

PORTLAND STATE UNIVERSITY
FACULTY ASSOCIATION

BYLAWS

Adopted 02/25/2022 As Amended

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AFT LOCAL 3571
Ratified 02/25/2022 as Amended

Article I — Dues

Section 1. Regular Local dues define the amount of dues paid to the Local by Active Members, Associate Members, and Local Supporters.

Regular Local dues are set by a vote of the membership. A notice of any proposed change in dues must be announced to the membership no less than fourteen (14) days prior to the election. The vote passes with a simple majority.

Local dues for Active Members shall include affiliate's fees and insurance premiums. Associate members do not pay affiliate's fees or insurance premiums.

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

Article II — Finances

Section 1. The fiscal year shall be January 01 through December 31.

Section 2. Two (2) 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 either:

- (a) an audit committee of three to five (3-5) members independent of the Chair of Treasury; or
- (b) an affiliated AFT representative.

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 (6) months of the Local's fiscal year end.

Article III — Deleted

Article IV — Departmental Stewards

- Section 1.** The positions of Department Stewards shall be filled by individual volunteers, confirmed by the Executive Council to carry out certain responsibilities of the Local in the departments. There may be one (1) or more Stewards in good standing in each department. The Executive Council shall have the authority to designate the number of Stewards in each department.
- Section 2.** The Executive Council shall announce Department Steward positions as they are filled. Requests for appointment as Department Steward from individuals, or members suggesting an individual, shall be submitted to the Executive Council. Stewards must maintain membership in good standing to hold their office.
- Section 3.** Department Stewards shall meet as a committee with the Chair of Membership at least once per term to keep the Executive Council apprised of departmental issues as they arise. Summer term meetings are optional.
- Section 4.** Department Stewards may concurrently hold another office in the Local except the offices of Executive Council Co-Chairs, Chair of Operations, or Chair of Treasury.

Article V — Committees

- Section 1.** There shall be an ad hoc Election Committee assembled for elections of officers, as described in Article IV of the Constitution. This committee shall consist of three (3) volunteers from active membership who are not candidates for elected positions. Duties of the committee shall include general oversight of the election process, establishment and execution of online voting procedures via online election software, and membership notification of nominations and results.
- Section 2.** 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 members of the Executive Council according to their elected positions, unless otherwise specified in the Constitution or Bylaws.
 - (c) Members of the Election Committee shall be volunteers from the Active Membership and must not have been on the executive council within the past year.

- (d) Should the Local find it necessary, an AFT representative may serve in lieu of the Audit Committee (Section 9) pursuant to Article II, Section 3, Item (b) of the Bylaws.
- (e) Officers of the Executive Council may be ex officio members of any committee unless otherwise specified in the Constitution and Bylaws.

Section 3. Duties.

- (a) Standing Committees shall assume duties assigned by the Executive Council.
- (b) Standing Committees may form subcommittees as needed.

Section 4. Finance Committee.

There shall be a Finance Committee. The committee shall have a minimum of three (3) members, one (1) of whom shall be the Chair of Treasury. Duties of the committee shall include but not be limited to recommendation to the Executive Council of: annual budget, auditors for the annual audit, and other items referred for recommendation.

Section 5. Bargaining Committee.

There shall be a Local Bargaining Committee. One (1) of the members shall be the Chair of Collective Bargaining. 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 no later than six (6) months prior to the dates specified for bargaining by the previous Collective Bargaining Agreement. The committee will serve until that Collective Bargaining Agreement is ratified by the membership. A Bargaining Committee may be re-constituted as needed within the term of the contract they negotiated.

Section 6. Communications Committee.

There shall be a Communications Committee. The committee shall have a minimum of three (3) members. One (1) of the three shall be the Chair of Communications. Duties of the committee shall include design, production and distribution of regularly scheduled and event-related communications. 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.

Section 7. Membership Committee.

There shall be a Membership Committee. The committee shall have a minimum of three (3) members. One (1) of the three shall be the Chair for Membership. Duties of the committee shall include:

- (a) promotion of membership benefits available through affiliation;
- (b) surveying membership for demographic information, needs and interests; and
- (c) planning and coordinating membership recruitment program and activities, and the ongoing process of creating a sense of community within the membership.

Section 8. Political Organizing Committee.

There shall be a Political Organizing Committee. The committee shall have a minimum of three (3) members. One (1) of the three shall be the Chair of Political Organizing. 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, and will collect best practices of other union organizing to strengthen our union policies and practices.

Section 9. Grievance Committee.

There shall be a Grievance Committee. The committee shall have a minimum of three (3) members. One (1) of the three shall be the Chair of Grievances. Two (2) of the three committee members shall be Executive Council members. The committee will inform members of their rights under the Collective Bargaining Agreement, advise and assist in grievance procedures as requested, and provide representation in any meeting that is potentially disciplinary. The Grievance Committee will work in concert with the Executive Council Co-Chairs to support their Labor-Management meetings and ensure that both systemic and individual concerns raised by members are addressed.

Section 10. Audit Committee.

The Audit Committee is appointed by the Executive Council. The Audit Committee conducts an annual review of the Local's financial records to assure their accuracy and to verify that the Local's funds are being handled properly. The committee shall consist of three to five (3-5) members. No member of the Executive Council can serve on the committee, but the Chair of Treasury 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 the Secretary-Treasurer of AFT.

In accordance with Article II, Section 3, Item (b), the annual review may be conducted by an AFT representative in lieu of an Audit Committee.

Section 11. Benefits Committees

There shall be Benefits Committees to coordinate the distribution of special benefits funds defined in the collective bargaining agreement. Each committee shall have a minimum of three (3) members. The Chair of Operations shall be a member of each committee. Duties of the committees shall include promotion and review of benefits applications. The committee shall determine and disburse benefits funds upon review of applications. The committees will evaluate and recommend changes to the benefit programs to the Executive Council.

Article VI — Ratification of Collective Bargaining Agreements

Tentative agreements reached between the Local and the employer shall be subject to vote for ratification by the membership covered by that agreement. Ratification shall be obtained by majority vote using secret ballot at a special meeting called specifically for the purpose of considering the proposed Collective Bargaining Agreement. Drafts of tentative agreements will be made available for members to review at least seven (7) days before a ratification vote is taken.

Article VII — Strikes

The membership, on the request and recommendation of the Bargaining Committee or the Executive Council, may authorize the Local to call a strike. Authorization to strike shall be granted upon a majority vote of Active members at a meeting called for such a purpose or by a majority vote of those participating in an online vote. The meeting may be scheduled in more than one (1) session to provide maximum opportunity for voter participation. Each member's vote will be recorded.

Article VIII — Amendments

Amendment of the PSUFA Bylaws shall be proposed by majority vote of the Executive Council or by twenty percent (20%) of the membership. A special election, either online or in a regular membership meeting as determined by the Executive Council, will decide whether or not the amendments are accepted. The proposed amendment shall be submitted to the members at least two (2) weeks in advance of the scheduled vote. Amendments are ratified by a simple majority.