

CONSTITUTION AND BYLAWS

SEIU LOCAL 503, OREGON PUBLIC
EMPLOYEES UNION



INDEX Constitution

<u>Article</u>		<u>Page</u>
I	NAME	1
II	PURPOSE	1
III	HEADQUARTERS	1
IV	MEMBERSHIP	1
V	LOCALS	2
VI	BOARD OF DIRECTORS	3
VII	GOVERNMENT	4
VIII	ADMINISTRATION	4
IX	LIMITATIONS	6
X	AMENDMENT	7

Bylaws

<u>Article</u>		<u>Page</u>
I	GENERAL	1
II	MEMBERSHIP	6
III	GENERAL ELECTION REQUIREMENTS	9
IV	LOCAL ELECTIONS	12
V	DIRECTOR/ASSISTANT DIRECTOR ELECTIONS	13
VI	STATEWIDE OFFICER ELECTIONS	17
VII	MEETINGS	19
VIII	EXECUTIVE COMMITTEE	20
IX	BOARD OF DIRECTORS	20
X	DUTIES OF OFFICERS	22
XI	UNION STEWARDS	28
XII	RESPONSIBILITIES/OFFICERS AND MEMBERS	29
XIII	COMMITTEES	31
XIV	SPECIAL COUNCILS	36
XV	COMMUNITY ACTION CENTERS	38
XVI	THE GENERAL COUNCIL	39
XVII	FINANCIAL	45
XVIII	CENTRAL LEDGER ACCOUNTING SYSTEM	49
XIX	LOCALS NOT USING CENTRAL LEDGER	50
XX	INACTIVATION OF LOCALS	51
XXI	TRUSTEESHIP FOR LOCAL FINANCES	52
XXII	POLITICAL ACTION PROGRAM	54
XXIII	DISCRIMINATION	54
XXIV	AMENDMENTS OF BYLAWS	54
XXV	PARLIAMENTARY AUTHORITY	55

Changes indicated in bold are updates as of the 2008 General Council including Restructure

SEIU LOCAL 503, OREGON PUBLIC EMPLOYEES UNION CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Service Employees International Union Local 503, Oregon Public Employees Union, hereinafter referred to as the "Union."

ARTICLE II - PURPOSE

The Union is a labor organization established to represent and work for the benefit of employees on matters of employment relations, through collective bargaining and collective bargaining contract administration; through pursuit of merit system remedies and other remedies of law and rule; binding arbitration, worksite activities, political organizing and self-help activities, through active initiation or support of legislation and ballot measures beneficial to such employees; through active opposition to legislation and ballot measures detrimental to the interests of such employees; and through providing services and benefits for the common good, in a manner compatible with the public interest.

ARTICLE III - HEADQUARTERS

The principal office of the Union, hereinafter referred to as "Headquarters," is located in Salem, Oregon.

ARTICLE IV - MEMBERSHIP

Section 1. The Union has five (5) types of membership: active, semi-active, associate, retired, and staff. Subject to approval by the Board of Directors, eligibility for continuing membership may be extended to former active members who separate from employment in a bargaining unit and to former staff members who separate from employment with the Union.

Section 2. Active Membership.

(a) Active membership in the Union is open to employees excluding the following:

(1) Persons who are or would be excluded from bargaining units as supervisory or confidential employees.

(2) Persons in bargaining units in which the SEIU Local 503, Oregon Public Employees Union is not the certified or recognized bargaining representative or persons in bargaining units represented by a labor organization not affiliated with the SEIU Local

503, Oregon Public Employees Union other than members in bargaining units currently being organized.

(b) Active membership status shall continue during the period of time that an employee is on authorized leave or for the first ninety (90) days of layoff status.

Section 3. Semi-Active Membership. Semi-active membership is limited to those seasonal employees who are on layoff status.

Section 4. Associate Membership. Associate membership in the Union is open to those persons excluded from active membership in Section 2, Active Membership, subsection (a)(1) and (2) of this Article, SEIU Local 503, OPEU staff members, or union members in affiliated labor organizations.

Section 5. Retiree Membership. Retiree membership is limited to persons who, while employed, were active or associate members of SEIU or predecessor organization.

Section 6. Staff Membership. Staff membership is open to staff of the SEIU Local 503, Oregon Public Employees Union. (See Bylaws, Article II, MEMBERSHIP, Section 5, Staff Membership).

ARTICLE V - LOCALS

Section 1. The basic membership group is the "local."

Section 2. Locals shall be established in accordance with the following procedure:

(a) Each state agency, each non-state bargaining unit represented by SEIU Local 503, OPEU, or subsection of an agency as determined by the Board of Directors, shall constitute one statewide local whose membership shall be comprised of every active and semi-active member of the Union employed in that state agency, bargaining unit or subsection.

(b) Special chapters for retired people may be established by a petition to the retiree local for fifteen (15) or more retired members.

(c) A regular local may also be formed by affiliation of an existing employee organization with this Union. Affiliation shall be pursuant to an affiliation agreement between the organization and the Union approved by the Board and signed by the President and Secretary-Treasurer of the Union. The affiliation agreement shall provide, in addition to other necessary provisions, that upon payment of Union dues and acceptance of the Union Constitution and Bylaws and other obligations of Union membership by the various members of the organization qualifying for active

membership in the Union, such members shall be entitled to all the rights of, and shall be, active members of the Union and the organization shall be entitled to all the rights and subject to all the obligations of, and shall be a regular local of the Union.

(d) When one of the foregoing conditions is met, the Board will issue a charter.

Section 3. Each local shall file with Headquarters a duly authenticated copy of the local's provisions for self-government and any subsequent amendments thereto. A local's provisions for self-government may not conflict with the Constitution or Bylaws of the Union or the enactments of the General Council. To the extent that any such local provision is in conflict, it is void.

Section 4. If a local becomes inactive, or if a local's charter is revoked, all unobligated monies of the local shall revert to the treasury of the Union. If an inactive local has not been reactivated within two (2) years, said monies shall be placed in the General Fund account of the Union. Unobligated monies of a local whose charter has been revoked shall be placed in the General Fund account of the Union upon receipt.

Section 5. The dues paid by Union members are Union monies whether for the use specifically of the Union or of the local. If a local chooses to affiliate with any other labor organization, the funds in its treasury that were derived from such Union dues shall belong solely to the Union for its use and shall be turned over to the Union by such local upon affiliation of the local with the other labor organization.

Section 6. The charter of any local not meeting conditions of Article V, LOCALS, Section 2, of the Constitution may be revoked only by a two-thirds (2/3) vote of the Board of Directors.

ARTICLE VI- BOARD OF DIRECTORS

Section 1. The Board of Directors of the Union, hereinafter referred to as the Board, consists of the Statewide Officers, Directors, and the President of Retiree Local 001, and in his/her absence, the Vice President of the Retiree Local 001.

Section 2. The Statewide Officers of the Union are: President, Immediate Past President, Vice President, Secretary-Treasurer, and Executive Director.

Section 3. The Statewide Officers, except the Immediate Past President, are elected by the membership statewide. The President becomes the Immediate Past President upon installation of a successor.

Section 4. The Directors are elected six (6) months prior to each regular session of the General Council.

Section 5. The term of office for the Board shall begin with installation at a regular session of the General Council, and shall end with the installation ceremony held at the next regular session of the General Council.

Section 6. A member can serve as the President for only two (2) consecutive two (2)-year terms or a major portion thereof in any five (5)-year period.

Section 7. A member can serve as the Vice President, or the Secretary-Treasurer, or a Director for only two (2) terms in any six (6)-year period.

Section 8. Local Officers, Directors, Assistant Directors, Statewide Officers, and voting delegates to General Council other than delegates from the Retired Local, and the person in the Retiree Local Board position, shall be active members of the Union.

ARTICLE VII- GOVERNMENT

Section 1. The General Council is the supreme governing body of the Union and shall meet in regular session every even-numbered year.

Section 2. The Board is the governing body of the Union between sessions of General Council.

Section 3. The Executive Committee of the Board is the governing body between meetings of the Board.

ARTICLE VIII- ADMINISTRATION

Section 1. The administration of the affairs of the Union is vested in the Board.

Section 2. The Executive Director is the chief administrative officer of the Union. The Executive Director is authorized to employ such staff as may be required to administer the affairs of the Union, subject to the financial ability of the Union.

Section 3. Every person who holds any office in the Union and every employee of the Union (other than an employee performing exclusively clerical or custodial services) shall file a report at Headquarters within sixty (60) days of the beginning of the fiscal year listing and describing, for the one (1)-year period beginning October 1, of the previous year:

(a) All stocks, bonds, securities, accounts receivable, or other interests held directly or indirectly by such person or employee or his or her spouse or minor child in any company doing business with the Union and any income or other benefit with monetary value derived directly or indirectly by such person or employee or his or her spouse or minor child from any company doing business with the Union.

(b) All bonds, securities, or other interests which such person or employee or his or her spouse or minor child directly or indirectly held in, and any income or other benefit of monetary value which such person or employee or his or her spouse or minor child derived directly or indirectly from, any governmental agency whose employees the Union represents or seeks to represent, except payments and benefits received as an employee of such governmental agency, unemployment compensation, workers compensation, and other benefits to which such person or Union employee is entitled by law.

(c) Any financial transaction in which such person or employee or his or her spouse or minor child engaged, directly or indirectly, with a governmental agency whose employees the Union represents or seeks to represent, other than financial aspects of those relationships exempted in subsection (b) of this Section.

Stocks, bonds, securities, and interests registered under the Securities Exchange Act of 1934, the Investment Company Act of 1940, or the Public Utility Holding Company Act of 1935, need not be listed. The form for use in filing the reports shall be furnished by Headquarters to each such officeholder and employee in September of each year.

Section 4. Members of the negotiating team are the Executive Director, or designee, the members chosen to sit at the bargaining table, and the staff assigned to sit at the bargaining table. Responsibility for presentation to the Union's negotiating team of demands, proposals, and other material to be considered in collective bargaining contract negotiations lies with the active membership. Once negotiations have commenced, authority to make decisions at the bargaining table on behalf of the Union and the employees it represents, whether decisions to submit a proposal, change a proposal, withdraw a proposal, accept a counterproposal, or otherwise, shall lie with the negotiating team in accordance with what reasonably appears at the time to be in the best interests of the Union and the employees it represents.

Section 5. Unless otherwise required by law or unless otherwise agreed at the bargaining table, ratification of any contract may be limited to voting only by active members of the Union and may be conducted by either a printed secret ballot sent or delivered to active members in the bargaining unit or by vote of the active members at a membership meeting after reasonable advance notice specifying the date, time, place, and purpose of the meeting. The method of ratification to be used in any particular situation shall be determined by majority vote of the negotiating team.

Section 6. As used in the Union's Constitution and Bylaws, "secret ballot" means the expression by ballot, voting machine, or otherwise, but in no event by proxy, of a choice with respect to any election or vote taken upon any matter, which is cast in such manner that the person expressing such choice cannot be identified with the choice expressed.

ARTICLE IX - LIMITATIONS

Section 1. No member or body of the Union shall take any action, which is incompatible with the purpose of the Union.

Section 2. No member or body of the Union shall take any action, which is in conflict with the expressed or implied powers conferred by this Constitution and Bylaws. To the extent that any such action is in conflict, it is void.

Section 3. No member or body of the Union shall publish, unless approval is first obtained from the General Council or from the Board, any recommendation declaring or implying the endorsement of such recommendation by the Union and which is in conflict with the position of the Union in the following matters:

- (a) Ballot measures.
- (b) Political candidates.
- (c) Legislation.
- (d) Wage and salary plans.
- (e) Retirement and other non-salary compensation.
- (f) Employee Representation.
- (g) State merit system and personnel rules.

Section 4. No member or body of the Union shall solicit funds or enter into any contract or other arrangement regarding goods, property, or services in the name of the Union, or in such a manner as to imply endorsement by the Union, unless approved by the General Council or by the Board. This limitation shall not apply, however, to activities with a strictly social or administrative purpose.

Section 5. The total annual budget of the Union as approved by the General Council, or the Board in odd numbered years, shall not be exceeded, except by authority of the Board or General Council.

Section 6. The Union is politically non-partisan.

Section 7. It is the intent of this Union that the Union's Constitution and Bylaws conform to the standards of the Labor-Management Reporting and Disclosure Act of 1959. In all situations of membership rights, elections, accounting and disclosure, officer conduct, retention of records, bonding, financial relationships of officeholders and employees, and other labor organization areas covered by that Act, where the Constitution or Bylaws do not specify otherwise, the requirements of that Act, to the extent properly applied to public sector employee representation, shall be followed as the standards for this Union.

Section 8. There shall be established a Local Funds Account into which shall be deposited all local rebates for those locals participating in the Central Ledger Accounting System authorized in the Union Bylaws. This account shall remain separate and distinct from all other accounts maintained by the Union. Headquarters shall invest these local funds in interest-bearing accounts which will maximize return and safety; however no member, officer, employee, or body of the Union other than the General Council may divert or spend funds deposited in a particular local's account without the approval of that specific local.

ARTICLE X- AMENDMENT

Section 1. Amendment of the Constitution may be made in either of the following ways:

(a) By two-thirds vote of the General Council in regular session.

(b) By initiative petition either signed by 20 percent (20%) of the total active membership of the Union, endorsed in writing by 30 percent (30%) of the regular locals, or endorsed by the Board. Said petition shall be forwarded to Headquarters. Within thirty (30) days after receipt at Headquarters and upon verification of the signatures on the petition, the proposed amendment shall be transmitted to the regular locals for approval. The proposed amendment must be approved by a majority of the regular locals within one hundred and twenty (120) days from the date the proposed amendment is transmitted from Headquarters to the regular locals; said amendment shall become effective on the date the last requisite regular locals approval is received in writing at Headquarters.

END OF CONSTITUTION

SEIU LOCAL 503, OREGON PUBLIC EMPLOYEES UNION BYLAWS

ARTICLE I - GENERAL

Section 1. General and Financial Union Information.

(a) Between November 1 and December 1 of each year the President and Secretary-Treasurer of the Union shall sign and file at Headquarters a statement showing:

- (1) The name of the Union.
- (2) The mailing address and street address of the Union's principal office.
- (3) The address where the Union maintains its official records.
- (4) The name and title of each Statewide Officer, Director, Assistant Director, and Local Officer.
- (5) The amount of dues and any other periodic payments required to maintain membership in the Union.
- (6) A statement showing (to the extent not otherwise set forth in the Union's Constitution and Bylaws):
 - a. Qualifications for and restrictions on membership.
 - b. Procedure for levying any assessment.
 - c. Insurance and other benefit plans available to members.
 - d. Authorization for disbursement of funds of the Union.
 - e. The person or firms which have audited any financial transactions of the Union in the last five (5) years and where the audit report can be inspected.
 - f. Procedures for the calling of regular and special meetings.
 - g. Procedures for the selection of officers at all levels of the Union and Union Stewards, and a specific statement indicating how each such person was elected, appointed, or otherwise selected.

- h. Procedures for discipline or removal of officeholders, employees, or agents of the Union for breaches of their trust.
- i. Procedures for imposition of fines, suspensions, and expulsion of members, including the grounds for such action and provisions for notice, hearing, judgment on the evidence, and appeal.
- j. Procedures for obtaining authorization for bargaining demands.
- k. Procedures for ratification of contract terms.
- l. Procedures for obtaining authorization for strikes.

(b) The President and Secretary-Treasurer of the Union shall annually sign and file at Headquarters a financial report containing the following information in such detail as may be necessary accurately to disclose the Union's financial condition and operations for the preceding fiscal year:

- (1) Assets and liabilities at the beginning and end of the fiscal year.
- (2) Receipts of any kind and the sources thereof.
- (3) Salary, allowances, and other direct or indirect disbursements (including reimbursed expenses) to each officeholder and each employee.
- (4) Direct and indirect loans to any business enterprise, together with a statement of the purpose, authorization, security if any, and arrangements for repayment.
- (5) Other disbursements made by the Union and the purpose of such disbursements.

(c) The Union shall make the statement and report described in subsections (a) and (b) of this Section available at headquarters for inspection at any time during normal business hours by any active or retired member of the Union. The Union shall also, subject to reasonable limitations as to notice and specific time of inspection as may be necessary to prevent interference with regular staff duties and subject to limitations necessary for the protection of its books, records, and accounts, permit any such member for just cause to examine any books, records, or accounts necessary to verify the statement described in paragraph (a) or the report described in paragraph (b).

Section 2. Every Local President, Local Secretary, and Local Treasurer, the Union President, the Union Secretary-Treasurer, and the Executive Director of the Union shall maintain records on the matters required to be reported under Section 1, General and Financial Union Information, of this Article which will provide in sufficient detail the necessary basic information and data from which the statement and report described in subsections (a) and (b) of Section 1, General and Financial Union Information, of this Article may be verified, explained, or clarified, and checked for accuracy and completeness, and shall include vouchers, work sheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of not less than five (5) years after the filing of the documents described in subsections (a) and (b) of Section 1, General and Financial Union Information, of this Article.

Section 3. Nothing contained in the Constitution and Bylaws of the Union shall be construed to require an attorney who is a member in good standing of the Oregon State Bar to include in any report or statement required to be filed pursuant to the Constitution or Bylaws, or to disclose to any officeholder, agent, or employee of the Union, any information which was lawfully communicated to such attorney by any client of the attorney in the course of a legitimate attorney-client relationship.

Section 4. It shall be the duty of the Executive Director of the Union to forward a copy of each collective bargaining agreement made by the Union with any governmental agency to any employee of such agency who requests such a copy and whose rights as such employee are directly affected by such agreement. The Executive Director shall maintain, at Headquarters, copies of any such agreement made or received by the Union which shall be available for inspection by any employee whose rights are affected by such agreement.

Section 5. Fiduciary responsibility of officeholders, employees, agents, Union Stewards, and other Union representatives:

(a) The officeholders, employees, agents, Union Stewards, and other representatives of the Union occupy positions of trust in relation to the Union and its members as a group. Accordingly, it is the duty of each such person, taking into account the special problems and functions of the Union as a labor organization, to hold its money and property solely for the benefit of the Union and its members and to manage, invest, and expend the same in accordance with its Constitution and Bylaws, any applicable resolutions of the Board adopted pursuant to powers granted by the Constitution and Bylaws, any applicable and authorized resolutions of the locals; to refrain from dealing with the Union as an adverse party or in behalf of an adverse party in any manner connected with such person's duties, and from holding or acquiring any pecuniary or personal interest which conflicts with the interests of the Union; and to account to the Union for any profit received by such person in whatever capacity in connection

with transactions conducted by such person or under his or her direction on behalf of the Union.

(b) Whenever any officeholder, employee, agent, Union Steward, or other representative of the Union violates the obligations declared in subsection (a) of this Section, the Board shall bring action or suit, or recover damages, or secure an accounting or other appropriate relief, within a reasonable time, for the benefit of the Union to obtain redress for the violation of such obligations.

(c) Embezzlement from the Union, stealing of money or property from the Union, or unlawful and willful conversion of any money or property of the Union, shall be cause for expulsion from the Union.

Section 6. No loan, directly or indirectly, of money or property of the Union shall be made to any officeholder, employee, agent, Union Steward, or other representative of the Union. However, this Section shall not prevent use by an employee of an automobile, leased by the Union, for the employee's reasonable private use where the automobile is used primarily for Union business and the lease-use arrangement results in a net benefit to the Union.

Section 7. Willful violation of any provision of the Union Constitution and Bylaws shall be cause for removal from any office held and the member will be restricted from running for any steward or officer position for two years, subject to the provisions of Article XVII of the SEIU International Constitution and Bylaws.

Section 8. Any person who makes a false statement or representation of a material fact, knowing it to be false, or who knowingly fails to disclose a material fact, in any document, report, or other information required under the provisions of the Union's Constitution or Bylaws, or who willfully makes a false entry in or willfully conceals, withholds, or destroys any books, records, reports, or statements required to be kept by any provision of the Constitution or Bylaws, shall be expelled from the Union.

Section 9. The following shall apply to officers elected after September 2008.

(a) Holders of office in locals may be removed from office, as provided for in the involved local's constitution and bylaws. If no provisions or procedures exist in the involved local's constitution and bylaws, such officers may be removed from office as provided for under the procedure established in subsection (b) for the removal of other office holders.

(b) Statewide Officers, and holders of all other offices at any level of the Union, may be removed from office by a simple majority vote of the

membership eligible to vote for that office and voting. Balloting will occur when called for by initiative petitions bearing signatures of 10 percent 10% of the membership eligible to vote for the office in question as described herein.

(1) To initiate the office holder recall process, the proponent(s) of a proposed recall shall submit a written notice of intent to the chairperson of the Member Representation Committee. The date of this submission shall be the recall initiation date.

(2) To be counted toward satisfaction of the ten percent recall election threshold, recall petition signatures must be gathered within the one hundred eighty (180) days immediately following the recall initiation date; each signature must be dated by the signer at the time of signing; and the signer must have been a member of the Union eligible to vote for the office in question on the date of signing.

(3) Petitions may be delivered to the chairperson of the Member Representation Committee at any time within the one hundred eighty (180) days immediately following the recall initiation date, but no more than seven (7) days after the expiration of that one hundred eighty (180) days.

(4) Upon receipt of such petitions, the chairperson of the Member Representation Committee, together with the members of the Committee, shall determine the validity of membership within fifteen (15) days of their presentation.

(5) For the purpose of determining whether the number of valid signatures satisfies the ten percent recall election threshold, the number of members eligible to vote for the office in question shall be the number of members who were eligible to vote for the office in question on the recall initiation date.

(c) For a local officer recall, results of the petitions shall be sent to the local involved. For all other recalls, the results will be sent to the Board. If the threshold has been met, the appropriate governing body shall order an election to be held, within thirty (30) days after the Member Representation Committee determines that the requirements of subsection (b) have been fulfilled. Elections shall be conducted in accordance with Bylaws Article III, GENERAL ELECTION REQUIREMENTS; and/or Article IV, LOCAL ELECTIONS; and/or Article

V, DIRECTOR AND ASSISTANT DIRECTOR ELECTIONS; and/or Article VI, STATEWIDE OFFICER ELECTIONS. After validation, the chairperson of the Member Representation Committee will transmit ballots to the membership for a vote. Ballots will be returned to the Member Representation Committee for tabulation. Results by local will be published in the next issue of the 503 VOICE. Where the majority vote is for removal, it shall be effective upon completion of tabulation and the officeholder shall be formally notified by the Board or its designee.

(d) Recall petition campaigns and election campaigns shall be conducted in accordance with Article III GENERAL ELECTION REQUIREMENTS Section 7 (a), 7 (b), and 7 (c), such that no union or employer funds shall be used to promote such campaigns, and all members shall have the right to support and or participate in such campaigns without being subject to any penalty, discipline or other improper interference or reprisal.

Section 10. A person whose membership has been revoked may be reinstated by a three-fourths (3/4) vote of the Board after six (6) months from the date of revocation.

Section 11. In the representation of represented employees on grievances, disciplinary actions, or any other claims, or complaints, the Union retains the right to refuse to file or pursue any such matter at the Employment Relations Board, at arbitration, or in the courts if, in the judgment of the Union, the merits of the case justify such a decision.

ARTICLE II - MEMBERSHIP

Section 1. Active Membership.

(a) Every active member has all rights of Union membership and has equal rights and privileges within the Union. These rights include, but are not limited to, the right to nominate candidates, to vote in elections or referendums of the Union, to hold office at all levels of the Union, to attend membership meetings, and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations of the Union for the conduct of such meetings.

(b) Every active member of the Union has the right to meet and assemble freely with other active or retired members; to express any views, arguments, or opinions; and to express at meetings of the Union such member's views upon candidates in an election of the Union or upon any business properly before the meeting, subject to the Union's established and reasonable rules pertaining to

the conduct of meetings. However, nothing in subsection (a) or (b) of this Section shall be construed to impair the right of the Union to adopt and enforce reasonable rules as to the responsibility of every member toward the Union as an institution and to such member's refraining from conduct that would interfere with the Union's performance of its legal or contractual obligations.

(c) A member's right to attend meetings shall not be limited to those of his/her local, the Board or its committees, but shall apply to meetings of any local although the member's right to vote at such meeting shall be governed by the established policies of such meeting group. The visiting member should be identified as a guest.

(d) Locals and the Board will still be allowed to go into Executive Session for cause.

Section 2. Semi-Active Membership. A semi-active member may hold any office, provided that they remain members in good standing and pay dues at the associate member rate while in semi-active status. Semi-active members shall receive all general publications sent to active members.

Section 3. Associate Membership. An associate member of the Union may not vote, may not nominate candidates, may not hold any office in the Union, may not attend or speak at membership meetings of the Union except by invitation of the officer or officers in charge of the meeting, may not participate in deliberations on Union business.

Section 4. Retiree Membership.

(a) Except as provided in the Constitution, retired members belonging to the Retiree Local have all the rights of Union membership except those rights excluded herein, and that the President of the Retiree Local 001, or in his/her absence, the Vice President of the Retiree Local 001, shall have voting rights as a member of the Board. Delegates to General Council shall have the same voting rights as other General Council delegates.

(b) Notwithstanding the provisions of subsection (a) of this Section, no retired member, including any retired Past President, who immediately prior to retirement was prohibited from being an active member, under Section 2, Active Membership, of Article IV, MEMBERSHIP, of the Constitution, shall have any membership rights other than the right to participate in programs made especially available for retired persons, the right to meet and assemble with other retired members for the purpose of dealing with matters or concerns relating only to retired members, and the right to express views and vote at such

meetings on such matters or concerns. Exceptions to this policy may be granted to former active members of the Union who spent the majority of their employment in the bargaining unit. This action requires a unanimous vote of the Board. A retired person granted this exception by the Board has the same membership rights as other retired members who retired in active member status. This action may be revoked by a majority vote of the Board.

(c) All retired members are placed in one statewide Retiree Local under a statewide, elected Retiree Members' Council of the SEIU Local 503, OPEU. Said Council's policies to be in accord with SEIU Local 503, OPEU Constitution and Bylaws, Administrative Policies and Procedures, and approved by the Board; and that the retired members shall form a sub-unit called a Chapter. They shall do so by petitioning the Retiree Member Council. The Retiree Member Council shall have approval over Constitution and Bylaws of the Chapter. Any action by the Retiree Member Council may be appealed to the Board, and their argument may be presented at a regularly scheduled Board of Directors meeting.

(d) The Retiree Member Council will consist of: Chapter directors elected from the Chapters; a President, Vice President, and Secretary-Treasurer, each elected at large within the local; the President of the Union or designee as an ex-officio member.

(1) Terms of each office will be for a two (2)-year period.

Section 5. Staff Membership. A staff member of the SEIU Local 503, OPEU has membership rights, which include:

(a) Submitting resolutions to General Council, voting on dues increases and other union governance issues, including economic and social policy positions, but not on issues specific to bargaining units.

(b) Being an SEIU Local 503, OPEU representative, with full voting rights on all issues, to any labor board, conference, convention, or other function, if elected by the membership or designated to do so by the Board.

(c) Nominating candidates and voting in statewide Union elections.

(d) Running for the office of Executive Director.

Section 6. All active members of the Union shall belong to a local. An active member may hold membership in more than one local at a given time, if employed by more than one employer with SEIU Local 503, OPEU bargaining unit members. In such cases, the member holds full membership rights in

each of the locals where they have membership, but may only have one vote in statewide issues. In order to be able to cast one vote for industry representation in the statewide Board election, a dual local member shall have a primary industry seat determined by where the longest membership status exists. For purposes of this Article, "statewide" shall also include one representational vote at such events as General Council, bargaining conferences, SEIU conventions, etc.

Section 7. Membership is contingent upon payment of dues as provided in these Bylaws.

ARTICLE III - GENERAL ELECTION REQUIREMENTS

Section 1. All Union officers and alternates, including Local, and Statewide Officers, Assistant Directors, General Council delegates, and delegates to any international, national, or intermediary labor council or conference where the delegate will be given the authority to elect officers of that body, shall be elected by secret ballot. Certain officers will fill convention delegate slots as part of the duties of the position to which they are elected. (See Article **X**, DUTIES OF OFFICERS.)

Section 2. Election of Alternates. In all delegate elections, the formula of a minimum of one (1) alternate for each two (2) delegates shall be followed. If an elected delegate or alternate cannot serve/attend the function to which they were elected, then the candidate with the next highest number of votes shall become the delegate. If there are no other candidates/alternates who ran in the same election, then the members shall be notified of a special election to fill the position. In such instances where a special election is necessary, the election could be called with a fifteen (15)-day notice to the members via worksite notices and election would be an onsite type election (ballot box/absentee ballots).

Section 3. In all statewide, and local elections for SEIU Local 503, OPEU or SEIU delegates, alternates shall be elected. Eligible voters are active members and semi-active members in good standing and eligible to vote in a particular election according to sections of these Bylaws detailing specific elections or staff members eligible to vote pursuant to Article II, MEMBERSHIP, Section 5, Staff Membership, of these Bylaws. Retired members in good standing with the Retiree Member Council and who were active members immediately before joining the Retiree Local, or had their active status reinstated by the Board in accordance with Article II, MEMBERSHIP, Section 4, Retiree Membership, of the SEIU Local 503, OPEU Bylaws, are eligible to vote in elections for officers of the Retiree Local and in Statewide Officer elections.

Section 4. All eligible voters in good standing may nominate candidates, be a candidate, and hold office subject to the restrictions in Section 3.

Section 5. A notice that nominations are open shall be distributed to all eligible voting members. The notice shall provide adequate time and opportunity for names to be placed in nomination and shall include, but not be limited to, the office(s) to be filled, duties of the office(s) or reference to where a description may be found, proper form for submitting nominations, and the date(s), time(s), and place(s) nominations will be accepted.

Section 6. A notice of election shall be mailed to each member at his/her last known address at least fifteen (15) days prior to election. The notice shall include, but not be limited to the date(s), time(s), and place(s) of the election, and the manner in which the ballots will be cast. There will be no proxy voting. It is the responsibility of the Union President to secure the integrity and accuracy of the secret ballot.

Section 7. Certain campaign rules, candidate rights, and limitations will apply at all levels.

(a) No Union funds derived from dues, assessments, or other levies may be used to promote any person's candidacy. No employer may make contributions of cash or anything of value, either directly or indirectly, to promote any person's candidacy. And, no employee of the Union shall give or lend any money, goods, or services to aid the candidacy of any person seeking election to an office at any level of the Union.

(b) Except as otherwise provided in these Bylaws, every member shall have the right to vote or otherwise support the candidates of such member's choice without being subject to any penalty, discipline, improper interference or reprisal of any kind by the Union or any member, employee, agent or representative.

(c) Staff who are members of SEIU Local 503, OPEU, will be deemed to be in compliance with (a) and (b) above if their activities regarding campaigns do not occur during regular working hours or during any other hours in which staff are assigned to, or working on, union business of any kind.

(d) The Union will honor and comply with all reasonable requests by candidates to distribute campaign literature to eligible voters at the candidate's personal expense. All candidates will receive equal privileges and opportunities to avail themselves of this service.

(e) Every candidate shall have the right, once within thirty (30) days prior to the election, to inspect a list containing the names and addresses of all Union members eligible to vote in that election.

(f) Candidates may be allowed to publicize their candidacy in Union newspapers or at membership meetings, provided equal access and opportunity are afforded all candidates and they are so notified in advance.

(g) Union funds may be used for notices of elections, factual statements related to the elections but not promoting one candidate over another, and for other expenses necessary for holding an election.

(h) Candidates shall be allowed to have observers at each polling place and at all phases of the counting and tallying of the ballots. If a mail ballot is used, candidates shall be permitted to have an observer present while ballots are prepared and mailed and when ballots are received, opened, and counted.

(i) The Union shall, through written Board policies, take adequate safeguards to insure fair elections at all levels of the Union.

Section 8. Except for ballots in Statewide Officer elections (see Article VI, STATEWIDE OFFICER ELECTIONS, Section 4 (i)), all ballots shall be counted by an Elections Committee appointed by the presiding officer of the electing body and the results certified by the members of the Elections Committee of the electing body. In statewide Union elections, results are certified by the Elections Committee and the Secretary-Treasurer of the Union. The certified election results along with the securely packaged ballots shall be forwarded to the Secretary-Treasurer of the Union, or designee, within fifteen (15) days following the election. The Union Secretary-Treasurer, or designee, shall insure timely publication of the election results. All ballots, envelopes, tally sheets, and related election materials shall be secured and kept for one (1) year.

Section 9. A challenge of an election must be filed within fifteen (15) days after the election results have been published. Challenges may be filed only by persons eligible to vote in the election. The challenge shall be presented in writing to the chair of the Member Representation Committee and must be signed by the challenger(s). The President shall place the challenge on the agenda of the next regular Board Meeting. Additional hearings may be scheduled with notice of time and place provided to challengers and opponents of the challenge. The burden of showing cause for setting aside the election is on the challenging parties. The Board shall issue a written statement of its findings and direct the Union Secretary-Treasurer to certify the election or order a new election. The Board shall render its decision no later than three (3) months following the original election. Challenged elections shall be considered valid until declared otherwise by the Board. If the election of a Board member is challenged,

that Board member shall not participate in the deliberations or decisions of the Board. The challenged member may speak in opposition to the challenge.

Section 10. Every active member and every retired member under subsection (a) of Section 4, Retiree Membership, of Article II, MEMBERSHIP, of these Bylaws, as to Retiree Local elections, shall have the right to be a candidate, hold office, and vote for or otherwise support the candidates of such member's choice without being subject to any penalty, discipline, improper interference, or reprisal of any kind by the Union or any member, employee, agent, or representative thereof.

ARTICLE IV - LOCAL ELECTIONS

Section 1. Local officer elections for all locals within SEIU Local 503, OPEU will be held between January and April of even numbered years, with those elected taking office no later than May 1st of that year. The seated Retiree Local President shall complete the full two-year term of office on the Board, and the Retiree Local President-elect shall be installed with the full Board in August at General Council. Officer terms of office shall be two (2) years.

Section 2. Elections for Local Officers shall be conducted in accordance with procedures provided in the local's constitution and bylaws and in accordance with the General Elections Requirements as stated in Article III, GENERAL ELECTION REQUIREMENTS, of these Bylaws. (Bylaws Article III, GENERAL ELECTION REQUIREMENTS, also speaks to election of delegates.)

Section 3. Each member shall be provided an opportunity to vote by secret ballot for election of Local Officers, and delegates and alternate delegates to General Council. If an elected alternate delegate is unable to serve, the candidate with the highest number of votes shall be the replacement delegate to General Council.

Section 4. The President of each local shall appoint an elections committee of three (3) active members in the local, who are not nominees, to prepare, distribute, receive, and count the ballots at a duly publicized meeting (minimum fifteen (15)-day meeting notice required) or by mail-in ballot; to certify the election results; and to perform any other task required for conducting local elections. The local elections committee shall announce the election results to the seated officers, successful candidates and other announced candidates within five (5) days after the ballots have been counted.

Section 5. All duly nominated candidates in a statewide local shall be invited to submit campaign statements, as submitted on the nomination form, not to exceed 200 words in length, for publication with the ballots. The additional cost of this publication shall be paid by the General Fund.

ARTICLE V - DIRECTOR AND ASSISTANT DIRECTOR ELECTIONS

Section 1. Directors and Assistant Directors are elected as follows:

1. One member employed by OUS;
2. One member employed by an agency in the DHS Coalition of DAS;
3. One member employed by an agency in the ODOT Coalition of DAS;
4. One member employed by an agency in the Specials Coalition of DAS;
5. One member employed by an agency in the Institutions Coalition of DAS;
6. One member employed by a local government;
7. One member employed by a private non-profit agency;
8. One member in the Client Employed Provider program or a private home care agency;
9. One member employed by a nursing home;
10. One member employed as a child care provider;
- 11. One member employed as an adult foster home provider;**
- 12.** One member who works in the North Central/Eastern Oregon region;
- 13.** One member who works in the South Central/Eastern Oregon region;
- 14.** One member who works in the Southern Oregon region;
- 15.** One member who works in the Oregon Coast region;
- 16.** One member who works in the West Central Valley region;
- 17.** One member who works in the East Central Valley region;
- 18.** Two members who work in the Greater Salem region;
- 19.** One member who works in the West Salem/Polk County region;
- 20.** One member who works in the North Valley region;
- 21.** One member who works in the West Portland region;
- 22.** One member who works in the Greater Portland region.
- 23.** The Statewide President of SEIU Local 503, OPEU;
- 24.** The Statewide Vice President of SEIU Local 503, OPEU;
- 25.** The Statewide Secretary-Treasurer of SEIU Local 503, OPEU;
- 26.** The Statewide Past President of SEIU Local 503, OPEU;
- 27.** The Executive Director of SEIU Local 503, OPEU; and
- 28.** The President of the Retirees' Local of SEIU Local 503, OPEU.

(a) For the North Central/Eastern Oregon region, One Director elected by members from ZIP Code areas 97004, 97009, 97010, 97011, 97014,

97017, 97019, 97021, 97022, 97023, 97028, 97029, 97031, 97033, 97039, 97040, 97041, 97042, 97044, 97049, 97050, 97055, 97057, 97058, 97063, 97065, 97067, 97732, 97801, 97810, 97812, 97813, 97818, 97820, 97821, 97823, 97824, 97825, 97826, 97827, 97828, 97831, 97835, 97836, 97838, 97839, 97840, 97841, 97842, 97843, 97844, 97846, 97850, 97857, 97859, 97861, 97862, 97865, 97868, 97869, 97875, 97876, 97880, 97882, 97883, 97885, 97886; and

(b) For the South Central/Eastern Oregon region, One Director elected by members from ZIP Code areas, 97001, 97037, 97038, 97342, 97346, 97350, 97413, 97425, 97427, 97443, 97447, 97463, 97484, 97492, 97601, 97602, 97603, 97604, 97620, 97621, 97622, 97623, 97624, 97625, 97626, 97627, 97630, 97632, 97633, 97634, 97635, 97636, 97637, 97638, 97639, 97640, 97641, 97701, 97702, 97707, 97708, 97709, 97710, 97711, 97712, 97720, 97721, 97722, 97730, 97731, 97733, 97734, 97735, 97736, 97737, 97738, 97739, 97741, 97750, 97751, 97752, 97753, 97754, 97756, 97758, 97759, 97760, 97761, 97814, 97817, 97819, 97830, 97833, 97834, 97837, 97845, 97848, 97856, 97864, 97867, 97870, 97872, 97873, 97874, 97877, 97884, 97901, 97902, 97903, 97904, 97905, 97906, 97907, 97908, 97909, 97910, 97911, 97913, 97914, 97917, 97918, 97920; and

(c) For the Southern Oregon region, One Director elected by members from ZIP Code areas 97410, 97416, 97417, 97429, 97432, 97442, 97457, 97469, 97470, 97481, 97494, 97495, 97496, 97497, 97501, 97502, 97503, 97504, 97520, 97522, 97523, 97524, 97525, 97526, 97527, 97528, 97530, 97531, 97532, 97533, 97534, 97535, 97536, 97537, 97538, 97539, 97540, 97541, 97543, 97544; and

(d) For the Oregon Coast region, One Director elected by members from ZIP Code areas 97016, 97018, 97048, 97051, 97053, 97054, 97064, 97102, 97103, 97106, 97107, 97108, 97109, 97110, 97112, 97116, 97117, 97118, 97119, 97121, 97122, 97125, 97130, 97131, 97133, 97134, 97135, 97136, 97138, 97141, 97143, 97144, 97145, 97146, 97147, 97149, 97203, 97231, 97326, 97341, 97343, 97344, 97347, 97357, 97364, 97365, 97366, 97367, 97368, 97369, 97372, 97376, 97380, 97388, 97390, 97391, 97394, 97396, 97406, 97407, 97411, 97414, 97415, 97420, 97423, 97439, 97441, 97444, 97449, 97450, 97453, 97458, 97459, 97464, 97465, 97466, 97467, 97473, 97476, 97480, 97491, 97493, 97498; and

(e) For the West Central Valley region, One Director elected by members from ZIP Code areas 97056, 97324, 97370, 97401, 97402,

97403, 97404, 97405, 97408, 97409, 97412, 97419, 97426, 97428, 97430, 97435, 97436, 97437, 97440, 97448, 97451, 97456, 97461, 97462, 97486, 97487, 97490, 97499; and

(f) For the East Central Valley region, One Director elected by members from ZIP Code areas 97321, 97322, 97327, 97329, 97330, 97331, 97333, 97335, 97336, 97339, 97345, 97348, 97355, 97374, 97377, 97386, 97389, 97424, 97431, 97434, 97438, 97446, 97452, 97454, 97455, 97472, 97477, 97478, 97479, 97482, 97488, 97489; and

(g) For the Greater Salem region, Two Directors elected by members from ZIP Code areas 97301, 97302, 97305, 97306, 97308, 97309, 97311, 97312, 97313, 97314, 97317, 97325, 97352, 97358, 97360, 97375, 97381, 97383, 97385, 97392; and

(h) For the West Salem/Polk County region, One Director elected by members from ZIP Code areas 97304, 97310, 97338, 97351, 97361; and

(i) For the North Valley region, One Director elected by members from ZIP Code areas 97002, 97005, 97006, 97007, 97008, 97013, 97020, 97026, 97032, 97062, 97070, 97071, 97075, 97076, 97077, 97078, 97101, 97111, 97113, 97114, 97115, 97123, 97124, 97127, 97128, 97132, 97137, 97140, 97148, 97210, 97224, 97225, 97229, 97298, 97303, 97307, 97362, 97371, 97373, 97378, 97384; and

(j) For the West Portland region, One Director elected by members from ZIP Code areas 97201, 97202, 97204, 97205, 97207, 97208, 97209, 97211, 97212, 97214, 97217, 97218, 97221, 97227, 97228, 97232, 97239, 97240, 97242, 97251, 97253, 97254, 97255, 97256, 97258, 97259, 97271, 97272, 97299, 97280, 97281, 97283, 97290, 97291, 97293, 97296, and

(k) For the Greater Portland region, One Director elected by members from ZIP Code areas 97015, 97024, 97027, 97030, 97034, 97035, 97036, 97045, 97060, 97068, 97080, 97086, 97089, 97206, 97213, 97215, 97216, 97219, 97220, 97222, 97223, 97230, 97233, 97236, 97238, 97266, 97267, 97268, 97269, 97282, 97286, 97292, 97294.

(See also AP&P Article 1 – Board of Directors).

Section 2. The second highest vote getter in each election for Director shall be elected Assistant Director. Where members elect two Directors, the third and fourth highest vote getters shall be elected Assistant Directors.

Section 3. Each member may cast one vote for a Director in his/her employer group (1-11, above). Where a member has more than one employer group, a primary employer group shall be determined by where the longest membership status exists. Each member may also cast one vote for a Director from his/her geographic area (12-22, above). Homecare, Adult Foster Care and Childcare members shall be represented and vote in the geographic area in which they live. Out-of-state Homecare, Adult Foster Care and Childcare workers will be represented in the geographic area closest to their home. All other members shall be represented and vote in the geographic area in which they work except that any member may opt, on an individual basis, to have their voting rights for Director determined by where they live rather than where they work.

Section 4. The Board may assign newly organized workers, or workers affected by changes in zip code definitions, to representative groups as needed so long as such assignments are put into resolution to amend the bylaws which is sponsored to the next regular session of the General Council.

Section 5. The Union President shall appoint members to the Board of Directors Elections Committee, subject to ratification by the Board of Directors. The Elections Committee shall designate the open period for nominations for Director and Assistant Director and shall make nomination forms available to all eligible voters at least fifteen (15) days prior to the opening of nominations. A Headquarters staff person shall be designated to receive and date-stamp hand-carried nomination forms received at SEIU Local 503, OPEU Headquarters by the appointed deadline.

The Elections Committee shall oversee opening and tallying of ballots, shall hear complaints regarding election procedure or rule interpretations except as otherwise provided in Bylaws Article III, General Election Requirements, Section 9.

Section 6. Candidate profiles for Director and Assistant Director will be published in the 503 VOICE within thirty (30) days after nominations close. Ten (10) days after publication and distribution of the 503 VOICE, the ballots will be prepared and mailed by Headquarters to the last known address of all eligible voters.

Section 7. Ballots shall be coded to clearly show in what election the ballot was cast. All ballots will be returned by mail to a special elections post office

box. All ballots must be received by the deadline specified in the election notice.

Section 8. Ballots shall be opened, counted, and tallied at Union Headquarters or other qualified election service. Election results shall be certified by the Elections Committee Chair and the Union Secretary-Treasurer, their designee, or by the approved election service. Ballots, envelopes, tally sheets, and other election materials will be secured according to Article III, GENERAL ELECTION REQUIREMENTS, Section 8 of the Bylaws.

Section 9. Election results shall be made public by the Union Secretary-Treasurer, or designee, within five (5) days after the ballots are counted. Candidates shall be mailed a copy of the tally sheets for all candidates from their election and information about the challenge process including timelines within this same five (5)-day period.

Section 10. Members notified of an election but not receiving a ballot or otherwise needing a replacement ballot shall request a replacement ballot by phone, in person, or in writing. The replacement ballot shall be so marked on the outside return envelope and duly noted by the ballot counting committee before opening.

ARTICLE VI - STATEWIDE OFFICER ELECTIONS

Section 1. Elected Statewide Officers are the Union President, Vice President, Secretary-Treasurer, and Executive Director.

Section 2. Statewide Officers are elected for two (2)-year terms, by the membership statewide.

Section 3. The President shall appoint members to a Statewide Officer Election Committee, subject to ratification by the Board of Directors. The Statewide Officer Elections Committee shall designate the open period for nominations for Union President, Vice President, Secretary-Treasurer and Executive Director. Elections will be held following the biennial session of General Council. Nomination forms will be made available to all eligible members statewide at least fifteen (15) days prior to the opening of nominations. Statewide Officer nominations shall be opened in conjunction with those of Directors and Assistant Directors with notification being provided at the same time, but will be closed at 5:00 p.m. the second evening of the General Council in regular session.

The Elections Committee shall hear complaints regarding election procedure or rule interpretations except as otherwise provided by Bylaws Article III, General Election Requirements, Section 9.

Section 4. In addition to the safeguards and procedures specified in Article III, GENERAL ELECTION REQUIREMENTS, Section 8, of the SEIU Local 503, OPEU Bylaws, the following rules shall apply to the conduct of Statewide Officer elections:

(a) All duly nominated candidates shall be invited to submit campaign statements, as submitted on the nomination form, not to exceed 400 words in length, for a Voters' Guide, which shall be published by the Union as a special section of the 503 VOICE in the edition preceding General Council.

(b) Additional copies of this Voters' Guide shall also be made available free of charge to Locals for distribution to their memberships and, at actual cost, to duly nominated candidates, for distribution at General Council or otherwise.

(c) All duly nominated candidates shall, at their request, at any time thirty (30) days' prior to the mailing of ballots through the deadline for receipt of ballots, be provided, at actual cost, with up to three sets of membership mailing labels, e.g., sorted for statewide, regional, and/or Local memberships. Provision of these labels shall be conditioned on a candidate's statement not to reproduce such labels, release them to an outside party, or use them for any other purpose.

(d) All duly nominated candidates shall be given equal opportunity to post campaign materials on all designated Union bulletin boards in SEIU 503-represented worksites.

(e) All duly nominated candidates shall be given equal access to all Union meetings and conferences, provided that the opportunity to make campaign presentations shall be consistent with the agenda and protocols for such meetings and conferences.

(f) Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office. When approved by the Board, use of Union resources may be allowed on an equal basis with reimbursement for the actual costs involved.

(g) Each nominated candidate for statewide office of SEIU Local 503, OPEU may submit a candidate statement to be mailed with the ballots to members of the Union eligible to vote in this election. This statement shall be, limited to one (1) uniformly formatted statement of five hundred (500) words or less and a photo (if supplied). "Uniformly formatted" includes hard copy typed or handwritten,

any word processing format on disk, e-mail, faxes and any other electronic copy. Photos cannot be faxed.

(h) All duly nominated candidates shall be required to file reports detailing all campaign contributions totaling twenty-five dollars (\$25.00) or more from a single contributor, and all expenditures totaling twenty-five dollars (\$25.00) or more to a single source, during an election period. Such reports shall be filed with the Union's Accounting Department no later than one week prior to the mailing of ballots (for contributions received and expenditures up to two (2) weeks prior to the mailing of ballots) and no later than two (2) weeks after the deadline for receipt of ballots (for all contributions received and expenditures through this deadline). Such reports shall be made available for inspection by any Union member at Union Headquarters and at all branch offices of the Union.

(i) Ballots shall be collected and counted by an outside firm retained by the Union for this purpose. Election results shall be certified by the Union Secretary-Treasurer, or designee, who will secure all ballots, envelopes, tally sheets, and other election materials according to Article III, GENERAL ELECTION REQUIREMENTS, Section 9 of the Bylaws.

(j) Ballots for election of Statewide Officers shall be mailed within four (4) weeks of the close of General Council.

Section 5. All candidates running for statewide office, even if running unopposed, shall be presented to the statewide membership in the form of a single ballot. In addition, ballots must have a space for a write-in candidate for each office.

Section 6. If there are more than two (2) nominees for an office, the candidate receiving a plurality of the votes shall be deemed the winner.

Section 7. Ballots, envelopes, election results, and tally forms shall be available for inspection by any active, staff, or retired Union member at the Union Headquarters office for a period of one (1) year following the election.

Section 8. Statewide Officers will be installed at an appropriate ceremony on the Friday immediately preceding the first, regularly scheduled, full meeting of the Board following completion of the vote tally.

ARTICLE VII – MEETINGS

Special Meetings of the Union and all subordinate governing bodies may be held by telephone conferences subject to the following:

(a) A majority of the members requested to attend the meeting shall have access to the appropriate telephonic meeting media, as verified by their response to a call for any particular meeting.

(b) The technology used for the telephonic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

(c) The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.

(d) Procedural rules related to the conduct of telephonic meetings shall be established and promulgated by the governing body wishing to conduct such meetings.

ARTICLE VIII - EXECUTIVE COMMITTEE

The Executive Committee consists of the President, who shall chair the committee; the Immediate Past President; the Vice President; the Secretary-Treasurer; the Executive Director; and three (3) Directors elected by the Board to serve terms not to exceed twelve (12) months.

Election of the Executive Committee shall be done at the first meeting of the Board following every regularly scheduled General Council, and every twelve (12) months thereafter.

ARTICLE IX - BOARD OF DIRECTORS

Section 1. Powers.

(a) The Board shall have such powers and duties as are set forth in the Constitution and Bylaws, and shall carry out any and all recommendations and instructions emanating from the General Council, and exercise general authority not inconsistent therewith to formulate the program and administer the affairs of the Union between sessions of the General Council.

(b) The Board may adopt such rules and delegate such power as it deems expedient, consistent with the Constitution and Bylaws.

Section 2. Regular Meetings of the Board.

(a) The Board shall hold at least six (6) general meetings each calendar year. The dates for these meetings shall be published in the 503 VOICE within forty-five (45) days after the beginning of the calendar year.

(b) Other regular meetings of the Board shall be held at the call of the President, upon at least ten (10) days written notice to each Board member or by call of two-thirds (2/3) of the members of the Board, with fifteen (15) days written notice to each member.

Section 3. Special Meetings of the Board may be called by a majority of the Board, upon five (5) days' written notice, and are limited to a consideration of the matters specified in the call.

Section 4. Quorum of the Board. A majority of the members of the Board shall constitute a quorum, providing one-half (1/2) of the directors elected are present.

Section 5. The Board shall determine salaries, fringe benefits, and conditions of employment for the Executive Director through negotiations between the Executive Director and the Board.

Section 6. The Board shall appoint a special collective bargaining committee, which shall negotiate salaries, fringe benefits, and conditions of employment with the represented employees of the union.

Section 7. The normal order of business of the Board in regular and special meetings shall be as follows:

- Call to Order
- Roll Call
- Reading of Minutes
- Communications
- Reports of Officers & Directors
- Reports of Special Committees
- Open Discussion
- Unfinished Business
- New Business

Section 8. The Board shall adopt a procedure to protect the rights of dissenting local members, to assure operation of democratic processes in the local, and to protect money and property of the Union held by the local or any members thereof, in the

event that any local or portion of a local chooses to affiliate with or become a part of any other labor organization.

Section 9. The Executive Director shall develop a comprehensive program and project review for presentation to the Board annually. The review shall be a performance evaluation of each program and major project during that year, including recommendations for improvement.

ARTICLE X - DUTIES OF OFFICERS

Section 1. The President:

(a) Presides at all meetings of the General Council, Board, and Executive Committee.

(b) Shall set the agenda for Board meetings and act as the Board administrator.

(c) Shall be the chief spokesperson for the Union.

(d) Appoints members of Standing and Special committees, subject to ratification by the Board, except as otherwise specified in the Bylaws. Appointments will be made only after the Union announces available committee positions in the 503 Voice and after the presidents of the locals have been asked to submit names for available committee positions. Both the President and the Board will maintain committee membership that respects the Union's geographic diversity and the diversity of employer groups within our membership.

(e) Appoints and, for cause, dissolves all Special committees, subject to approval by the Board.

(f) Serves as a non-voting ex-officio member of all Standing and Special committees.

(g) Renders to the General Council a report of his/her administration, with such recommendations as he/she deems advisable.

(h) Ceases, on election, to hold any office which until then he/she may have held in his/her local.

(i) Shall have authority to attend and represent the Union at all appropriate national or regional meetings, including coalitions for which the Union is participating. The President may appoint a representative to discharge this responsibility.

(j) Shall serve as a SEIU Local 503, OPEU delegate to the SEIU Convention. This responsibility may not be appointed to another Union representative. However, a duly elected alternate delegate may serve, as appropriate, in the President's absence.

(k) Shall represent SEIU Local 503, OPEU on the SEIU Oregon State Council.

(l) Shall assist in development and oversight of the Union's internal and external communications program, in conjunction with the Executive Director and communications department staff.

(m) Shall chair the Union's Grievance Appeals Committee.

(n) Shall coordinate the activities of the Directors and Assistant Directors in order to implement strategic goals adopted by the SEIU Local 503, OPEU Board of Directors, and SEIU.

(o) Shall represent the Union at the Legislature and in ballot measure campaigns, in conjunction with the Executive Director and the political department staff.

(p) Shall receive no salary other than salary provided by SEIU Local 503, OPEU or an employer whose employees are represented by SEIU Local 503, OPEU. (See also AP&P Article V, Section 21.)

(q) Shall serve on an up to full-time basis during the term of office.

Section 2. Immediate Past President:

(a) Advises the President.

(b) Serves as a nonvoting member of the Board and the Executive Committee.

(c) Serves on such committees as may be designated in these Bylaws or to which he/she is appointed by the President.

(d) Provides orientation for General Council delegates.

(e) Shall serve as an advisor and nonvoting SEIU Local 503, OPEU delegate to the SEIU Convention, unless he/she stands for election and is elected as a convention delegate.

Exercise of these duties as an officer of the Union shall be commensurate with and limited by the membership classifications of the person holding office except that, notwithstanding any other provisions in the Constitution and Bylaws, a former Statewide President who becomes a member of the staff of SEIU Local 503, OPEU may serve as Immediate Past President so long as they maintain Staff Membership status, or other SEIU Local 503 membership except associate membership. There is no alternate or replacement for an Immediate Past President.

Section 3. Vice President:

(a) Shall, in the absence of or upon request of the President, perform the duties of the President.

(b) Shall replace the President for the unexpired term in the event of the death, incapacity, resignation, or removal of the President.

(c) Shall be the chairperson of the Rules Committee, a member of the Executive Committee and the Union Finance Committee and on such other committees as are designated in these Bylaws or to which he/she is appointed by the President.

(d) Shall serve as a SEIU Local 503, OPEU delegate to the SEIU Convention. However, a duly elected alternate delegate may serve, as appropriate, in the Vice President's absence.

Section 4. Secretary-Treasurer:

(a) The Secretary-Treasurer, by and through the Executive Director, shall:

(1) Keep a correct record of the meetings of the General Council, the Board and Executive Committee.

(2) Be custodian of the records of the Union including election records.

(3) Shall be the chairperson of the Union Finance Committee and a member of the Executive Committee.

(4) Purchase contingent liability and property damage insurance for members of the Board and employees of the Union in the performance of their duties as such.

(5) Purchase a surety bond in accordance with the requirements of Section 14 of Article **XVII**, FINANCIAL, of these Bylaws covering all persons who handle funds or other property of the Union.

(6) Establish a bank account or accounts in the name of the Union in such bank or banks as the Board shall designate.

(7) Collect the monies and keep the accounts and books of the Union and render a statement after certified audit of the accounts and books of the financial condition of the Union to the General Council and at such other times as requested by the Board.

(8) Coordinate and keep current a list of policies and procedures of the Union.

(b) The Secretary-Treasurer shall:

(1) Be responsible to the Board for annual review of the fiscal operation of the Union and locals.

(2) Serve on such committees as designated by these Bylaws and to which he/she is appointed by the President.

(3) Shall serve as a SEIU Local 503, OPEU delegate to the SEIU Convention.

Section 5. Executive Director:

(a) Serves as the chief executive officer of SEIU Local 503, OPEU and has general supervision of and direction over the daily activities of the local, including employment and supervision of staff, and expenditure of Union funds, subject to the financial ability of the Union to pay and consistent with the priorities and policies of the Union as determined by the Board and the Constitution and Bylaws.

(b) In conjunction with the Secretary-Treasurer, pursuant to Bylaws, Article IX, DUTIES OF OFFICERS, Section 4, Secretary-Treasurer, the Executive Director shall maintain records of the meetings, bank accounts and financial transactions, purchase insurance and bonds, collect moneys and maintain the books of the Union, maintain and coordinate current policies and procedures of the Union, and prepare an annual budget for the Union.

(c) Shall serve as a member of the Union's negotiating teams along with member representatives and staff assigned to sit at the bargaining table. Shall oversee other daily activities of the Union such as organizing, contract administration, political activity, and training. The Executive Director may appoint representatives to discharge any of these responsibilities.

(d) Shall oversee program and policy development, consistent with strategic planning goals adopted by the Union's Board of Directors.

(e) Shall maintain an internal and external communications program throughout the local, and shall represent the Union within the community and with the media, in conjunction with the President who serves as the chief spokesperson for the Union.

(f) Shall have authority to attend and represent the Union at all appropriate national, regional, or local meetings of a variety of organizations, including coalitions for which the Union is participating. The Executive Director may appoint a representative to discharge this responsibility.

(g) Shall serve as an SEIU Local 503, OPEU delegate to the SEIU Convention. This responsibility may not be appointed to another Union representative. However, a duly elected alternate delegate may serve, as appropriate, in the Executive Director's absence.

(h) Ceases, on election, to hold any office which until then he/she may have held in his/her local. The Executive Director may not hold any other employment while holding this office nor receive a salary from any source other than the SEIU Local 503, OPEU.

Section 6. Directors:

(a) Assist members.

(b) Encourage ethical conduct among members.

(c) Are responsible for keeping the Assistant Director informed of Board matters.

(d) Represent the members at meetings of the Board and serve on committees of the Board.

(e) Upon accepting any assignment to work on the staff of SEIU Local 503, OPEU for a period expected to last thirty (30) days or more in duration, said

Director will temporarily step down from the duties of Director and have his/her Assistant Director take over said duties until the period of employment on SEIU Local 503, OPEU staff is ended.

(f) Board members shall actively participate in campaigns approved and endorsed by the Board whenever possible. This includes, but is not limited to, phone banking, canvassing, signature gathering, moving petitions, or participation in worksite campaigns.

(g) May serve as an SEIU Local 503, OPEU delegate to the SEIU Convention, consistent with the provisions of Article IV of the SEIU International Constitution and Bylaws, CONVENTION – REPRESENTATION THEREIN.

Section 7. Assistant Directors:

(a) At the request of the Director, serve in his or her absence.

(b) Assist the Director in carrying out the duties enumerated in the preceding Section, Directors.

(c) Upon appointment by the Board, succeed to the office of Director.

(d) May serve on committees of the Board.

(e) May serve as an SEIU Local 503, OPEU delegate to the SEIU Convention, consistent with the provisions of Article IV of the SEIU International Constitution and Bylaws, CONVENTION – REPRESENTATION THEREIN.

The Directors will authorize payment of expenses incurred by Assistant Directors while on Union business; such payment shall be made in the same manner as for regular Board members.

Section 8. Accreditation of Directors-Elect and Assistant Directors-Elect. Before a Director-elect or an Assistant Director-elect may assume office, the Credentials Committee, if the General Council is in session, or the Board if it is not, shall be furnished with a copy of the certified election tally sheets signed by the Secretary-Treasurer of the Union.

Section 9. There will be a mandatory orientation session for Board members and Assistant Directors held in conjunction with the second Board meeting following General Council.

Section 10. Vacancies.

(a) Consistent with the provisions of Article **X**, DUTIES OF OFFICERS, Section 3, of the SEIU Local 503, OPEU Bylaws, if a Statewide Officer, other than the Executive Director, is removed from office under Section 9 of Article I, GENERAL, of these Bylaws or if it is otherwise necessary to fill an office vacancy or newly created office at this level, the Board may appoint from the Board and Assistant Directors a person to serve the remaining portion of the term. In the case of a vacancy in the position of Executive Director, the Board can fill the position from staff or active membership or from outside the Union.

(b) If the Director is removed from office under Section 9 of Article I, GENERAL, of these Bylaws or transfers outside the group he or she was elected to represent as defined in Bylaws Article V and AP&P Article 1, or if a Director vacancy occurs, the Board shall appoint the Assistant Director to serve the remaining portion of the term.

(c) If an Assistant Director is removed from office under Section 9 of Article I, GENERAL, of these Bylaws or transfers outside the group he or she was elected to represent as defined in Bylaws Article V and AP&P Article 1, or if an Assistant Director vacancy occurs thereby leaving the group unrepresented, a replacement Director shall be elected within sixty (60) days to serve the remaining portion of the term.

(d) Vacancy in any local office shall be filled for the remaining portion of the term in such office in accordance with the provisions of the local's constitution and bylaws.

ARTICLE XI - UNION STEWARDS

Section 1. The Union shall recognize members to act as Union Stewards. The Union Steward's principal duty shall be to safeguard the Union's ability to represent employees.

Section 2. Each local's provisions for self-government shall include a procedure for selection and removal of Union Stewards. The Local President shall notify Headquarters of members selected to act as Union Stewards and of any changes in those acting as Stewards.

Section 3. The duties of Union Stewards shall include but not be limited to the handling of employee grievances through the agency in state employee locals and through the equivalent level in local government locals, serving as a main communication channel

between Union leaders and staff and the general membership, and as a primary provider of direct services to the local's membership.

Section 4. Stewards are strongly encouraged to make a reasonable effort to complete Leadership Training Levels I, II, and III within two (2) years of being elected.

**ARTICLE XII- RESPONSIBILITIES OF SEIU LOCAL 503,
OPEU OFFICERS AND MEMBERS**

Section 1. Responsibilities of SEIU Local 503, OPEU Officers:

- (a) Each officer shall work to further the principles of SEIU Local 503, OPEU membership.
- (b) Each officer shall work to preserve and defend the good name of the Union.
- (c) Each officer shall use the privileges of any Union office, whether elected or appointed, to support, protect, and further the Union, its Constitution, Bylaws, and AP&P.
- (d) Each officer shall prudently handle any Union fiscal matters, especially handling of Union funds, in conformance with accepted accounting principles and sound fiscal management.
- (e) No officer shall engage in any conduct or speech, which is intended to harm the Union or its operations. Nothing in this subsection is intended to prohibit an officer from criticizing the Union or its operations, provided however, that should an officer wish to make a statement to the press media critical of the Union or its operation, that officer must give the Union President timely notice before making such a statement.
- (f) Any Local Officer, Committee Chairperson, Statewide Officer, Director, Assistant Director, or Union Steward who is an acting supervisor, "temporary manager," or in a developmental management position for more than thirty (30) consecutive calendar days, shall notify the Union President and be granted a leave of absence from their Union offices for the time in management.

Section 2. Preamble to Member Duties. These Sections are in no way intended to limit the rights of any member or group of members as to their rights of free speech, redress of grievances, and dissent.

Section 3. Purpose. The purpose of the following three (3) Sections of this Article is to strengthen the Union by defining the principles and responsibilities of SEIU Local 503,

OPEU membership and by establishing sanctions for violation of the responsibilities of SEIU Local 503, OPEU membership.

Nothing in these Sections is intended to prohibit a member from criticizing the Union or its operations, provided however, that should a member wish to make a statement to the press media critical of the Union or its operation, that member must give the Union President timely notice before making such a statement.

Section 4. Principles of SEIU Local 503, OPEU Membership.

- (a) SEIU Local 503, OPEU members associate together to improve working conditions and the livelihood of all employees in the State of Oregon.
- (b) SEIU Local 503, OPEU members join together to educate each other, and nonmembers, of the benefits of employees joining together to increase their collective strength.
- (c) SEIU Local 503, OPEU members use their collective strength to propose and/or amend laws that affect employees' rights and responsibilities.

Section 5. Responsibilities of SEIU Local 503, OPEU Membership.

- (a) Each member shall support the Constitution, the Bylaws, and the AP&P of the Union to the best of his or her ability.
- (b) Each member shall pay dues lawfully assessed by the Union on time and in full.
- (c) No member shall engage in any conduct or speech which is intended to harm the Union or its operations; specifically, the following:
 - (1) No member shall conspire with management to the detriment of the Union or with them in collusion against collective bargaining by the Union.
 - (2) No member shall solicit another labor organization or solicit other SEIU Local 503, OPEU members or other employees eligible for SEIU Local 503, OPEU membership to become a member of another labor organization.
 - (3) No member shall pass information or initiate petitions which:
 - a. Call for a new labor organization,
 - b. Seek to decertify SEIU Local 503, OPEU, or

c. Call for members to side with management in opposition to SEIU Local 503, OPEU or collective bargaining.

(4) No member shall conspire with nor enter into any lawsuit with any nonmember against the principles of SEIU Local 503, OPEU membership.

Section 6. Violation of Responsibilities of SEIU Local 503, OPEU Membership. Members who are found to have violated any of the responsibilities of SEIU Local 503, OPEU membership are subject to reprimand, probation, suspension, or expulsion from membership. Any member who is part of more than one decertification/disaffiliation effort or solicitation of another labor organization within two (2) years will not be able to run for any steward or officer position for five (5) years, subject to the provisions of Article XVII of the SEIU International Constitution and Bylaws.

ARTICLE XIII- COMMITTEES

Section 1. Ordinary committees are of two types -- standing committees (which have a continuing existence) and special committees (which go out of existence as soon as they have completed a specified task). Generally the term committee implies that, within the area of its assigned responsibilities, the committee has less authority to act independently for the Union than the Board. Thus, if a committee is to do more than report its findings or recommendations to the Board or the General Council, for example, it may be empowered to act for the Union only on specific instructions; or, if it is given standing powers, its actions may be more closely subject to review than the Board's, or it may be required to report more fully. Also, unlike the Board, a committee in general does not have regular meeting times established by rule; but meetings of the committee are called by the chair or two members of the committee.

Section 2. The Standing Committees of the Union are Rules, Member Representation, Union Finance, Stewards and Information Technology.

Section 3. Rules Committee.

(a) The mission of the Rules Committee is to:

(1) Promote the consistency of rules as set forth in the Union's Constitution, Bylaws, and AP&P. The Rules Committee shall make recommendations to the Board regarding issues needing clarification of Union rules.

(2) The Rules Committee shall have the authority to approve local, and committee provisions for self-governance. The criteria for approval shall be consistency within the Union's rules (Constitution and Bylaws) and whether or not the document is effective and complete. All decisions by the Rules Committee may be appealed to the Board.

(b) The Vice President shall be the chairperson of this committee.

Section 4. Member Representation Committee.

The committee shall make recommendations for action to the Board on matters concerning negotiation and representation of employees in the following areas:

- (a) Election appeals.
- (b) Recall elections.
- (c) Allegations of a breach of the Union's duty of fair representation.
- (d) Assist in the resolution of internal Union disputes.
- (e) Contract ratification procedures.

Section 5. Union Finance Committee.

(a) The Union Finance Committee shall consist of the Secretary-Treasurer, as chairperson, the Vice President, and members as designated pursuant to Article X, Section 1 (d).

(b) The committee:

(1) Shall develop plans for adequately financing the Union and shall, in even-numbered years, present to the Board at their meeting preceding the General Council Board of Directors' meeting, a budget of estimated receipts, expenditures, and budget balances for the ensuing fiscal year. In odd-numbered years, the same information shall be presented to the Board for approval, at their last Board meeting in the fiscal year.

(2) Shall regularly review the fiscal operation of the Union as measured against the budget, report its findings, and make recommendations to the Board.

(3) May perform such other functions regarding fiscal matters as may be directed or authorized by the Board.

(4) Shall review all proposals to be made to the Board that will result in an expense to the Union. The purpose of the review is as follows:

- a. To accurately determine the cost of the proposal.
- b. To determine the ability of the Union to meet the cost.
- c. To judge the overall cost benefit to the Union.
- d. To report to the Board their findings and recommendations.

Section 6. Stewards' Committee.

(a) The committee shall coordinate steward activities statewide.

(b) The functions of the Stewards' Committee are:

(1) Plan and implement a biennial Stewards' Conference.

(2) Supervise publication of the quarterly newsletter.

(3) Monitor implementation and revisions of regular Basic and Advanced Steward Training. Encourage stewards to participate in training. Committee members are encouraged to teach Stewards' Training.

(4) Periodically survey all stewards and contacts to determine accuracy of steward lists, training needs, and ideas for recognition and retention of stewards.

(5) Assist Union Organizers in maintaining steward lists.

(6) Assist locals in development of constitution and bylaws language regarding steward selection and replacement.

(7) Assist locals in developing steward councils or other networks of stewards.

(c) The committee shall work with locals to recognize stewards who have actively participated in the labor movement by awarding service pins for years of service in two-year increments. Chief stewards shall receive a pin recognizing their

dedication on an annual basis and stewards that serve for five (5) consecutive years shall be awarded special steward's jackets.

(d) The committee shall conduct a random drawing of all Union Stewards in good standing whereby one name shall be selected on a quarterly basis to receive a prize of appreciation designated by the committee.

Section 7. Information Technology Committee.

The purpose of this committee shall include but not be limited to:

(a) Explore the use of technology to make the lives of our stewards and activists easier;

(b) Explore the use of technology to make it easier for staff to carry out the program of the Union;

(c) Explore the use of technology to break down the distance between members and their elected leadership; and

(d) Make recommendations to the Board on the use of technology.

Section 8. The Standing Committees of the Board are Member Benefits, Staff Screening, Civil and Human Rights, Member/Local Union Organizing, Hardship, Pension and Thrift, Committee to Protect Injured Workers (CPIW) and Fight Contracting Out Committee.

(a) Member Benefits Committee: The committee shall make recommendations to the Board for action in Membership benefit programs; policy positions on insurance programs in general; maintenance, betterment and promotion of workers' compensation benefits; in accordance with the Administrative Policies and Procedures.

(b) Staff Screening Committee: The Committee shall announce all openings; collect and review applications; contact applicants and conduct initial interviews; and make recommendations of persons to be hired in accordance with the Administrative Policies and Procedures.

(c) Civil and Human Rights Committee: The Civil and Human Rights Committee will make recommendations to the Board for action in the following areas: Creating public and Union awareness of the Union's commitment to EEO policies; designing a system to monitor state

enactment of Affirmative Action plans and policies; developing and providing EEO training programs; promoting of Civil Rights in all areas that affect members in accordance with the Administrative Policies and Procedures.

(d) Member/Local Union Organizing Committee (MOC): The Union will maintain a Member/Local Union Organizing Committee to design and support the structure necessary for members to work on behalf of the Union in accordance with the Administrative Policies and Procedures.

(e) Hardship Committee: The Hardship Committee is maintained for the purpose of setting standards and criteria for local Hardship Committees for providing limited and short-term assistance to members in accordance with the Administrative Policies and Procedures.

(f) Pension and Thrift Committee: The SEIU Local 503, OPEU Retirement Plan and Trust Agreement is a defined contribution 401K plan for SEIU Local 503, OPEU staff members, which includes plan implementation and investment of pension funds. Oversight for the plan is provided by the Plan Administrator, the Union's Executive Director. There will be six (6) Trustees, two (2) members from the Union's Board of Directors, and four (4) staff representatives who are Plan participants: two (2) administrative staff members and two (2) bargaining unit staff members, in accordance with the Administrative Policies and Procedures.

(g) Committee To Protect Injured Workers (CPIW): The committee is formed to organize, educate and mobilize around the issues of workers' compensation, insurance, safety and health in accordance with the Administrative Policies and Procedures.

(h) Fight Contracting Out Committee: This committee is charged with development of expertise in how to fight contracting out; and acting as a rapid response team to assist in fighting any contracting out efforts, in accordance with the Administrative Policies and Procedures.

Section 9. Each Committee shall keep minutes of transactions at each meeting, and these minutes shall be included in the Board packets. Statewide committee members shall be designated pursuant to Article X, Section 1 (d).

Section 10. The chairperson or a designated representative from Standing or Special Committees may present motions to the Board.

Section 11. The Board of Directors may designate Special Committees. The President, with the approval of the Board, shall appoint the members of each such committee from the general membership of the Union and designate the chairperson thereof, and may drop inactive or absent members from such committees and fill vacancies, subject to subsequent ratification by the Board.

ARTICLE XIV – SPECIAL COUNCILS

Section 1. The Special Councils of the Union are Local Government, Women’s, Higher Education, Private Non-Profit and Nursing Home.

Section 2. The chairperson or a designated representative from a Council may present motions to the Board.

Section 3. Local Government Council.

(a) The council shall be comprised of representatives from every local-government local represented by the Union.

(b) The council shall oversee the overall local government organizing plan and the coordination of local government activities, including, but not limited to:

(1) An annual local government conference

(2) A strategy for coordinated bargaining for local government units

(3) Coordinated training

(4) An overall local government political strategy

(c) All local government units shall select a representative(s) to participate in conferences and other activities designed to build the union’s plan for local government units.

(d) The council shall meet at least two (2) times a year.

Section 4. Women's Council.

(a) The council shall be comprised of members and a chairperson who are appointed by the Union President, subject to approval by the Board of Directors.

(b) The council shall:

(1) Plan and execute the Women's Conference, to be held biennially in odd-numbered years.

(2) Institute information, research, and lobbying programs that address issues of particular interest to the women of the Union.

(3) Create an active network of activities that involve the women of SEIU Local 503, OPEU.

(4) Organize a women's caucus.

(5) Serve as Dependent Care Committee, with the responsibilities of ensuring that quality dependent care be available to all members at all major SEIU Local 503, OPEU events and promoting worthy wage legislation at the state and federal levels.

Section 5. Higher Education Council.

The Higher Education Council shall consist of at least one elected member from each of the seven campuses in the Oregon University System, and a chairperson will be selected by the members of the Council. This Council will meet on a regular basis to develop strategy, discuss issues to be resolved or put forward during negotiations with OUS, develop system-wide campaign actions in concert with the Bargaining Team, to enable and develop coalition building on each campus, and (in response to input from the Bargaining Team) create and publish flyers, press announcements, website announcements, and bulletins for distribution on campus.

This Council will also meet to build solidarity throughout the system. Its primary mission will be to organize and motivate members on each campus to act as one.

In addition, the Council will be advised by the Higher Ed Coordinator organizer and will meet and confer with the Higher Ed bargaining team

regularly during the contract campaign to enable direct communication and report on the progress of the campaign on the individual campuses.

The Council could be asked to develop the agenda for conferences to better inform and motivate membership, especially during contract campaigns.

Section 6. Private Non-Profit Council.

The duly elected Director of the private non-profit employment sector shall serve as an automatic member of the Private Non-Profit Council.

Each private non-profit agency may have at least one member serve on the Private Non-Profit Council.

Section 7. Nursing Home Council.

The President and Vice-President of each Nursing Home Local or designee shall sit on the Nursing Homes Council.

The Nursing Homes Council shall have no governmental or fiduciary functions.

The costs of the Council in excess of the amount approved by the Board of Directors shall be proportionally charged to the Nursing Home Local's accounts.

ARTICLE XV - COMMUNITY ACTION CENTERS

The Board shall create Community Action Centers throughout the State for the purpose of holding community-based, cross-local meetings to undertake political action, solidarity activities, strategic brainstorming and planning, and to share issues and concerns from locals in the area.

The expenses of these Community Action Centers shall be paid out of a line item in the General Fund budget approved each year.

ARTICLE XVI- THE GENERAL COUNCIL

Section 1.

(a) The General Council meets in regular session every even-numbered year on dates fixed by the Board within the State of Oregon.

(b) A special session may be convened:

(1) On call of the President, with the approval of the Board upon at least ten (10) days' written notice to each General Council delegate.

(2) On written demand of two-thirds (2/3) of the locals, addressed to the President and within not less than thirty (30) days. In either case, the call to a special session shall specify the subjects on which action by the General Council is sought.

Section 2.

(a) The delegate roster of the General Council consists of:

(1) Delegates from the locals.

(2) Directors-elect and Assistant Directors-elect.

(3) Past Presidents.

(4) Members of the Board.

(5) Assistant Directors.

(6) Delegates from the Retiree Local.

(b) Eligibility for this membership roster is limited to active and semi-active members or retired members who were active members at the time they retired or had their active status reinstated by the Board in accordance with Article II, MEMBERSHIP, Section 4, Retiree Membership, of the SEIU Local 503, OPEU Bylaws.

(c) Delegates will serve a two (2)-year term. Alternates who become delegates at General Council will become delegates of record for the two (2)-year term.

(d) Current Board members (Directors, Assistant Directors and the Retiree President) shall attend General Council as Board Delegates. Board–elect members (Director-elects, Assistant Director-elects, and the Retiree President-elect) shall attend as Board-elect delegates. Where a member is both a seated Board member and a Board-elect member, the member shall attend General Council as a current Board Delegate.

Section 3. Representation.

(a) Local Representation. Subject to the right of every local to a minimum of one (1) delegate, representation in the General Council is accorded to each local on the basis of one (1) delegate for each one hundred (100) members or major fraction thereof. The number of delegates to which a local is entitled shall be determined by the most recent SEIU Local 503, OPEU Headquarters' monthly Membership Report prior to the deadline for notification of delegate strength or by the average annual membership of the previous twelve (12) months available, whichever is higher.

(b) Past Presidents. Past Presidents of the Union who are active members or who are retired members and were active members at the time they retired or have had their active status reinstated by the Board in accordance with Article II, MEMBERSHIP, Section 4, Retiree Membership, of the SEIU Local 503, OPEU Bylaws are permanent delegates to General Council. They have all delegates' rights and privileges.

Section 4. Accreditation. A local delegate is accepted as a member of General Council upon presentation and acceptance at the regular session and/or special session of General Council with credentials signed by an officer of his/her local (i.e., President, Vice President, Secretary-Treasurer). Statewide Officers, Directors, Assistant Directors, and the Retiree Local President are accepted as members upon presentation and acceptance of credentials signed by the SEIU Local 503, OPEU President or Secretary-Treasurer.

Section 5. Voting.

(a) Franchise. Each person who is a voting member of the General Council is entitled and limited to a single vote on each issue, regardless of number of positions held.

(b) Proxy. There is no proxy voting at General Council.

(c) Quorum. A quorum at the General Council is present if two-thirds (2/3) of the delegates are present, provided one-half (1/2) of all the locals are represented.

Section 6. Resolutions.

(a) Resolution Process.

(1) The object of the resolution process is to seek a plan for solving problems for which no satisfactory plan of solution exists, to express a view not previously expressed to date, or revise the Union's position on a particular economic or social concern which directly or indirectly affects members of the Union. Plans of solution and views expressed shall be compatible with the general welfare and within the purpose of the Union. Resolution sponsorship is an indication of the endorsed need to solve a problem, not necessarily an endorsement of the proposed solution; or the endorsed need to express a view, not necessarily an endorsement of the view expressed. Sponsorship also means that no satisfactory solution or expressed view can be found by any action other than General Council's.

(2) Resolutions may be authored by any member. Resolutions should be in the form outlined by the Resolutions Review Committee. Resolutions that are proposed amendments to the Union's Constitution and/or Bylaws must refer to the specific portions amended with words to be struck in brackets and new words to be inserted underlined. Local Officers are responsible to provide assistance.

(3) Resolutions may be presented at local meetings to seek sponsorship. The local may either endorse or reject sponsorship. In the event that the local does not endorse the resolution, the author of the resolution may, after having obtained the signatures of fifty (50) active members, present it to the Resolutions Review Committee. Resolutions written by a Standing Committee of the Union are sent directly to the Resolutions Review Committee within the same time limits provided in Section 6(a)(4).

(4) Resolutions must be presented to the Resolutions Review Committee at least ninety (90) days before General Council. The Board may submit resolutions up to one month before General Council.

(5) Other late resolutions will not be accepted unless the subject matter is of such an emergency nature that it could not have been submitted in a

timely manner. Decision as to the acceptance of late resolutions will be the responsibility of the Resolutions Review Committee. The submitting parties may appeal such a decision to the Board.

(6) No member's resolution will be denied because of a technicality and/or format.

(b) Duties of Resolutions Review Committee.

(1) The Resolutions Review Committee shall meet and review resolutions submitted in a timely manner so that resolutions will be included with the first mailing of delegate registration packets.

(2) Resolutions accepted by the committee will be edited prior to submission for General Council. The editing process shall not change the object of any resolution.

(3) Resolutions go to legal staff, to the legislative staff for comment, and to the Union Finance Committee for a cost estimate.

(4) The committee will return resolutions, which are duplications of existing policy resolutions, together with a reference to where this matter has previously been taken care of.

(5) After submission deadline, the President will recommend assignment of the finalized resolutions to General Council committees for committee hearing and action. Resolutions will be printed for inclusion in delegate packets.

The original date of submission to Resolutions Review Committee is the controlling date. In the event a resolution is returned to the sponsor for further review and/or action, no late resolution penalty shall apply.

Section 7. Officer Installations. On the last day of the regular session of the General Council, the newly elected Directors, Assistant Directors, and the Retiree Local President shall be installed. The President may designate the person or persons whom the Union invites to administer the oaths of office and conduct the installation.

Section 8. Expenses. The authorized expenses of members of the General Council, occasioned by their attendance at any session of the Council, are paid by the Union.

Section 9. Voting Between Sessions.

(a) A vote on an issue may be required from the General Council between sessions by either the Board or by an initiative petition signed by 20 percent (20%) of the active membership or endorsed by 30 percent (30%) of the locals. When a vote is required by the General Council between sessions, the Board shall formulate the question and shall set a time for distribution and return of written ballots containing the question. Voting shall be by those persons entitled to vote as delegates if a special session were called.

(b) The Executive Director shall distribute ballots to those persons entitled to vote, together with directions for voting, and any available supporting or opposing arguments pertinent to the question. Tally of votes and announcements of results shall be made by the Secretary-Treasurer.

Section 10. General Council Committees.

(a) Regular General Council Committees. The following General Council committees are authorized: Employee Representation, Membership Affairs, Retirement, Employee Benefits, Constitution and Bylaws, Union Operations, Economic and Social Policy/International Affairs.

(b) Procedural and Special General Council Committees. Other authorized General Council committees include: Credentials, Rules, and General Council Planning. There shall be other General Council committees as each Board of Directors or the General Council may from time to time determine to be necessary and authorize.

(c) Appointment of Committee Members.

(1) The President, subject to confirmation by the Board, shall appoint the members of all General Council committees and designate the chairpersons thereof. The members of these committees shall be members of the General Council; with the following exceptions:

a. Members of the Credentials Committee may be appointed from the membership-at-large, including retired members of SEIU Local 503, OPEU;

b. Members of the Resolutions Review Committee shall be appointed from delegates who attended the previous

General Council and shall be appointed at least six (6) months prior to General Council.

(2) Nominees for any statewide office (Union President, Vice President, Secretary-Treasurer, Executive Director) shall not serve as chairpersons' of any General Council committees.

(d) The General Council Planning Committee shall serve as the General Council Critique Committee and shall be appointed by the President. The committee receives suggestions on improving General Council, reviews such suggestions, and reports its findings and recommendations to the Board within ninety (90) days after the conclusion of General Council.

(e) The Credentials Committee receives proof of election and passes upon the eligibility of each delegate to the General Council.

(f) The Rules Committee meets before the convening of General Council and proposes rules to be adopted by the Council at its first session. The committee may be called upon during the Council to assist the Parliamentarian in the interpretation of rules.

(g) Committee Handling of Resolutions. The remaining General Council committees hear, consider, and make recommendations to the Council regarding resolutions referred to them by the Resolutions Review Committee, the President, or the Council.

(1) A committee may, by two-thirds (2/3) vote after open debate, elect to hold in committee any resolution assigned to it. These committees shall, after all resolutions have been debated and voted upon in committee, publish a list of resolutions assigned to it and the action taken on them. This list will clearly indicate the recommendation or "held in committee" and be distributed to all delegates.

(2) The General Council may, by simple majority, vote to call a resolution from committee for discussion by the Council delegates during the discussion of other resolutions from that committee or during new business.

Section 11. The President of any General Council or Special General Council shall appoint a parliamentarian whose sole duty shall be to keep the chairperson advised of proper parliamentary procedure and to advise the chairperson in the form of rulings on parliamentary questions raised during the General Council. The person selected to

serve in this capacity shall do so to the exclusion of any other General Council or Special Council office or job.

ARTICLE XVII - FINANCIAL

Section 1. The fiscal year of the Union is October 1 through September 30.

Section 2.

(a) Each active or staff member shall pay 1.7 percent (1.7%) or \$5.00, whichever is greater, of their gross monthly salary derived from time in regular pay status as dues to the Union.

(b) Semi-active members may continue in good standing by continuing to pay associate dues while on semi-active status. The semi-active member may make payment to the Union ninety days after the end of their season.

(c) For retiree members, dues will be no more than \$4.17 per month payable semi-annually in January and July each year. Members may make alternate payment arrangements. Persons joining during one of the semi-annual periods may pay prorated dues to the end of the period including the month in which they join. Each eligible retiring member shall be sent a notice that his/her membership will be converted to a temporary retiree membership and carried at no cost to the member for 90 days. Included in this notice will be information on the benefits of continuing as a retired member of SEIU Local 503, OPEU, and an application form for continuing membership beyond the 90 days. A person becomes a permanent member upon formal application and payment of dues and the person is eligible in conformance with the Constitution and Bylaws and AP&P.

(1) In addition to required per capita payments to SEIU, \$1.00 will go to the SEIU Local 503, OPEU General Fund, \$2.67 will go to the Retiree Local account and \$0.50 will go to reimburse the cost of the retiree life insurance policy. Members may contribute an additional \$9.00 per year (\$0.75 cents per month x 12 months) to Citizen Action for Political Education (CAPE).

(2) All monies of the Retiree Local will reside in the Central Ledger Accounting System at Headquarters.

(3) Dues amounts will be set by the R.M.C. subject to approval by the General Council.

(4) Dues payments will not be required for retired members who have reached age seventy-five (75) and have been dues paying members (active or retired) for the previous ten (10) years.

(d) Each associate member shall pay \$10.00 monthly as dues to the Union.

(e) The Board, when negotiating an affiliation agreement with an existing organization, may negotiate the phasing in of the above dues structure over a period of time not to exceed five (5) years.

Section 3. The amounts and structures of SEIU Local 503, OPEU dues, as stipulated in Section 2(a) above, shall not be changed except by a vote of the active and staff membership. A simple majority of the votes cast by the membership shall determine the outcome. Any vote by the membership on change or restructuring of SEIU Local 503, OPEU dues shall be kept distinct from votes on other issues.

Section 4.

(a) Out of each member or fair share payer's dues received at Headquarters, there shall be returned to each local on a quarterly basis the following amounts except that for each CAPE contributor in its membership, the local shall receive an extra fifteen (15) cents per member per month.

90¢ per member per month for single site locals.

70¢ per fair share payer per month for single site locals.

\$1.10 per member per month for statewide locals.

90¢ per fair share payer per month for statewide locals.

In addition to the rebate system outlined above, newly organized locals that have ratified their first contract shall be granted an initial treasury equal to two (2) full rebate cycles based on the above formula in order to carry out the business of their new local. This initial rebate grant is on a one time only basis, shall be allocated from the Union's General Fund, and is not required to be repaid. In no event will a local receive less than \$100 per quarter except as noted below.

Should a local accrue an amount equal to two (2) full years of rebates in their account, rebates above that amount shall be redirected to the General Fund. Locals that have more than two (2) full years of rebates as of September 1, 2008, shall keep that balance and not receive rebates until their account balance is lower than two (2) full years of

their rebates. Locals that have one hundred members or less will be exempt from the two year cap and be allowed to keep up to three (3) years of their full rebates.

Should it appear to the Board that a local is artificially spending funds in a manner to increase its rebate, it may request a full review of spending for that local by the Finance committee, and upon a two-thirds (2/3) majority vote of the Board, authorize the lower rebate amount for the next twelve (12) months if it is determined that local reserves have been manipulated to increase its rebate.

Section 5. Locals shall file an annual budget with Headquarters. Locals not filing an annual budget within forty-five (45) days of the end of the fiscal year will have their next quarterly rebate checks reduced by the following amount: 50 percent (50%) for all quarters until the annual budget is filed with Headquarters.

Funds not rebated to locals due to delinquent filing of annual budgets will be transferred to the Union's general fund.

The exception to this procedure will occur when local financial records are being held for audit, or other extenuating circumstances with the Union Secretary-Treasurer's approval.

Section 6. Local rebates shall not be sent to locals in inactive status.

Section 7. A member who joins in the formation of a new local is exempt from dues to the new local for any period for which he/she has fully paid his/her dues to the local from which he/she transfers.

Section 8. Job-Share Positions. The term "job-share" shall be defined as "one (1) full-time position in Oregon employment held by more than one (1) employee." Each job-share partner shall have full membership and voting rights and benefits in the Union.

Section 9. As a portion of the membership dues as provided in Section 2 of this Article, there shall be collected from each member, as part of such cash or payroll deducted dues a contribution of \$0.75 per month for the benefit of the Union's political action program. If the member desires that this contribution not be expended for political action purposes and so indicates in writing, the contribution shall be paid to the Union's scholarship fund.

Section 10. The Board shall establish and maintain a General Fund Account for recording of all income to the Union except those funds under custodianship of the Union.

Section 11. There will be a Prudent Reserve of 16.6% (sixteen point six percent) – two months' worth – of each year's operating budget in a Special Fund. This Fund will annually be balanced to the next budget cycle's appropriate amount. The Board shall have the authority to authorize placement of amounts in excess of the Prudent Reserve into the Special Fund.

The Special Fund may be augmented from any lawful source, such as gifts or the income therefrom, and interest earned on invested funds.

Section 12. Withdrawals from the Special Fund will be made upon authorization by a two-thirds (2/3) vote of the Board.

Section 13. All Union monies shall be invested by the Union Finance Committee in such a way as to obtain a maximum rate of interest within prudent guidelines adopted by the Board, taking into account the requirements and policies of the Union and benefit to the members.

Section 14. All persons who handle funds or other property of the Union, except officers of locals using the Central Ledger System, shall be bonded under a blanket bond which shall meet the following requirements:

- (a) Protection shall be provided against loss by reason of fraud or dishonesty on the part of such person or through connivance with others.
- (b) The coverage shall be in an amount not less than 10 percent (10%) of the funds and value of property handled by such person during the preceding fiscal year, up to a maximum of \$500,000.
- (c) The bond shall be individual or schedule in form.
- (d) The surety shall be a corporate surety company.

Any person not covered by such bond shall not receive, handle, disburse, or otherwise exercise custody or control of funds or property of the Union or of a trust in which the Union is interested. No such bond shall be placed through an agent or broker or with a surety company in which the Union or any officeholder, employee, agent, Union Steward, or other representative of the Union has any direct or indirect interest. Such surety company shall be a company, which has met the requirements to be an acceptable surety on federal bonds.

Section 15. The Union shall compensate the Union President at a rate of \$400 per month and the Vice President and the Secretary-Treasurer at the rate of \$130 per month while in his/her respective positions.

Section 16. The Union's revenues will be accounted for in three categories: (1) dues and fair share money, (2) non-dues income, and (3) voluntary contributions. Expenditures for all aspects of collective bargaining, including the necessary work for legislative approval, for merit system benefit grievances, and discharge and discipline cases under the statutes, shall ordinarily be paid out of dues and fair share revenues. Expenditures for the non-bargaining aspects of the Union publications and General Council, for programs for services and benefits for the common good of represented employees, and for all programs limited to members only, shall ordinarily be paid out of dues income. Voluntary contributions shall be spent as provided for by the donor.

Section 17. Each local shall record its monies spent on collective bargaining or non-collective bargaining in accordance with the AP&P. Failure of a local to record monies spent on collective bargaining and non-collective bargaining activities shall constitute grounds for stopping payment of rebates.

Section 18. Fifty (50) cents per dues payer per month will be put into the Strike and Job Protection Fund.

ARTICLE XVIII- CENTRAL LEDGER ACCOUNTING SYSTEM

Section 1. The Retiree Local, and all statewide locals shall participate in the Central Ledger Accounting System. Any other local may participate in the system on a voluntary basis.

Section 2. Headquarters shall establish a ledger for each local participating in the system and shall maintain a list of those officers in each local authorized to disburse local funds.

Section 3. Headquarters shall issue checks to members and/or vendors upon receipt of a completed "Request for Reimbursement" form approved by two (2) authorized officers of the involved local along with all necessary receipts.

Section 4. Headquarters shall issue advance payment for mileage from the central ledger account when a member is required to spend his/her money on official Union business when such a requirement would pose a hardship to the member with the approval of appropriate officers of the involved local. Subsequent providing of all necessary receipts to Headquarters, however, will still be required.

Section 5. A monthly report on the disbursements and balances of all accounts in the Central Ledger shall be made available to the appropriate officials of those locals participating in the system.

Section 6. Interest earned on the funds held by Headquarters in the Central Ledger Accounting System shall be divided among the locals participating in the system. This interest shall be prorated based on the balances in each local account at the end of each quarter.

Section 7. The monthly billing for the local shall be mailed to the President, Vice President, Secretary and Treasurer of the local. If the billing is still unpaid in sixty (60) days, a second notice will be sent to the officers giving the local twenty (20) days to pay. If the billing is still unpaid at the end of the twenty (20) days, the Statewide President or Secretary-Treasurer can authorize payment from the local central ledger with a copy of the transaction to the Local Officers.

**ARTICLE XIX -
REQUIREMENTS FOR LOCALS NOT USING
THE CENTRAL LEDGER ACCOUNTING SYSTEM**

Section 1. Those locals that are not utilizing the Central Ledger Accounting System assume the full responsibility of all fiscal matters, which includes but is not limited to:

- (a) Maintaining checking and savings accounts, preparing bank reconciliations, and reporting quarterly on forms available from Headquarters.
- (b) Maintaining accurate and up-to-date cash receipts and cash disbursement journals.
- (c) Maintaining a minute book and submitting copies of all minutes on an annual basis to the Board for insertion in that local's Headquarters file.
- (d) Insuring that expenditures are in accordance with SEIU Local 503, OPEU's Constitution, Bylaws, AP&P, and the local's constitution and bylaws.
- (e) Filing quarterly reports with the SEIU Local 503, OPEU Secretary-Treasurer at Headquarters within the deadlines outlined in these Bylaws. Locals will be declared inactive upon failure to file reports for three (3) quarters.
- (f) Submitting annually Chargeable and Non-Chargeable Expense Reports in conformity with state and federal law concerning fair share rebates by the deadlines outlined in the Bylaws.
- (g) Making an annual audit of the local's fiscal records and providing a copy of the audit report to Headquarters to be placed in the appropriate local file.

(h) Obtaining a federal and, if necessary, a state I.D. number for reporting purposes.

(i) Annually filing a Form 990 with the Internal Revenue Service. (Penalty for late filing is \$10 per day to a maximum of \$5,000.) A copy is to be sent to Headquarters by February 22 of each year.

(j) Issuing 1099's to entities that were paid amounts of \$600 or more for services or interest.

(k) Filing county personal property tax returns where applicable.

(l) Obtaining fidelity bonds for persons handling money. Copy to be sent to Headquarters.

(m) Contacting appropriate city and county officials regarding other taxes for which the local may be liable and submitting appropriate reports with copies to Headquarters.

Section 2. Failure to perform these activities listed in Section 1 will be cause for the Secretary-Treasurer of the Union to withhold any and all rebates until such time as the offending local is in compliance.

Section 3. Failure to perform these activities for one (1) year will be cause for the Secretary-Treasurer of the Union to place the offending local on the Central Ledger System and the Secretary-Treasurer of the Union will become the authorizing signature on the account.

Section 4. The offending local may petition the Member Representation Committee for permission to become responsible for authorization signatures on their respective Central Ledger Account.

ARTICLE XX - INACTIVATION OF LOCALS

Section 1. Failure to Fill Local Offices. Any local that has no officers may be declared inactive by Board of Directors' action at the first meeting of the Board following:

(a) Vacancy of the offices of President, Vice President, and Secretary-Treasurer of the local, or

(b) Failure of the local to elect officers as required under Bylaws Article IV, LOCAL ELECTIONS, Sections 1 through 3.

Section 2. Failure to File Constitution and Bylaws. Any local that fails to file an authenticated copy of that local's constitution and bylaws will be notified in writing by the Union Secretary-Treasurer to file such documents within sixty (60) days of the notice. If such documents are not filed with Headquarters in the allotted time, the Board shall declare such local inactive at the Board's next regular meeting.

Section 3. Violation of Constitution. Any local that violates the limitations in Constitution Article IX, LIMITATIONS, Section 1 through 4, shall be notified in writing by the President of the Union of the specific violation. The notification shall include a specific directive for the local to cease such action. If the local continues such violation(s), the local shall be declared inactive at the next regular Board meeting. Prior to such declaration, the Local President will be given twenty (20) days' written notice by the President to appear at the Board meeting to defend the action of the local.

Section 4. Return to Active Status. A local will be returned to active status when the Board receives acceptable evidence from the local that the circumstances causing the inactive status no longer exist. The Board shall notify the Local President and Headquarters of the local's active status. The notification will state the evidence on which the Board based the decision to return the local to active status. Any local returning from inactive to active status, shall have local funds set up in the central ledger account.

Section 5. If the local remains inactive for six months and no steps have been taken to reactivate the local, the Board shall appoint a trustee in accordance with Article **XXI**, TRUSTEESHIP FOR LOCAL FINANCES, of the Bylaws.

ARTICLE XXI - TRUSTEESHIP FOR LOCAL FINANCES

Section 1. The Board may appoint a Trustee to take charge and control of a local or of an affiliated body for the purpose of correcting corruption or financial malpractice, assuring the performance of collective bargaining agreements or other duties of a bargaining representative, restoring democratic procedures, or otherwise carrying out the legitimate objects of the Union as defined in the Constitution and Bylaws. The Trustee shall reconsider the status of the local monthly to determine whether the local has come into compliance or if continuance of the trusteeship is warranted.

Section 2. The Trustee shall be authorized and empowered to take full charge of the financial affairs of the local or affiliated body, and to take such other action as is necessary to preserve the local or affiliated body and its interests. The Trustee shall report on the affairs and transactions of the local or affiliated body to the Union Finance

Committee. The Trustee and all of the acts of the Trustee shall be subject to the supervision and direction of the Secretary-Treasurer.

Section 3. The local shall receive notice of the charges and be given an opportunity to defend said actions. Upon the institution of the trusteeship all monies, books, and property of the local or affiliated body shall be turned over to the Trustee, who shall receipt for them.

Section 4. The Trustee shall be bonded for the faithful discharge of his or her duties relating to the handling of funds or other property of the local or affiliated body.

Section 5. The Trustee shall take charge of all the funds, books, papers, and other property of the local or affiliated body for which he or she shall receipt. The Trustee shall pay all outstanding claims, properly proved, if funds are sufficient. When self-government is restored, the Trustee shall return all funds, books, papers, and other property to the local or affiliated body. If, however, the local or affiliated body is dissolved by the revocation of its charter, then any balance remaining to the credit of the local or affiliated body shall be forwarded to the Secretary-Treasurer and shall become the property of SEIU Local 503, OPEU.

Section 6. Any local or affiliated body in trusteeship may within ten (10) days from the institution of such trusteeship appeal to the Executive Committee by a written communication addressed to the Secretary-Treasurer. If an appeal is so filed, the Executive Committee shall provide for a hearing within thirty (30) days of the filing of such appeal before the Executive Committee. The decision of the Executive Committee shall be final and binding. Pending such decision, the trusteeship shall remain in full force and effect.

Section 7. The Trustee shall file all reports required by the Labor-Management Reporting and Disclosure Act of 1959 and Civil Service Reform Act of 1978 with the Office of Labor-Management Standards.

Section 8. The Trustee shall make a full report of his or her work at each Board meeting including but not limited to all efforts made to return the local to self-governance.

Section 9. A formal hearing will be conducted by the Executive Committee at twelve (12) and eighteen (18) months to determine whether adequate justification exists to continue the trusteeship.

ARTICLE XXII - POLITICAL ACTION PROGRAM

The union's political action program with respect to candidate races and expenditures shall be administered by Citizen Action for Political Education (CAPE) as outlined in its constitution and bylaws who will make recommendations for endorsements to the Board for final action by a 2/3 majority vote of the Board.

All financial matters of CAPE shall be kept separate from all other Union financial matters, and CAPE funds shall be kept separate from all other Union funds and shall not be commingled at any time.

A local of SEIU Local 503, OPEU may not endorse or give money to any candidate or conduct an independent campaign that isn't authorized by the Board.

ARTICLE XXIII - DISCRIMINATION

The Union, its officeholders, employees, agents, Union Stewards, and other representatives, shall not discriminate, against any person because of disabilities, race, religion, color, national origin, political belief, gender, marital status, age, or sexual orientation.

ARTICLE XXIV - AMENDMENT OF BYLAWS

Section 1. These Bylaws may be amended, repealed, suspended, or replaced by:

(a) Proposals to the General Council in regular session, adopted by a two-thirds (2/3) vote of the General Council, or

(b) Initiative petition, either signed by 20 percent (20%) of the total active membership, or endorsed by 30 percent (30%) of the locals, or endorsed by the Board. Such petition shall be addressed to the Union and filed at Headquarters. If it bears the required signatures or endorsements, balloting shall take place as provided in Article **XVI**, THE GENERAL COUNCIL, Section 9, Voting Between Sessions, of the Bylaws. Adoption will be by a two-thirds (2/3) vote of the eligible delegates.

Section 2. In the event of enactment of federal or state legislation imposing obligations on the Union as to elections, membership rights, accounting and disclosure, officer conduct, retention of records, bonding, financial relationships of officeholders and employees, etc., which are not already imposed by the Union's Constitution and Bylaws and which are not within the authority of the Board to impose, the Bylaws of the Union

shall be deemed amended as necessary to maintain compliance with such legislation until General Council, at its regular meeting, has had the opportunity to make the appropriate amendments of the Bylaws.

ARTICLE XXV- PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Union, the Board, and Officers in all cases to which they are applicable and in which they are not inconsistent with these Constitution and Bylaws and any special rules of order the Union may adopt.

END OF BYLAWS