

CONSTITUTION

PORTLAND STATE UNIVERSITY FACULTY ASSOCIATION

Adopted 08/28/2012 as Amended
Edited 09/10/12

ARTICLE I- NAME

This organization shall be known as the Portland State University Faculty Association (PSUFA), Local 3571, AFT, AFL-CIO.

ARTICLE II- OBJECTIVES

The objectives of the organization shall be:

Section 1. To represent part-time faculty and part-time researchers at Portland State University and to facilitate communication between them and full-time faculty, staff, and administrators at Portland State University and within the Oregon State system of Higher Education.

Section 2. To improve the status of part-time faculty and researchers at Portland State University, and to cooperate with other organizations to better the conditions of academic workers generally so as to promote excellence in education, teaching and research.

Section 3. To negotiate and administer the contract between the PSU Faculty Association and the State Board of Higher Education.

ARTICLE III- MEMBERSHIP

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 leave the bargaining unit for any reason, except supervisory status, shall be eligible to continue membership as an Associate Member. Associate 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 the question of dues; they may not run for officer or delegate.

(c) Membership shall be by application. Membership withdrawal shall be by written notice, delivered by certified mail or email.

Section 2. Supervisory personnel shall not obtain membership.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activity or belief, sex, age, sexual orientation, life style, economic status, national origin or physical handicap.

ARTICLE IV - OFFICERS AND ELECTIONS

Section 1. The union shall have the following officers: President; Vice-President; Secretary; Treasurer; Vice-President for Collective Bargaining; Vice-President for Communications; Vice-President for Membership; Vice-President for Political Action. All officers must be regular members in good standing at the time of nomination, and must maintain their membership in

good standing while in office.

Section 2. Officers shall be elected in the month of February or March at a regular meeting, or special membership meeting called for the purpose of nomination and election. The terms of office shall be for three years.

Section 3. Notice of nominations and elections for officers shall be sent by first class mail to each member at their last known address at least fifteen (15) days prior to the scheduled meeting date for nominations and elections. Notice of the right to make nominations and of the election may be combined in one notice. Nominations shall be made from the floor; or by email or telephone to current officers. Nominees must have given their consent to be nominated.

Section 4.

- (a) Elections shall be conducted by secret ballot vote of members in good standing.
- (b) The candidate for an office receiving a plurality of at least forty percent (40%) of the votes cast shall be declared elected. If the plurality of forty percent (40%) is not obtained, a run-off election of the two candidates receiving the most votes for that office shall be held immediately, but may be rescheduled within thirty (30) days according to the above procedure for notice and scheduling.
- (c) In a case where there is only one candidate for an office, that candidate shall be considered elected by acclamation.

Section 5. The ballots and all other records pertaining to the election shall be kept by the Local for a period of not less than one year.

Section 6. Officers shall take office following the close of the meeting at which they were elected.

Section 7. The Executive Council shall have authority to fill vacancies in any officer position for the balance of the term.

Section 8. An officer who is absent from three consecutive meetings of the Executive Council, without adequate excuse made to the Council, shall be considered to have vacated their office.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the union and shall preside at all meetings of the union and of the Executive Council. The President shall be an ex-officio member of all committees, shall sign all necessary papers and documents, and represent the local when and where necessary. The President shall be the chief delegate to all conventions of the American Federation of Teachers, AFT-Oregon and Oregon AFL-CIO. The President shall be authorized to sign checks and payments by the local. The President shall appoint individuals to committees, and to fill any Executive Council vacancies with the advice and consent of the Executive Council. The President shall only vote at Executive Council meetings for purposes of tie-breaking. The President shall make a report to the membership at least once each year summarizing the accomplishments of the federation and outlining plans for the next year.

Section 2. The First Vice-President shall perform all the duties of President in the absence of that officer. The First Vice-President shall be next in line of succession in the case of a vacancy in the office of President. The First Vice-President shall perform other duties as

delegated by the President with the advice and consent of the Executive Council.

Section 3. The Secretary shall be the custodian of the records of the union. The Secretary shall also, as directed by the President and/or Executive Council: (a) Issue notices and answer correspondence. (b) Be the custodian of the seal and charter of the local. (c) Record and distribute minutes of Executive Council and general membership meetings. (d) Keep adequate records, available at all times for the Executive Council and other local committees which may have need for such records. (e) Keep the membership roll, and in concert with the Treasurer, issue any delinquent notices.

Section 4. The Treasurer shall, as directed by the Executive Council: (a) Receive, record and deposit in the name of the local all monies from dues and other sources. (b) Forward all per capita dues and current membership lists to the national office of the American Federation of Teachers, and to other affiliated organizations to keep this local in good standing at all times. (c) Chair any finance committee which may be created and coordinate with the Secretary to insure that a written report be made to the membership once each year. (d) Pay all bills authorized by the adopted budget, retaining voucher or invoices for the bills. At least one signature on all checks and payments of the local must be that of the Treasurer.

Section 5. The Vice-President for Collective Bargaining shall be the Chief Negotiator for the local and shall be responsible for the collective bargaining and contract administration program of the local. The duties shall include: (a) coordinating resources, materials and training for departmental union representatives and bargaining committees regarding collective bargaining.

Section 6. Vice President for Grievances shall work closely with the President in all matters of contract administration to: (1) coordinate union representation in grievance proceedings; (2) maintain records of written grievances brought to the Executive Council; (3) help to publicize grievance procedures; and (4) meet regularly with University management to discuss issues of common interest arising out of contract administration.

Section 7. The Vice-President for Political Action shall be responsible for the political education of the membership in legislative and governmental election matters.

Section 8. The Vice-President for Membership shall be responsible for membership recruitment and membership services of the local. Duties shall include: (a) Orientation of volunteer. (b) Chairing any meeting of all departmental union representatives. (c) Performing such other duties as may be assigned from time to time by the President or the Executive Council.

ARTICLE VI- EXECUTIVE COUNCIL

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

Section 2. The Executive Council shall administer the policy of this local as set by the membership at regular meetings. It shall have the power to act for the good of the union between meetings of the Departmental Liaisons or the membership where the policy cannot be set by the Departmental Liaisons or the membership.

Section 3. The chair of the Executive Council shall be the President of the local.

Section 4. The time and place of Executive Council meeting shall be set by the council and announced in advance to the membership.

Section 5. The Executive Council shall have the power to employ personnel on any basis as may be determined by the needs and finances of the federation and shall have the authority to set wages and salaries, benefits, expenses and all personnel and employment matters.

Section 6. The Executive Council shall have the power to adopt an annual budget; 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 or interest and terms and conditions as they may deem appropriate.

Section 7. The Executive Council shall report its activities at each regular membership or Departmental Liaisons meeting.

Section 8. The Executive Council shall create and enforce operations policies as needed. These policies shall not violate any article in the Constitution or Bylaws.

ARTICLE VII- MEETINGS

Section 1. At least three (3) regular membership meetings shall be held each year. Special meetings may be called by the President or the Executive Council, or by 20% of the membership, as needed, upon seven days (7) notice. The time and place of meeting shall be announced in advance to all members.

Section 2. A quorum shall consist of five (5) members in good standing and one officer. At no time shall the absence of a quorum prevent those present from proceeding with the program of the day; however, any votes taken shall be subject to ratification by the membership. Proxy votes shall not be counted as part of a quorum, but such votes may be submitted in writing by members unable to attend a meeting.

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 committee shall be through Bylaws adopted by the Union.

ARTICLE IX- FINANCES

Section 1. Regular dues shall be fixed by majority vote of members present at any regular meeting providing notice of the contemplated dues increase has been announced at least one (1) month in advance.

Section 2. The local may obtain additional finances through grants, donations, contributions or other funding activities.

Section 3. An annual audit or audit review of the Treasurer's books shall be performed by a committee appointed by the Executive Council, and an annual financial report shall be available for members.

Section 4. Dues rates shall be automatically adjusted to reflect adjustments in required per capitas to the American Federation of Teachers and to AFT-Oregon.

ARTICLE X - 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 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. 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 President.

b) The AFT-Oregon. Delegates and alternates, except those designated as duty of their office, shall be elected annually by a majority 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 of delegates to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the President.

c) The Oregon State AFL-CIO

d) The Northwest Oregon Labor Council

Section 2. Every reasonable effort shall be made by this Union to pay authorized expenses of delegates to meetings and conventions of affiliated organizations.

Section 3. The Union, to the best of its ability, shall be active in the affairs of affiliated organizations.

Article XI – RULES OF ORDER

Decisions will be made by consensus whenever possible. In situations in which consensus cannot be reached, a simple up-down majority rule vote will be settle the matter.

Article XII- AMENDMENTS

Amendment of the PSUFA constitution shall be proposed by majority vote of the office holders, and affirmed by a majority or a majority vote of members at a duly constituted membership meeting.