFICERS

Members in good standing of the Chapter shall be eligible to vote in the election of officers. Selection of officers shall be determined by those candidates for office that receive a majority of votes cast in the election for a given office.

Election of officers shall be in May by secret ballot on forms provided to the membership. In the event no one candidate receives a majority of votes, such candidates shall have a runoff election between the two receiving the most votes cast for that office.

The Nominating Committee shall retain all ballots cast at the election of officers for 1 year after such election unless a motion to destroy the ballots is passed.

Such election shall be conducted following a Nominating Committee report with a list of candidates presented at the April Chapter Meeting. Nominations from the floor will be recognized. Following installation, duly elected officers shall assume their duties on July 1<sup>st</sup> of that year.

Notification of Elections shall be no less than 10 calendar days prior to election.

## ARTICLE VI – OFFICERS' DUTIES

President – Shall serve as the leader and advisor to the Chapter appointing such committees as necessary; serve as chairperson of the Executive Committee; attend the President's workshop and such other duties as required. Expense incurred and not reimbursed by the State office, shall be covered by the Chapter.

Vice-President – Shall assume the duties of president when such situation shall cause such action; shall serve on the Executive Committee and assume such other duties as required by the Chapter President.

Second Vice President - Shall assume the duties of president when such situation shall cause such action; shall serve on the Executive Committee and assume such other duties as required by the Chapter President.

Secretary – Shall maintain file and prepare minutes of Chapter meetings and Executive Committee meetings, and assist the president when needed such as; make available to Building Representatives information from Chapter meetings and agenda of future Chapter meetings.

Treasurer - Shall maintain a record of all funds of the Chapter, maintain membership list of active membership, report such to the Executive Committee, prepare annual budget and submit to the Executive Committee, distribute funds as so directed by action of general membership and assist the president when so required. Shall validate the membership of the members at the Chapter election. Shall submit at chapter meetings an itemized monthly report showing income and expenses.

## ARTICLE VII – TERM OF OFFICE

The elected officers' term of office shall be for 36 months. Beginning with the list of nominees at the April 2013 Chapter Meeting, the offices of Vice President and Treasurer shall be for a 2 year term ending on June 30<sup>th</sup>, 2015. The offices of President and Secretary will end on June 30<sup>th</sup>, 2016. The Officers elected in 2015 and 2016 will then return to 3 year terms. This rotation of officers shall become the standard practice.

Due to the importance of maintaining experience in past practice of communication skills and consistency of relationships with both the District and Membership it is to the benefit of the members to alternate elections of officers.

## ARTICLE VIII – VACANT POSITIONS

Vacancies between elections shall be filled as follows:

President – Vice President shall fill a vacancy in the office of President.

Vice President, Secretary or Treasurer – A vacancy in the office of Vice President, Secretary or Treasurer will be filled by an appointment by the Executive Board.

## ARTICLE IX – RECALL OF OFFICERS

An officer may be recalled by a 2/3 majority vote of members in good standing. A petition with a 50% + 1 majority of members' signatures will be required in order to call for a recall vote. The officer or officers subject to a recall vote will be given the opportunity to address the membership at the next scheduled Chapter meeting prior to a vote.

## ARTICLE X – EXECUTIVE COMMITTEE

The elected officers of the Chapter shall serve as the Executive Committee for their term of elected office. The Chapter president shall serve as chairperson of the committee.

The function of the Executive Committee shall be to make recommendations to the general membership at regular Chapter meetings. This committee shall have authority to function for the members in Chapter business, provided such action is brought before the general membership.

## ARTICLE XI – DUTIES OF COMMITTEES

General: It shall be the duty of each committee chairperson to coordinate the activities of that committee with the programs of other committees and the Chapter. Each committee chairperson shall keep the membership informed on the activities of that committee and the progress.

Committees shall be established as needed. When the following committees exist, their duties shall be as follows:

Building Representative Committee: A committee of representatives from each building that may be called Building Representatives, Chapter Building Liaisons or any other name the Executive Board deems appropriate. Representatives of sufficient number shall be appointed to assure communications within all buildings within the District and to reach each classification of classified employees. The representative shall attend all Chapter meetings and Building Representative meetings or appoint a person to attend in their place. A building representative may be removed from office if the president feels that person is not performing his/her duties.

Negotiating Committee: This committee shall be representative of the employees in the classified ranks and shall have representatives from each major classification on the committee. This committee shall maintain a continuing survey of bargaining developments among classified school employees throughout the state. Such committee shall elect a chairperson. The committee shall develop a negotiation package from information obtained from the membership and assistance from the State Association. This committee shall endeavor to keep the membership informed throughout negotiations. The Chapter membership shall ratify the contract prior to formal acceptance.

Publicity/Hospitality Committee: It shall be the responsibility of this committee to assure that information of interest to membership is available to the members and that meeting notices are timely served. Special concern by this committee is necessary to assure that a communication link is established with the Executive Committee and building representatives. This committee shall assure that the State Association receives publicity of interest to Association members on a state-wide basis.

Government Relations Committee: It shall be the duty of this committee to study legislation needs of the classified employees and to promote such legislation in agreement with the State Association. This committee shall provide a communication process to assure that the membership is aware of pending legislation having an effect on schools and the employees, requesting action by the members to legislators of the affect of such legislation. Action of this committee shall have the approval of the Executive Committee.

Nominating Committee. This committee shall seek out and screen all prospective candidates for the offices of the Chapter. The recommendations of this committee shall be made known to the president and to the membership not later than the April scheduled Chapter meeting. This committee shall report to the Executive Committee its recommendations prior to the April meeting.

Finance Committee. Finance Committee shall prepare an annual budget for Chapter expenses. Such budget shall be at the approval of the Executive Committee and presented for acceptance by the Chapter at a regularly called meeting. This committee shall audit the books of the Chapter as required by the Executive Committee.

## ARTICLE XII - DELEGATES TO ANNUAL CONFERENCE

Annual delegates to the Oregon School Employees Association Conference shall be elected by the membership at a Chapter meeting. The presiding president and the newly elected officers shall be candidates. The number of delegates shall be as provided for the OSEA Constitution. Article X, section 3.

## ARTICLE XIII – DUES

The state OSEA per capita dues shall be paid by payroll deduction at the amount prescribed by the delegates at the state OSEA annual conference. The dues of the Chapter shall be determined by a majority of members present at a duly called meeting, with notice and purpose of such meeting served no less than 10 days in advance.

## ARTICLE XIV - MEETINGS

General meetings of the Chapter shall be held not less than 4 times per year.

## ARTICLE XV – RATIFICATION AND REVISION OF CONTRACT

The contract ratification vote will take place on one day at one location. A simple majority of 50% +1 of ballots cast “in favor” will constitute ratification.

All contract proposals, whether it be a new contract or an amendment to an existing contract, shall require notification of no less than 10 calendar days (but may be longer if necessary) for the purpose of:

- 1) Scheduling a vote of the members
- 2) Review, by the negotiating committee, of the official proposal prior to presentation to the members
- 3) Distributing official proposal to Buildings for Chapter members to review prior to voting.

When negotiating amendments to an existing contract, a committee may include, but not be limited to, the original committee members.

## ARTICLE XVI – AMENDMENTS AND AUTHORITY

Amendments to Bylaws - Proposals for amendments to the bylaws shall be presented to the Chapter members no less than 10 days prior to the meeting when discussion, amendments to proposals and voting shall occur. A simple majority of 50% +1 of members present and voting at the meeting when voting occurs is required to pass or reject an amendment.

The authority of procedure shall be Roberts Rules of Order Revised where specific conditions are not provided within the Constitution.

Revised and Adopted Nov. 15, 2011