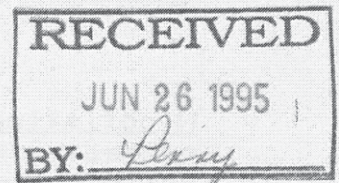


OREGON SCHOOL EMPLOYEES ASSOCIATION  
ASHLAND CHAPTER #42  
BYLAWS



ARTICLE I - DUES

Chapter No. 42 of the Oregon School employees Association shall have dues assessed on the members that shall provide for the per capita dues as established by the delegates at the Oregon School Employees Association's Annual Conference.

Chapter No. 42 may have local dues in addition to the per capita dues as determined by the membership of the chapter as in article 5 of the constitution.

ARTICLE II - MEMBERSHIP

Membership in Chapter No. 42 shall be as provided in the constitution and all members shall be current in their dues.

ARTICLE III - 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 of the activities of that committee and the progress.

Building Employee Representative Committee. This committee shall have a chairperson selected by the chapter president. Building employee 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 representatives shall attend all chapter meetings and building employee representative meetings or appoint a person to attend in their place.



Negotiation Committee. This committee shall be representative of the employees and shall include a chairperson designated by the executive committee. This committee shall develop negotiation proposals from information obtained from the membership, OSEA staff may serve as negotiations chairperson upon request of the committee. No contract shall be valid unless first ratified by a majority of members. Ratification shall be by secret ballot at a general meeting or building balloting after written notice to the membership of the ratification meeting or building balloting.

Nominating Committee. This committee shall seek out and screen all prospective candidates for office 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.

#### ARTICLE IV - MEETINGS

A regular monthly meeting shall be held.

Special meetings called by the executive committee shall be called for specific purposes and notice of such meetings will be posted along with regular verification of meetings. Items other than the specific reason for the meeting will be out of order.

#### ARTICLE V - BYLAWS AMENDMENTS

Amendments to the bylaws shall be presented to the chapter members 30 days prior to the next regularly scheduled meeting. Amendments to bylaws shall require a majority-and-one vote of the members present at the meeting or at building balloting voting in favor of the amendment in order to amend these bylaws.

#### ARTICLE VI - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised shall govern all matters except where the bylaws require otherwise.



OREGON SCHOOL EMPLOYEES ASSOCIATION

CHAPTER CONSTITUTION

OSEA ASHLAND CHAPTER #42

ARTICLE I - NAME

This chapter of the Oregon School Employees Association shall be known as OSEA Ashland Chapter #42.

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 to promote the economic and social welfare of the classified school employees of this district; and to assist the Oregon School Employees Association in furthering the aims and purposes of classified employees.

ARTICLE III - MEMBERSHIP

Any classified employee of this school district whose job does not require a certificate to teach is eligible for active membership in this chapter.

ARTICLE IV - OFFICERS

The elected officers of this chapter shall be president, vice president, secretary, treasurer and board representative.

ARTICLE V - DUES

The local dues of this chapter shall be determined by a two-thirds majority of members present at the time a dues motion is brought to a vote of the members by secret ballot. All members must be notified at least 30 days prior to such vote. 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.



## ARTICLE VI - ELECTION OF OFFICERS

Members in good standing of the chapter shall be eligible to vote in the election 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. The election officers shall be by secret ballot on forms provided to the membership. In the event no one candidate does receive a majority of votes, such candidates shall have a runoff election between the two receiving the most votes cast for that office.

The nomination committee shall retain all ballots cast at the election officers for 30 days after such election unless a motion to destroy ballots is passed.

Such election shall be conducted following a nomination committee report prior to the April meeting. Nominations from the floor shall be appropriate prior to the closing of nominations.

## ARTICLE VII - TERM OF OFFICE

The office of President shall be for two (2) years and other elected officers shall be elected for a one year term. Elected officers may succeed themselves. The election of officers shall be in April at a duly called meeting with notice of such meeting and purpose of the meeting being served on the membership prior to the meeting. The elected officers shall be installed at the May meeting; installation shall be performed by the Oregon School Employees Association. Officers maybe removed by the procedures set forth in Roberts Rules of Order, and in no instance may an officer support, contribute to, or join another labor union.

## ARTICLE VIII - EXECUTIVE COMMITTEE

The elected officers of the chapter shall serve as the executive committee for their term of elected office. The executive committee shall meet at the request of the president of the chapter. The chapter president shall serve as chairman 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 IX - OFFICERS' DUTIES

President - Shall serve as the leader and advisor to the chapter, appointing such committees as necessary and serve as chairman of the executive committee, and such other duties as required by the attached position description.

Vice President - Shall assume the duties of president in his or her absence or when called upon by the chair to do so, and shall serve on the executive committee and assume such other duties as required by the chapter president.

Secretary - Shall maintain all correspondence, fill and prepare minutes of chapter meeting and executive committee meetings, answer all correspondence requiring any answers and report such action to the executive committee, and assist the president when needed. Make available to the membership and/or the building representatives information from chapter meetings and agendas of future meetings.

Treasurer - Shall maintain a record of all funds of the chapter, maintain membership lists 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 the general membership, assist the president when so required. Shall validate the membership of the members at the chapter election.

Board Representative - Shall attend the school board meetings each month, report such meetings to the executive committee and at chapter meetings, assist the president when so required.

## ARTICLE X - DELEGATES TO ANNUAL CONFERENCE

Annual delegates to the Oregon School Employees Association Conference shall be elected by the membership present at the April meeting. The president and the newly-elected officers should be delegates. The number of delegates shall be as provided for in the OSEA Constitution.

## ARTICLE XI - AMENDMENTS AND AUTHORITY

This constitution shall be amended only by a two-thirds majority vote of those present at a duly-called meeting or at a duly called building balloting with notice and purpose of such meeting served on the members.

The authority of procedure shall be Roberts Rules of Order, Revised where specific condition are not provided within the constitution.