

Oregon City Education Association Constitution & Bylaws

February 1985 Revised January 1988 Revised May 1, 1996 Revised May, 2004
Revised 2006, Revised 2016

Constitution

ARTICLE 1 - NAME, AFFILIATION AND PURPOSE

Section 1: The name of this organization shall be the Oregon City Education Association, herein after referred to as the Association.

Section 2: The Association shall affiliate with the Oregon Education Association and the National Education Association.

Section 3: The purpose of the organization shall be to represent its members in collective bargaining, serve as the local voice for education, promote professional excellence among educators, gain recognition of the basic importance of the teacher in the learning process, protect the rights of the educators and advance their interests and welfare, secure professional autonomy, unite educators for effective citizenship, promote and protect human and civil rights, involve as many members as possible in the operation of the Association and to otherwise act for the common good of the members.

ARTICLE II - MEMBERSHIPS

Section 1: Certified personnel of the Oregon City School District shall become members upon payment of the unified dues of the Association, the Oregon Education Association and the National Education Association.

- A. Active membership shall be continuous from September 1 to August 31 of each school year or until the member leaves the school system, resigns from the Association, or fails to pay membership dues. A member on unpaid leave of absence remains an Association member, but pays no dues until reinstated to service.
- B. Associate membership of the OEA/NEA is eligible to join the Association upon payment of dues as defined in paragraph (A) above.

Section 2: No member of the Association may be censured, suspended or expelled without a due process hearing.

Section 3: Fair share contributors shall have the same rights and privileges as active members except:

- A. The right to vote on OCEA matters;
- B. The right to hold office in OCEA

- C. The right to serve as a delegate representing members of OCEA;
- D. May also be excluded from certain rights and privileges of active OEA and NEA members based upon the policies or bylaws of those organizations.

ARTICLE III - EXECUTIVE OFFICERS, BOARDS AND COUNCILS

Section 1: The Executive Board officers of this organization shall be president, immediate past president, vice president, secretary and treasurer

Section 2: There shall be an Executive Council which will consist of the Executive Board officers with executive powers of voting and the following nonvoting members: negotiations chairperson; membership chairperson, political action chairperson; insurance chairperson; communication chairperson; social chairperson(s) and contract maintenance chairpersons; who shall be appointed by the Executive Board.

Section 3: There shall be a representative body with full governing powers to be known as the Oregon City Education Association Council of Faculty Representatives (herein referred to as the OCEA Council) which shall consist of: one representative from each elementary school; one representative for district specialists; two representatives for each middle school and four representatives from the high school, all elected by their respective faculties (ratio 1 to 10, additional representatives added when you get to half the ratio).

Section 4: All members of the Executive Board, standing and special committees and OCEA Council must be members of the Association in good standing at the time of their election or appointment.

ARTICLE IV - COMMITTEES (APPOINTED, ELECTED AND SPECIAL)

Section 1: The elected standing committee shall be the OEA Representative Assembly. The membership shall elect the delegates to the OEA Representative Assembly.

Section 2: The appointed standing committees shall be Negotiations, Contract Maintenance, Political Action and Professional Development Fund.

- A. There shall be three teacher representatives appointed to the Professional Development Fund committee.

- B. Every attempt will be made to have a balance representation from the elementary schools, the middle schools and the high schools.

Section 3: The Executive Board may appoint special committees according to need.

ARTICLE V - AMENDMENT OF CONSTITUTION

Section 1: This Constitution may be amended by completing the following steps:

- A. Introducing an amendment at any meeting of the OCEA Council of Faculty Representatives. Action of proposed amendment will take place by this Council within the next two regular meetings;
- B. Approval of the amendment by majority vote of above Council members present (A);

BYLAWS

ARTICLE I - DUES

Section 1: Dues and assessments for Active and Association members for OEA/NEA shall be specified in the By-laws of the OEA/NEA.

Section 2: Association dues and assessments shall be established by the OCEA Council and adopted annually as part of the Association Program Budget. Any change in dues structure shall be referred to the general membership and approved by majority vote of the general membership.

Section 3: Association dues and assessments for part-time teachers, those teaching less than a full year, those on leave, or Associate Members, shall be determined in the same manner as OEA/NEA dues for the same status.

Section 4: Collection of Fair Share funds shall be in accordance with any such provision in any current collective bargaining agreement between the Association and the School District. Fair Share so collected shall be prorated in the same manner as membership dues.

ARTICLE II - ASSOCIATION MEETING

Section 1: Meetings of the Association shall be held during the school year in accordance with the chartering requirements of the OEA/NEA. The time shall be set by the president with the approval of a majority of the OCEA Council.

Section 2: Special meetings shall be held at the call of the president, or the president shall call a special meeting for a specific purpose upon the written request of ten members.

Section 3: All meetings of the OCEA Council shall be open meetings and may be attended by any member of the Association or fair share member in good standing. Association members or fair share members may address the Council subject to the approval of the presiding chair.

ARTICLE III - QUORUM

Section 1: A quorum for all OCEA Council meetings shall consist of a majority of OCEA Council members.

ARTICLE IV - DUTIES OF THE OFFICERS & BUILDING REPRESENTATIVES

Section 1: The President shall:

- A Attend, conduct and vote, when necessary, at all Executive Board and all OCEA Executive Council meetings and OEA Representative Assembly.
- B Assume the responsibility for leadership of the OCEA.
- C Chair the OCEA Council.
- D Carry out OCEA directives.
- E Plan agendas for all meetings of the OCEA Council consulting with the Executive Board. The agenda shall be made available to the Council members at least two days prior to the regularly scheduled monthly meeting.
- F Act as spokesperson for the Association in all matters dealing with the public, contract and personnel or appoint a designee to represent the Association.

- G. Represent the Association at meetings which are to include, but not limited to: School Board; OEA; Willamette Falls Uni-Serv and Legal-Budget Committee. The Council can expect the president, or her/his designee, to report to the Council any pertinent information
- H. Appoint committee chairpersons and committee members and submit the appointees for the approval of the Council by the first regular meeting in June.
- I. Be available to meet with interest groups from within the membership upon request and/or as deemed necessary.
- J. Prepare an article for a newsletter that is distributed by the Communication chairperson to the membership at least once a month. President will preview the newsletter before printing.
- K. Help prepare an Association program budget.
- L. Schedule at least one general meeting during the term of office.
- M. Be an ex-officio member of all committees and task forces except where excluded by these by-laws.
- N. Survey members at least once during the term of office to collect data on the effectiveness of the leadership of the Association
- O. Upon leaving office, the president shall assume the duties of the immediate past president and aid in the transition of the new president.
- P. President shall go over the bylaws with the Executive Committee prior to the beginning of school.

Section 2: The Vice President shall:

- A. Assume the duties of the president if necessary
- B. Attend, and vote, when necessary, at all Executive Board and all OCEA Executive Council meetings, and OEA Representative Assembly.
- C. Attend and vote at all Uni-Serv Council meetings.
- D. Be an ex-officio member of all committees and task forces except the election committee, in the president's absence

- E. Be an ex-officio member of the School Board.
- F. Run at least one meeting a year.

Section 3: The Secretary shall:

- A. Attend and vote at all Executive Board and OCEA Council meetings.
- B. Keep minutes of meetings i.e.: OCEA Council, Executive Board and others as needed.
- C. Provide clerical help as requested by the president.
- D. Take attendance at meetings.
- E. Keep the minutes of the preceding year.
- F. Distribute minutes of OCEA Council meetings to the OCEA Council within ten days of the meeting with extra copies to be distributed and posted at each school.
- G. Aid the Membership Chairperson in all elections.

Section 4: The Treasurer shall:

- A. Attend and vote at all Executive Board and OCEA Council meetings.
- B. Keep an accurate record of the income and expenditures of the Association
- C. Disburse the funds as authorized by the budget.
- D. Be responsible for the annual audit of the Association's books and records as designated by the Executive Board.
- E. Help prepare the Association program budget.
- F. Shall be the Association representative to the District Budget Committee.
- G. Be in charge of filing taxes and 1099 with the IRS.

Section 5: The immediate past president shall:

- A. Attend and vote at all Executive Board and OCEA Council meetings.
- B. Advise and assist the president upon request
- C. Assist the president in formulating the Association program budget.

Section 6: OCEA Council Representatives shall:

- A. Serve one year term, representing the building in which each teaches.
- B. Serve as the Oregon City Education Association, OEA/NEA representative to the building's faculty.
- C. Attend and vote at all OCEA Council meetings. If the representative cannot attend, she/he will send a substitute who may vote.
- D. Serve as a member of the nominating committee; administer election activities at the building level or as directed by the elections chairperson.
- E. Votes on approval of the Association budget.
- F. Call meetings of the members in the building to report and discuss Association business.
- G. Authorize the spending of reserve and emergency funds
- H. Be responsible for membership activities in the buildings.
- I. Review applications for funding of professional activities.
- J. Be responsible for holding election for new representatives.
- K. Review the mid-year evaluation of the Executive Board.

ARTICLE V - DUTIES OF THE EXECUTIVE BOARD

- Section 1: The Executive Board shall be responsible for management of the Association. The Executive Board shall determine dates, number, times and place of all Association general and Executive Board meetings.
- Section 2: The Executive Board shall be responsible for the approval of the appointed standing committees: Negotiations; Contract Maintenance and Political Action.
- Section 3: The Executive Board will design and implement a process of a mid-year evaluation and report the results to the Rep. Council.
- Section 4: The Executive Board shall be responsible for the removal of committee members and chairpersons for ineffective performances.
- Section 5: The Executive Board shall communicate with the negotiations team to clarify priorities of the members.
- Section 6: The Executive Board shall consider and recommend for approval to the representative council the association program budget on an annual basis. The Executive Board may revise as necessary to meet category needs. No stipends will be altered without a representative council vote.

ARTICLE VI - DUTIES OF THE STANDING COMMITTEES CHARIPERSON/APPOINTED

Section 1: The Negotiations Team shall:

- A. Be present at bargaining sessions and team meetings and report to members through news briefs on a regular basis.
- B. At the direction of the Executive Board, present the total negotiations package to the members of the Association for approval or rejection.
- C. Attend the OEA/Willamette Falls UniServ training sessions.
- D. The negotiations chair shall serve as a member on the contract maintenance committee as needed.
- E. Survey membership to establish negotiation priorities, as needed.

Section 2: The Contract Maintenance Committee shall:

- A. Maintain the negotiated Collective Bargaining Agreement (contract).
- B. Coordinate the grievance procedure with the President.
- C. Attend OEA/Willamette Falls UniServ sponsored training sessions.
- D. Report monthly at scheduled Executive Board meetings and Rep. Council.
- E. Share grievance activities with the Willamette Falls Uni-Serv Consultant.
- F. Provide information for the newsletter regarding contract in section called "Contract Corner".

Section 3: The Political Action Committee shall:

- A. Investigate proposed school legislation.
- B. Urge the introduction of bills favorable to the welfare of the schools.
- C. Share opposition to bills detrimental to school welfare.
- D. Keep members informed on proposed school legislation.
- E. Organize and coordinate the OCEA's efforts pertaining to education, i.e.: district budget, school board, etc.
- F. Seek to improve relations with the public through the media of the press, radio, and other public means.
- G. Disseminate current professional and Association information to Association members.
- H. Attend OEA/Willamette Falls UniServ training sessions.
- I. Work with the elections office.
- J. Survey membership to establish negotiation priorities, as needed

- K. Serve as the Association representative to Willamette Falls Uni-Serv Political Action Committees.
- L. Serve as a delegate leader to the PIE Convention.

Section 4: The Membership Chairperson shall:

- A. Attend all Executive Council and OCEA Council meetings.
- B. Maintain accurate membership records as required by NEA, OEA, and the Willamette Falls UniServ.
- C. Serve as chairperson for membership.
- D. Serve as chairperson for the nominating committee.
- E. Coordinate elections.
- F. Monitor ratio: 1 to 10, as stated in Article III, Section 3 of the Constitution.
- G. Provide members with duties of elected officers and list nominees for each office.

Section 5: The Social Chairperson shall:

- A. Attend all Executive Council and OCEA Council meetings.
- B. Facilitate a teacher recognition program.
- C. Provide and distribute occasional cards to members.
- D. Provide and distribute retirement cards and assist the president as needed at retirement presentations.
- E. Assist the president in representing the Association at social functions.

Section 6: The Communications Chairperson shall:

- A. Attend all Executive Council and OCEA Council meetings.
- B. Collect information from chairs, officers, and members.
- C. Compile monthly newsletter, and maintain OCEA's communication network (Social media)

ARTICLE VII - DUTIES OF STANDING COMMITTEES/ELECTED

Section 1: The delegates to OEA Representative Council shall:

- A. Serve staggered two-year terms.
- B. Represent the Association at OEA Regional and State Assemblies.
- C. Request resolutions from the member prior to the annual Representative Assembly.
- D. Report to the Executive Board and Rep Council upon return from the Representative Council.
- E. Provide article for Association newsletter.
- F. Expected to attend entire conference.

Section 2: Delegates to the NEA Representative Assembly shall:

- A. Serve one-year term.
- B. Attend orientation meetings prior to the NEA Representative Assembly.
- C. Attend and represent the Association at the Representative Assembly.
- D. Report to the Executive Board and the Representative Council the Representative Assembly's activities.
- E. Provide article for newsletters.
- F. Expected to attend entire conference.

ARTICLE VIII - NOMINATION AND ELECTIONS

Section 1: The Nominating Elections Committee shall be composed of a representative council. The chairperson shall be the elected Membership Chairperson of the Association. This committee shall compile a list of nominees for each office and shall publicize this list at each building one week prior to the spring elections. Additional nominations may be submitted by any member in good standing to the Executive Board prior to the elections.

Section 2: Election of officers shall be held annually before May 1. The Executive Board shall set the dates for other elections, as needed.

Section 3: Balloting shall be done in each building or at a location designated by the election committee. The committee shall prepare, distribute, collect and tally the ballots. The Membership Chair will inform the candidates of their election and submit all results to the Representative Council

Section 4: Absentee balloting shall occur prior to the day of the election.

Section 5: A plurality vote shall be essential for an election. A plurality vote shall be the largest number of votes. In case of a tie, re-votes shall be taken until one candidate receives a plurality vote.

Section 6: OCEA council representatives shall be elected prior to June 1 of each year.

Section 7: Vacancies: in case of vacancies in office, except that of president, the Executive Board shall appoint a replacement. In case of vacancy in the office of president, the vice president or the immediate past president shall be president for the remainder of that year. The Executive Board will make the appointment. Should the vice president be named to fill the vacancy, the vice president's office shall then be temporarily filled by Executive Board appointment.

Section 8: Limitations of Terms: The president, vice president, secretary and treasurer shall be elected/re-elected annually.

ARTICLE IX - PARIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rule of Order, newly revised, shall govern the Association in all cases to which they are applicable and are not inconsistent with this constitution and by-laws and any special rules or order the Association may adopt.

ARTICLE X - AMENDMENTS

Completing all of the following steps may amend these by-laws:

- A) A quorum of Executive Board;
- B) Notification of proposed changes will be provided to the general membership prior to a Rep. Council vote.
- C) A quorum of the Representative Council;

****If membership has objection to the proposed change(s), they should come to the meeting or notify the Building Rep. to voice concerns - this is part of the notification process.**

ARTICLE XI - SUPERSEDEANCE

The articles of this constitution and these by-laws shall supersede all elections and appointments prior to March 1984 and becomes effective upon ratification of the general membership.

ATTESTING TO APPROVAL BY OCEA/UNISERV MEMBERS IN FEBRUARY 1985 OF CONSTITUTION REVISION AND ADDITION OF BY-LAWS.

Richard Meehan, President	REVISED JANUARY 1985
Wendell Baskins, President	REVISED JANUARY 1988
Karen L. Jenkins, President	REVISED FEBRUARY 1996
David Lierman, President	REVISED MAY 2004
Maureen Davis, President	REVISED MAY 2006
Cindy Williams, President	REVISED MAY 2016