

BYLAWS

PORTLAND STATE UNIVERSITY FACULTY ASSOCIATION, LOCAL 3571

Article I – Dues

Section 1. Regular local dues are set by a vote of the membership. A simple majority of members voting is required, provided that notice of any proposed change in dues has been announced to the membership no less than fourteen (14) days prior to the election.

The full local dues amount shall include the local rate plus affiliates fees and insurance premiums.

Affiliate fee increases shall be passed through to members without vote or announcement.

Regular local dues are set at two levels. Those who earn less than \$550 per month pay a lower amount. Those earning more than \$550 per month pay a higher amount. Factored into setting dues each year are our annual per caps set to our affiliated organizations: AFT, AFT-Oregon, NW Labor Council, and Oregon AFL-CIO. We also carry Occupational Liability Insurance for our bargaining unit.

Article II - Finances

Section 1. The fiscal year shall be January 1 through December 31.

Section 2. Two signatures shall be required on all checks and payments above \$250.00 issued by the local.

Section 3. There shall be an annual review of the local's financial records by an audit committee of three to five members independent of the Treasurer. The review must be completed as soon as possible after the end of the fiscal year, approved by the Executive Council, and made available to members. A copy of the committee's report and the local's financial statement must be sent to AFT within six months of the local's fiscal year end.

Article III - Meetings

Section 1. The regular membership meetings of this local shall be held once each Term. The Executive Council may schedule additional regular meetings at other times as may be needed. Regular meetings will be at a time and place scheduled by the Executive Council. The Executive Council by majority vote or the membership by petition of twenty percent (20%) 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 Council shall meet a minimum of twice per academic term. It may meet with greater frequency as it may determine necessary or appropriate.

Article IV – Departmental Liaisons

- Section 1.** Departmental Liaisons shall be appointed to carry out certain responsibilities of the union in the departments. There may be at least one or more Departmental Liaisons, in good standing in each department. The Executive Council shall have the authority to designate the number of Departmental Liaisons in each department.
- Section 2.** The Executive Council shall announce departmental liaison positions as they are filled. Requests for appointment as departmental liaison from individuals or members suggesting an individual shall be submitted to the Executive Council. Departmental Liaisons will be appointed by the Executive Council for a term of two years. Departmental Liaisons must maintain membership in good standing to hold their office.
- Section 3.** Departmental Liaisons within each of the seven schools at PSU (College of Liberal Arts & Sciences; School of Education; School of Business Administration; School of Social Work; Maseeh College of Engineering & Computer Science; School of Fine & Performing Arts; College of Urban & Public Affairs) shall meet as a committee with the Coordinator of Liaisons for that school and/or the Membership Vice President at least once per term. The Coordinators of the Liaisons for the seven schools shall meet with the Membership Vice President at least once per term to keep the Executive Committee apprised of departmental issues as they arise.
- Section 4.** Departmental Liaisons may concurrently hold another office in the local except the offices of President, Secretary, or Treasurer.

Article V – Standing Committees

- Section 1. 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) Chairpersons of the Standing Committees shall be designated at the time of committee appointments by the Executive Council unless otherwise specified in the Constitution or Bylaws.
- Section 2. Duties.**
- (a) Standing Committees shall assume duties assigned by the Executive Council. Members will serve for a period of two years.
 - (b) Standing committees shall annually submit a written report and other reports as directed by the Executive Council.

- (c) Standing Committees may form subcommittees as needed.

Section 3. Finance Committee.

There shall be a Finance Committee. The committee shall have three members, one of whom shall be the Treasurer. Duties of the committee shall include but not be limited to recommendation to the Executive Council of annual budget, of auditors for the annual audit, and of other items referred for recommendation.

Section 4. Bargaining Committee.

There shall be a Local Bargaining Committee. The committee shall have up to five members from among 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 negotiate for the local in all negotiations on collective bargaining matters related to the unit. The committee shall be appointed not later than April of the year in which a new contract is to be negotiated and will serve until that Collective Bargaining Agreement is ratified by the membership. A Bargaining Committee may be re-constituted as need within the term of the contract they negotiated.

Section 5. Communications & Community Partnerships Committee.

There shall be a Communications & Community Partnerships Committee. The committee shall be a minimum of three (3) members. One of the three shall be the Vice-President for Communications & Community Partnerships, who shall be the chair. Appointments will be with the approval of the Executive Council. Duties of the committee shall include design, production and distribution of regular and periodic scheduled communications. In addition, the committee will pursue and nurture community partnerships as determined by the committee and/or Executive Council. The committee may utilize other members as needed to meet its goals. The committee will also see to preparation and distribution of news releases and other media relations as needed to promote the activities and interests of the local. The committee members shall serve for a term of two years.

Section 6. Membership Committee.

There shall be a Membership Committee. The committee shall be a minimum of three members. One of the three shall be the Vice-President for Membership, who shall be the Chair. Appointments will be approved by the Executive Council. Duties of the committee shall include review and promotion of membership benefits available through affiliation; and evaluation and recommendation to the Executive Council of services and benefit programs and activities to consider for inclusion in the local membership services program. The committee also shall be responsible for planning and coordinating the annual and other membership recruitment program and activities, and the on-going process of creating a sense of community within the membership. The committee shall serve for a term of two years.

Section 7. Political Action Committee.

Ratified by PSUFA General Membership on 08/28/12

There shall be a Political Action Committee. The committee shall be a minimum of three members. One of whom shall be the Vice-President for Political Action, who shall be the Chair. Appointments will be with the approval of the Executive Council. Duties of the committee shall include reviewing and recommending the position of the local with respect to legislative issues and with respect to candidates and ballot measures. The Committee also will plan and maintain an ongoing voluntary political actions and contribution program in coordination with the AFT-Oregon. The committee shall serve for a term of two years.

Section 8. Grievance Committee

There shall be a Grievance Committee. The committee shall be a minimum of three members, one of whom shall be the Grievances Vice President. Committee will inform members of their rights under the Collective Bargaining Agreement, advise and assist if requested in grievance procedures, or provide representation in any meeting that is potentially disciplinary. The Grievance Committee will work in concert with the Labor-Management Team to insure that both systemic and individual concerns raised by members are addressed.

Section 9. Audit Committee

The Audit Committee is appointed by the President with approval by the Executive Council. The Audit Committee conducts an annual review of the union's financial records to assure their accuracy and to verify that the union's funds are being handled properly. The committee consists of three to five members. No member of the Executive Council can serve on the committee, but the Treasurer will work with the committee to assemble all documents and to answer questions. The Committee's report is filed with the local's Executive Council and with Secretary-Treasurer of AFT.

Section 10. Technology Committee

The technology committee shall consist of at least two members and handles issues related to the union website, databases, and other issues involving support of information and communications technologies. It helps support critical technologies currently used by the union and tries to evaluate, recommend, and deploy technologies that may be best to help the union meet its future needs.

Article VI – 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 meeting called for consideration of the tentative agreement. Consideration and vote may be taken at a meeting convened for purpose of ratification of Collective Bargaining Agreement. The processing of applications and determination of eligibility for the Health Fund, Faculty Education and Professional Development funds shall be the responsibility of a subcommittee of the Executive Council.

Article VII - 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 a majority vote of members who vote 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 will be recorded.

Article VIII - Amendments

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 three weeks in advance of the meeting at which the vote is scheduled.