

Local 4912  
Lewis & Clark College  
Support Staff Association

# Constitution & Bylaws

March 1, 2021

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# **CONSTITUTION OF THE LEWIS & CLARK COLLEGE SUPPORT STAFF ASSOCIATION**

## **ARTICLE I – NAME**

This organization shall be known as the Lewis & Clark College Support Staff Association (referred to hereafter as LCCSSA), Local 4912, AFT, AFL-CIO and also may be referred to as the union or local.

## **ARTICLE II – OBJECTIVES**

The objectives of the organization shall be:

- Section 1      To provide an effective collective bargaining representative and to promote the general welfare of support staff employees.
- Section 2      To bring the local into relations of mutual assistance with the American Federation of Teachers, its State Federation and locals.
- Section 3      To fight all forms of bias throughout the College community by providing progressively better opportunities for all, regardless of age, sex, gender, race, color, creed, sexual orientation, lifestyle, social, political or economic status, or disability.
- Section 4      To promote the welfare of the membership by seeking improvement in the standards of the profession through advancing economic status; promoting better delivery of basic professional programs/training; encouraging and promoting continuing education; securing essential working conditions.
- Section 5      To promote a close relationship and mutual cooperation with the labor community.
- Section 6      To guard and protect the rights of all members by encouraging the hiring and retention of competent employees.
- Section 7      To serve as a clearinghouse for information relevant to represented occupations and the constituencies served.

## **ARTICLE III – MEMBERSHIP**

All members are encouraged to participate in the activities of the union; deport themselves in a manner appropriate to the situation; promote the best interests of the membership and the union.

- Section 1
  - a. Any employee included in any bargaining unit represented by the Local shall be eligible for regular membership. Regular members shall be entitled to all rights and privileges in this organization.
  - b. Employees who retire or leave the bargaining unit for any reason except supervisory status, shall be eligible to continue membership in an appropriate membership category. Retired members are those who are retired from employment in a unit represented by the local.

Adjunct members are those who want to continue their membership but have left employment in the local for reasons other than retirement. Retired and Adjunct members have the same rights and privileges as Regular members, except that they may not vote in elections or on collective bargaining agreements or on questions of dues; and they may not run for officer or delegate positions.

Section 2 Management personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor as applied under collective bargaining laws automatically are removed from membership on the effective date of promotion.

Section 3 No discrimination shall be shown toward individual members or potential members because of race, creed, political activities or belief, sex, gender age, sexual orientation, lifestyle, economic status, national origin or disability.

#### **ARTICLE IV - ELECTION OF OFFICERS**

Section 1 The union shall have the following officers: The President, First Vice President, Treasurer, Vice President for Contract Enforcement, Vice President for Communications, and Vice President for Membership Support. Terms of office shall be three years.

Section 2 Elections will occur yearly with two officers up for election each year. The election rotation shall be as follows: (1) First Vice President and Vice President for Membership Support; (2) Treasurer and Vice President for Communications; (3) President and Vice President for Contract Enforcement.

Section 3 The order of elections for those officers currently serving at the time of this amendment, November 15, 2018, shall be as follows:  
First Vice President and Vice President for Membership Support: term ends June 30, 2019  
Treasurer and Vice President for Communications: term ends June 30, 2020  
President and Vice President for Contract Enforcement: term ends June 30, 2021

Section 4 Membership in good standing for at least 180 days and after introductory period is complete is required to hold office.

Section 5 Nominations for office shall be made at a general membership meeting in the Spring of the election year. Notice shall be provided to each member at least fifteen (15) days prior to the meeting that nominations will be in order. Notice of the right to make nominations and of the election may be combined in one notice. Nominations shall be made from the floor and/or received in writing by the 10th day following the meeting of floor nominations. Nominees must give their consent to be nominated.

Section 6  
a. Elections of officers shall be conducted not more than 60 days after the time of nominations. Notice of elections shall be provided to each member at least fifteen (15) days prior to the meeting that elections

will be in order. Elections shall be conducted by secret ballot vote of members in good standing.

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

Section 7 The ballots and all other records pertaining to the election shall be kept by the Vice President for Communications for a period of no more than one year.

Section 8 Officers shall take office on July 1, following their election.

Section 9 The Executive Board shall have authority to fill vacancies in any office for the balance of the term.

### **ARTICLE V – CONDUCT OF OFFICERS**

Those members elected or appointed to represent the membership at large, shall agree to abide by the following rules of ethics, in defense and support of the integrity of Local 4912:

- Abide by actions taken or decisions made by the executive board.
- Agree to actively seek from the membership at large the majority view.
- Agree to represent the Association at those functions which require or solicit participation of the Association.
- Agree to dedicate the necessary time to fulfill the duties of the offices as outlined in Article 5 of the Constitution of the Association.
- Agree to not willingly or knowingly falsify or misrepresent the local position, directives, actions or documents integral to the business of the union.
- Agree to attend a minimum of one Executive Board monthly meetings every three months. If such a commitment cannot be met the Board has the right to declare the position vacant and appoint a new officer.

### **ARTICLE VI – COMMITTEES**

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

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

### **ARTICLE VII – EXECUTIVE BOARD**

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

Section 2 The Executive Board shall administer the policy of this organization as set by the membership at regular meetings. It shall have the power to act for the good of the union in emergency situations where the policy cannot be set by the membership.

Section 3 The President of the local shall chair the Executive Board.

Section 4 The time and place of Executive Board meetings shall be set by the Executive Board and announced in advance to the membership.

Section 5 The Executive Board meeting quorum shall consist of three officers.

- Section 6      The Executive Board shall report its activities at each regular membership meeting.
- Section 7      The Executive Board shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes.
- Section 8      The Executive Board shall have the power to employ personnel on any basis as may be determined by the needs and finances of the union.

**ARTICLE VIII – AFFILIATIONS**

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

- a. **The American Federation of Teachers.** All delegates and alternates to the National Convention, except those designated as a duty of their office, shall be elected biennially by majority vote according to the same procedures for election of officers described in Article IV.

The election will be scheduled after the Call-to-Convention is given by the American Federation of Teachers. Delegates shall serve for a term of one year from the time of their election. The President and the Vice President for Communications shall certify the election and forward the credentials of all delegates and alternatives to the National Office as soon as possible but not later than the time required by the National Office before the convening of the National Convention.

The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Board.

The delegates shall confer with the Treasurer to make sure the national per capita through the required month has been sent to the National Office at least fifteen (15) days before the convening of the National Convention.

- b. **The AFT-Oregon.** Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV.

The election will be scheduled after the Call-to-Convention is given by the AFT-Oregon. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Board.

- c. **The Oregon State AFL-CIO.** Delegates and alternates, except those designated as a duty of their office, shall be elected annually by

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

The election will be scheduled after the Call-to-Convention is given by the Oregon State AFL-CIO. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Board.

- d. **The Northwest Oregon Labor Council.** Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV.

- Section 2 All delegates shall make written reports to the Executive Board on meetings attended.
- Section 3 Every reasonable effort shall be made by this union to pay authorized expenses of delegates to meetings and conventions of affiliated organizations.
- Section 4 The union, to the best of its ability, shall be active in the affairs of affiliated organizations.
- Section 5 Delegates to affiliated organizations shall meet the same requirements as officers of this local.

#### **ARTICLE IX – DUTIES OF OFFICERS**

- President shall:
  - Preside at all membership meetings and executive board meetings;
  - act as an ex-officio member of all standing committees with the exception of the Audit Committee;
  - shall sign all necessary papers and documents, and represent the local when and where necessary;
  - shall be chief delegate to all conventions of the American Federation of Teachers, AFT-Oregon and Oregon AFL-CIO;
  - assume responsibility for the orderly management and successful completion of all union business;
  - report to the membership at least twice each year summarizing the accomplishments of the union and outlining plans for the next year.
- Treasurer shall:
  - Be responsible for proper receipt and disbursement of union funds;
  - keep accurate records of all financial transactions; maintain membership records;
  - sign checks and pay all authorized bills;
  - prepare a budget and work to make sure that the union operates within that budget;
  - prepare monthly financial statements; make an annual financial report to the membership as well as make a regular report at membership meetings;

- prepare tax returns and other financial reports as required by any governmental agency.
- The treasurer will sit on the Career Development Committee.
- First Vice President shall:
  - Fulfill all duties and responsibilities of the President in their absence;
  - chair the Position Description Questionnaire committee;
  - act as an ex-officio member of all standing committees with the exception of the Audit Committee.
- Vice President for Communications shall:
  - Keep all non-financial records of the organization;
  - be the custodian of the seal and Charter of the Union;
  - take minutes of membership or representative meetings and at executive board meetings;
  - distribute minutes from meetings and report on official correspondence the Union has received;
  - assist the President in preparing written communications;
  - act as the coordinator for communications with outside groups;
  - and be responsible for producing regular and periodic publications and public relations for the union.
- Vice President for Contract Enforcement shall:
  - Oversee members' rights according to the contract and labor laws;
  - notify and invite the President and Vice President to all meetings with college administrators;
  - communicate to the President and First Vice President in writing the status of any member's grievance and any changes thereof;
  - copy the President and Vice President on any communications, developments, and decisions involving members' issues;
  - act as the chief delegate to the Northwest Labor Council.
- Vice President for Membership Support shall:
  - Be responsible for membership organizing efforts;
  - monitoring and informing members about member and employee benefits and programs;
  - be chief Area Representative and coordinate training programs;
  - Plans events coordinating closely with other board members.

No elected officer shall remain in the same position longer than two consecutive terms.

No elected officer shall remain on the Executive Board for more than three consecutive terms. After one year off the Executive Board, they may become eligible for election to the Executive Board. Appointments to partial terms shall not be considered part of the three term limitation.

No immediate family members may serve concurrently on the Executive Board.

All Executive Board members are required to communicate any actions taken on behalf of any member to the rest of the executive board before the action is taken, except in a crisis situation. This includes hard or electronic copies of all communications involving such actions.



## **ARTICLE X – MEMBERSHIP MEETINGS**

- Section 1      The time and place of meetings shall be fixed by the Bylaws adopted by the local.
- Section 2      There shall be at least two meetings per year.
- Section 3      A quorum shall consist of five (5) percent of the total membership and one officer.

## **ARTICLE XI – FINANCE**

- Section 1      Regular dues shall be fixed by a majority vote of members present at any regular meetings providing notice of the contemplated dues increase has been announced at least one month in advance.
- Section 2      The local may obtain additional finances through grants, donations, contributions or other funding activities.
- Section 3      The fiscal year shall be July 1 through June 30.
- Section 4      There shall be an annual audit of the funds of the local at the conclusion of each fiscal year.

## **ARTICLE XII – RULES OF ORDER**

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution or by the Bylaws of this local.

## **ARTICLE XIII – AMENDMENT**

This Constitution may be amended by a three-fourths (3/4s) vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which the vote is scheduled.

## **ARTICLE XIV – AVAILABILITY OF CONSTITUTION**

- Section 1      Three copies of this Constitution and any bylaws, and all future amendments shall be submitted to the National Office of the American Federation of Teachers. One copy of this constitution and all future amendments shall be submitted to the State Office of the AFT-Oregon.
- Section 2      Electronic copies of this Constitution and Bylaws shall be posted online.
- Section 3      Hard copies of this Constitution shall be made available to other affiliated organizations upon request.
- Section 4      Hard copies shall be available to any members of this local upon request of the Vice President for Communications.

# **BYLAWS OF THE LEWIS & CLARK COLLEGE SUPPORT STAFF ASSOCIATION**

## **ARTICLE I – DUES**

- Section 1      The monthly dues for regular members shall be 1.325% of monthly gross regular income. Annual dues for Retired members are \$10.00. Annual dues for Adjunct members are \$10.00.
- 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. An automatic dues deduction provision is in effect in cooperation with the payroll department of the College.

## **ARTICLE II – MEETINGS**

- Section 1      The regular membership meetings of this local shall be scheduled by the Executive Board at least two times yearly and at other times as may be needed. The Executive Board by majority vote or the membership by petition of twenty-five (25) 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 2      The Executive Board shall meet at least monthly. It may also meet at such other times and frequencies as it may determine.

## **ARTICLE III – AREA REPRESENTATIVES**

- Section 1      Area Representatives shall be appointed to carry out responsibilities of the union in designated work areas. The Executive Board shall have the authority to designate the number of Area Representatives in each work area. Area Representatives shall be apportioned on the basis of one (1) for every fifteen (15) members, or major fraction thereof, shall be in good standing with each work area, provided that no work area shall have less than one Area Representative.
- Section 2      The Executive Board shall appoint Area Representatives to positions in September of odd-numbered years. Area Representatives shall serve for a term of two years beginning October 1. Requests for appointment as Area Representative from individuals shall be submitted to the Executive Board. Area Representatives must maintain membership in good standing to hold their office.
- Section 3      Area Representatives may meet as a committee as needed subject to the call of the Executive Board or the Vice President for Contract Enforcement.
- Section 4      Area Representatives may concurrently hold any office in the local except the office of President.

## ARTICLE IV – STANDING COMMITTEES

- Section 1      Appointments
- a. Standing Committees shall be composed of members of the local and shall be appointed by the President with the approval of the Executive Board except as otherwise specified in the Constitution or Bylaws.
  - b. Chairpersons of the Standing Committees shall be designated at the time of committee appointments by the Executive Board unless otherwise specified in the Constitution or Bylaws.
  - c. Initial appointments to a new committee established in these Bylaws shall be made within thirty (30) days from the effective date of the amendment.
- Section 2      Duties
- a. Standing Committees shall assume duties assigned by the Executive Board.
  - b. Standing Committees shall annually submit a written report and other reports as directed by the Executive Board.
  - c. Standing Committees may form subcommittees as needed
- Section 3      The Bargaining Committee will consist of the President, First Vice President, Vice President for Contract Enforcement, a Campus Safety Officer or Dispatcher, and at least three members appointed by the President with the approval of the Executive Board. Every effort will be made to have at least one committee member from the College of Arts and Sciences, the Graduate School, and the Law School. The duties of the bargaining committee shall be to represent and to negotiate for the local in all negotiations on collective bargaining matters related to the local. The committee shall be appointed in advance of the year in which the contract is negotiated. In case of a reopener, the original committee for that contract may reconvene; at least two members of the original committee will reconvene for the reopener.
- Section 4      A PDQ (Position Description Questionnaire) Review Committee consists of the first VP and two members appointed from membership and approved by the board.
- Section 5      An Audit Committee shall be convened yearly by treasurer to be made up of three members.
- Section 6      A Career Development Fund Committee shall consist of the Treasurer and a member in good standing appointed by the Executive Board to Chair the committee.

## **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 majority vote of the members voting in person at a meeting called for this purpose. Any changes in the existing contract and the official ballot, shall be sent to members at least two weeks before the calling of said special ratification meeting. Mail-in votes shall be due for counting on the day of the special ratification meeting. Votes received after that date shall not be counted. The vote of each member voting shall be recorded.

## **ARTICLE VI – STRIKES**

The membership, on the request and recommendation of the Bargaining Committee or Executive Board, may authorize the union to call a strike. Authorization shall be granted upon vote by three fourths (3/4) of the membership 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 will be recorded.

## **ARTICLE VII – AMENDMENT**

These Bylaws may be amended by a majority vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which the vote is scheduled.