

# **CONSTITUTION**

**OF THE**

**OFFICE & PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION  
LOCAL 11, AFL-CIO**

**VANCOUVER, WASHINGTON**

**Affiliated with the**

**Office and Professional Employees**

**International Union**

**AFL-CIO**

As amended, January 11, 2022

## INDEX

ARTICLE	TITLE	PAGE
	PREAMBLE .....	1
ARTICLE I.	NAME AND LOCATION.....	1
ARTICLE II.	EXISTENCE.....	2
ARTICLE III.	PURPOSE AND AIMS .....	2
ARTICLE IV.	JURISDICTION .....	2
ARTICLE V.	MEMBERSHIP.....	3
ARTICLE VI.	OFFICERS AND OTHER ELECTED POSITIONS.....	5
ARTICLE VII.	TERMS OF OFFICERS .....	5
ARTICLE VIII.	NOMINATIONS AND ELECTIONS .....	5
	Election Process .....	6
ARTICLE IX.	LIMITATIONS ON COMMITTEES .....	7
ARTICLE X.	OFFICERS .....	7
	Vacancies .....	8
ARTICLE XI.	DUTIES OF OFFICERS.....	8
	President.....	8
	Vice President .....	9
	Recording Secretary .....	9
	Executive Secretary-Treasurer .....	9
	Sergeant-at-Arms .....	11
	Executive Board.....	11
	Trustees .....	11
	Delegates.....	12
ARTICLE XII.	STEWARDS .....	12
ARTICLE XIII.	MEETINGS .....	13
	Order of Business.....	13
	Initiation of Member and Oath of Office .....	14
	Oath of Officers .....	14

**INDEX (Continued)**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
ARTICLE XIV.	REVENUE AND FINANCES.....	15
	Assessments .....	16
	Work Permits .....	16
	Exemptions .....	17
	Fiscal Year .....	17
	Obligations and International Union.....	17
ARTICLE XV.	WITHDRAWAL CARDS .....	17
ARTICLE XVI.	WITHDRAWAL CARD RECIPROCITY .....	18
ARTICLE XVII.	STRIKES .....	18
ARTICLE XVIII.	CHARGES .....	19
	Misconduct and Penalties .....	19
ARTICLE XIX.	AMENDMENTS .....	19
ARTICLE XX.	CONSTITUTION AND AGREEMENTS.....	20
ARTICLE XXI.	EFFECTIVE DATE.....	20

## **PREAMBLE**

THESE LAWS, in addition to the Constitution of the Office & Professional Employees International Union, shall constitute the fundamental laws of the Office & Professional Employees International Union, Local 11, AFL-CIO.

This local Union declares for its objectives and aspirations the following:

- To organize all unorganized professional, technical, office and clerical employees;
- To Secure terms and conditions of employment for its members consonant with ideals of fair wages and benefits;
- To promote and encourage harmonious relations between ourselves and our Employers;
- To render all possible assistance to our fellow members in the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) and;
- To have, in general, the same aims and purposes as the Office & Professional Employees International Union (International Union) provided for in the its Constitution in the interest of all professional, technical, office and clerical employees.

## **ARTICLE I NAME AND LOCATION**

Section 1. This organization shall be known as the Office & Professional Employees International Union, Local No. 11, AFL-CIO, with headquarters in Vancouver, Washington and the greater Portland, Oregon metropolitan area, and shall hereinafter be referred to as the "Union." This Union shall be and remain a chartered Local Union of the Office & Professional Employees International Union, AFL-CIO.

Section. 2. The Constitution of the International Union shall be the paramount law governing the affairs of this local Union, and all provisions of said International Union Constitution insofar as the same are or may be applicable to the affairs and activities of this local Union are hereby, by reference thereto, incorporated into and made a part of this Constitution and By Laws, and any provision contained herein which is contrary to or in conflict with the provisions of the International Union Constitution shall be inoperative and of no effect, except as the International President may otherwise specifically approve.

## **ARTICLE II EXISTENCE**

This local Union cannot be dissolved while there are two hundred and fifty (250) dues paying members therein who desire to continue its existence; and at such time the International Union Executive Board may suspend the charter of this local Union and order it dissolved. Upon dissolution of this local Union, all its properties and assets, including its funds, books and records shall become the property of the International Union, to be held by the International Union in trust for a period of one (1) year; during which time such property shall be returned to this local Union if it is reconstituted. After such one (1) year time period, such properties and assets shall become the property of the International Union, and the funds will be placed in the International Union Treasury to be used by the International Union for its general purposes.

## **ARTICLE III PURPOSES AND AIMS**

Section 1. The aims and purposes of this Union shall be the same as are expressed and stated as the aims and purposes of the International Union in the interests of all office, clerical, professional, technical and industrial workers; and shall be devoted and dedicated to promoting, protecting and championing the legitimate struggles of office, professional, technical, and industrial workers toward achieving economic well-being, their general welfare, a work place free from discrimination or harassment, and rights as workers and citizens. "In working toward the achievement of this goal, this Union will strive to bring the benefits of Trade Union organization and collective bargaining to all office, clerical, professional, technical, and industrial workers coming under its jurisdiction."

## **ARTICLE IV JURISDICTION**

Section 1. This Union shall embrace within its membership all workers employed in any phase of office, professional, technical and industrial related work, as established under the Constitution of the International Union.

Section 2. This Union recognizes the right of the Executive Board of the International Union to determine jurisdiction between the Local Unions of the International Union and to settle all controversies respecting jurisdiction between said Local Unions, and agrees to submit all such jurisdictional disputes in writing to the Executive Board of the International Union.

## **ARTICLE V MEMBERSHIP**

Section 1. No person shall be admitted to membership who is not employed in the trade at an occupation under the jurisdiction of this Union, or who advocates principles or lends support to organizations or movements whose purposes and objectives are contrary to the fundamental principles of, or are in conflict with the policies of the International Union.

Section 2. No person based upon employment with the same Employer shall simultaneously hold membership in this Local Union and another Local Union of the International Union. No person may transfer membership from another Local Union of the International Union to this Local Union without written approval of the President of the International, unless such transfer is the result of a change in employment from one (1) bargaining unit of another OPEIU Local Union to another such unit represented by this Local Union

Section 3. All Officers and full-time paid Representatives and Organizers of the International Union shall be ex-officio members of this Union with the privilege of participating in this Union's meetings but not voting; provided, however, such Officers, Representative and Organizers shall retain and may exercise full rights of participation in this Union if they hold membership in this local Union.

Section 4. Any member of this Union who secures employment under the jurisdiction of any other Union affiliated with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) , who is thereby required to become a member of such other Union, may retain their membership in this Union; if the member continues to meet all other requirements for membership.

Section 5. Membership classifications shall be active, non-active and associate as defined in this Article V of the International Constitution and associate membership.

- (a) **Active Member.** An active member is an individual who is eligible to be an active member in this local Union if that individual is employed within a bargaining unit represented by this local Union.
- (b) **Non-Active Member.** A Non-Active Member is an individual who is eligible to be a non-active member if that individual is a former active member of this local Union, including an individual who has retired from the position which made them eligible to be an active member and who desires to maintain membership with this local Union. Unemployed and retired members may maintain non-active membership status by paying dues or fees as defined in the International Union Constitution.

- (c) **Associate Members.** Associate Members are those non-bargaining unit individuals who qualify for participation in Health and Welfare and/or retirement benefits offered to members of this Union through a Collective Bargaining Agreement. Associate Members may attend and address meetings of this Local Union at the discretion of the Local Union President. Such person shall have no voice or vote in the International Union or Local Union affairs, nor shall they be nominated for, or hold an International Union or Local Union office or Executive Board position or be elected a delegate to the International Union Convention.

Associate Members shall pay a fee equivalent to the minimum amount defined within the dues' breakdown.

- Increases, if any, in associate member fees shall be equal to those annual increases as prescribed in the International Constitution.

#### Section 6.

- (a) All active members shall be good standing members and entitled to participate fully as members in the affairs of this Union until such time as they no longer retain an active membership.
- (b) However, in the event any member becomes a Supervisor within the meaning of existing applicable legislation in the United States, and does not make application for withdrawal status, such member shall not be eligible to participate or have a vote in any of this Union's proceedings which affect the wages and conditions of employment of the employees in the establishment where such person is employed as Supervisor; except for those identified under Washington State Public Sector. Such member shall not be eligible to be a candidate for office nor eligible to hold office, nor shall such person be eligible to represent this Union in any official capacity whatsoever.

Section 7. Applicants for membership in this Union shall be required to fill out application and authorization cards upon forms specified or approved by the Executive Secretary-Treasurer of the Office & Professional Employees International Union, Local 11. Each application for membership shall be accompanied by the full required initiation fee, or order for same, before being acted upon by the Union. The initiation fee may be paid in not more than four (4) equal installments upon prior approval of the Executive Secretary-Treasurer.

Section 8. Candidates presenting themselves or signing an application for initiation shall take the following pledge administered by the presiding officer of the Union; and identified under Article XIII; to abide by the Constitution and By Laws and to support and assist in the up building of this Union, the International Union, and the AFL-CIO, and to give their support to all members of the Union in obtaining and holding employment.

**ARTICLE VI  
OFFICERS AND OTHER ELECTED POSITIONS**

This local Union shall have the following elective Officers: President, Vice-President, Executive Secretary-Treasurer (EST) and Recording Secretary, who shall with eight (8) other members constitute the Executive Board. Other elective Officers shall be a Sergeant-At-Arms and three (3) Trustees.

**ARTICLE VII  
TERMS OF OFFICERS**

Section 1. The term of office of Vice-President, Recording Secretary, and Sergeant-at-Arms shall be for a period of two (2) years. That of the President and Executive Secretary-Treasurer shall be for a period of three (3) years. The term of office of the Trustees shall be for three (3) years, one (1) Trustee to be elected each year.

The eight (8) members of the Executive Board shall be elected for terms of two (2) years and shall have equal rotating annual election terms (half [½] one [1] year and another half [½] the next). Each of the eight (8) members thus elected shall represent respectively one (1) of the following divisions of the membership of the Union:

**Utilities – 2  
Public Sector – 2  
Labor Organizations – 1  
At-Large – 3**

Each representative of a division shall be a member of that division at the time they are elected.

**ARTICLE VIII  
NOMINATIONS AND ELECTIONS**

Section 1. Nominations of Officers shall take place in March at the General Membership meeting of each year. No person may be nominated, appointed or elected, or in any way represent the members of this Union unless he or she has been a member of this Union in continuous good standing for at least twelve (12) months preceding the election. In addition to this requirement the positions of Executive Secretary-Treasurer, President and Vice President nominees shall be an active and participating member of the Union who has attended four (4) membership meetings within the past twelve (12) calendar months; with the exception for excused absences due to work hours required by the Employer.

Section 2. No member shall be a candidate for more than one (1) office.



Section 3. Members need not be present to be nominated for any Union office. Those members, who by virtue of geography are unable to either attend or have other members from their area attend to place their name in nomination, may notify the Union office of their desire to be nominated. The Executive Secretary-Treasurer shall nominate or cause to be nominated those same members. The members, who are not present at the nomination meeting to accept the nomination, must have their acceptance of the nomination in writing, available at the nomination meeting. Only those candidates who accept the nomination shall be considered valid candidates.

Section 4. Except as provided for in Section 3 of this Article above, write-in nominations or nominations by proxy shall not be allowed.

Section 5. Notice for nominations shall include those positions which by virtue of election to their position; such individual(s) are also elected as a delegate to the International Conventions; Executive Secretary-Treasurer, President and Vice President and duly noted on the election ballot.

Section 6.

- (a) The Election Committee shall be elected by the membership of the Local Union and shall to oversee a contested Election. No candidate in a contested race shall be a member of the Election Committee. Number of members on the Election Committee, and compensation for their services, shall be set by the Executive Board.
- (b) The Election Committee is charged with the duty of determining eligibility of the candidates and conducting the regular election of all duly nominated candidates for an officer position who are involved in a contested race. The Election Committee shall establish rules for elections of this local Union which are conducted in accordance with Title IV of the Labor Management Reporting and Disclosure Act of 1959 (LMRDA); the election regulations promulgated by the United States Department of Labor pursuant to Article IV of the LMRDA and as provided in this Constitution and Bylaws. The election regulations are published at Title 29, Part 452 of the Code of Federal Regulations.

Section 7. Nominees, if unopposed, who have accepted the nomination, shall be declared elected by acclamation.

Section 8. The date of the annual election of Officers, if necessary, shall take place in April on a date to be chosen by the Executive Board. Such date shall be no less than thirty (30) days after the nomination meeting in March. Notice of the date of the election shall be mailed at least fifteen (15) days prior to the last known address of record to all members. Mailed notification may be by letter, union newsletter, or union publication and may contain ballots and voting instructions.

Section 9. The Executive Secretary-Treasurer shall prepare or cause to be prepared a list of members in good standing who, according to the Constitution, are eligible to cast a vote, and shall supply the Election Committee with said list.

Section 10. For each position, the candidate receiving the highest number of votes shall be declared elected. The Election Committee shall then deliver the ballots, tabulation figures, certification and other records of the election to the Union office. The Executive Secretary-Treasurer shall preserve or cause to be preserved in the Union's office for a period of one (1) year from date of election of Officers, all ballots, tabulation figures, certification and other records delivered by the Election Committee. Any candidate shall have the right to have an observer at the pickup site and the counting of the ballots.

Section 11. Election issues that may arise shall be governed by the Administrative Policies and Procedures of the International "Appeal Procedure", Part III/Section A, copies of which are available upon request.

## **ARTICLE IX LIMITATIONS ON COMMITTEES**

Section 1. In addition to other committees and boards established by this Constitution and Bylaws, the membership of this local Union shall provide for such other standing committees, and, from time to time such special committees, as may be proper and necessary to conduct the business of this local Union.

Section 2. In establishing such other committees, the duties of the committee, the extent of its authority, and the permissible amount of expenditures that may be made by such committee must be made a part of the minutes of the General Membership meeting on the established said committee. In any event, such committees or boards; shall not make or authorize expenditures without prior approval of the Executive Secretary-Treasurer or Executive Board of the local Union; and shall not exceed the authority granted to them by the local Union. The President shall be an ex officio member of all committees.

## **ARTICLE X OFFICERS**

Section 1. Officers-elect shall be installed and take office at the first regular General Membership meeting of the Union following their election; provided, however, that all Officers under bond shall retain their offices until their successors have been bonded in accordance with Section 3 in this Article. Before entering upon the duties of their respective offices, the newly elected Officers shall subscribe to an installation obligation as devised and specified by the Executive Board of the International Union.

Section 2. It shall be the duty of any retiring officer to turn over to their successor in office all the books, records, funds, contact information and other property of the Union in their possession.

Section 3. All Officers, Stewards, and employees of this Local Union shall be bonded in accordance with the requirements of the Labor-Management Reporting and Disclosure Act of 1959, where necessary, and in accordance with Article VII of the International Constitution and under a bond approved by the Secretary-Treasurer of the International Union.

Every Officer and employee of this organization, other than an employee performing exclusively clerical or custodial service, shall file where necessary conforming in all respects to the requirements of Section 202 of the Labor-Management Reporting and Disclosure Act of 1959 and all pertinent rules and regulations contained therein.

Section 4. Compensation of Officers and Executive Board members shall be such sum as shall be stipulated from time to time by action of the Executive Board, and in addition thereto, certain Officers shall be allowed such sum of money for general expenses in the performance of their duties as may be stipulated from time to time by action of the Executive Board.

### **VACANCIES**

Section 5. Should any Officer, Delegate or Committee-Person fail to discharge the duties of their office for three (3) consecutive meetings, without an acceptable excuse, the office shall be declared vacant.

Section 6. Vacancies occurring in any office of this Union, except for the office of President, shall be filled by the Executive Board, and shall be for the remainder of the unexpired term.

Section 7. In the temporary absence of both the President and the Vice-President from any regular or special meeting of the Union, or the Executive Board, the Executive Secretary-Treasurer shall preside.

### **ARTICLE XI DUTIES OF OFFICERS**

Section 1. It shall be the duty of the Officers of this Union to perform faithfully not only those duties with which they are specifically charged in this Constitution, and the Constitution of the International Union, but also to perform all such other duties as ordinarily pertain to their office and which may be necessary for the proper functioning of this Union, or that this Union may from time to time direct.

### **PRESIDENT**

Section 2. It shall be the duty of the President to preside over General Membership and Executive Board meetings of the Union, preserve order during deliberations at such meetings; enforce the laws of the Union pertaining to meetings of the Union; decide all questions of order subject to an appeal; appoint all committees not otherwise provided for; administer the obligation to all new members; and jointly with the Executive Secretary-Treasurer endorse all checks in payment of expenditures by the Union; and to transact such other business as may pertain to the office and which may be necessary for the proper functioning of the Local Union. The President shall act as Chairperson of the Executive Board and is an ex officio member of all committees; and by virtue of their election; shall serve as a delegate to the International Convention as part of their official duties.

## **VICE-PRESIDENT**

Section 3. The Vice-President shall perform the duties of the President in the absence of that officer, and in case of a resignation or death of the President, shall assume the office and duties of the President for the unexpired term. They shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge their duties; and by virtue of their election; shall serve as a delegate to the International Conventional as a part of their duties.

## **RECORDING SECRETARY**

Section 4. The Recording Secretary shall attend all meetings of the Union and of the Executive Board of the Union and record and preserve accurate minutes of meetings of the Union and of the Executive Board; keep a record of all amendments to this Constitution in a book specially provided therefore, and preserve all said records in the custody of the Executive Secretary-Treasurer in the Union office at all times ready for inspection or reference by the Trustees, Executive Board or by the Union. The Recording Secretary shall meet with the Executive Board, but shall not be a voting member thereof.

## **EXECUTIVE SECRETARY-TREASURER**

Section 5.

- (a) The Executive Secretary-Treasurer (EST) shall be the official agent of the Union in all matters affecting the progress, interest and welfare of the Union and its individual members. He or she shall serve as a delegate to the Councils, Conferences and International Conventions as part of their official duties.
- (b) The EST shall keep or cause to be kept, all financial accounts of the Union and shall maintain correct and proper accounts of all its members. They shall collect or cause to be collected, all initiations, dues, reinstatement fees and assessments from members of the Union. They shall deposit or cause to be deposited, all funds of the Union in the name of the Union in some financial institution designated by the Trustees, and shall draw or cause to be drawn, and jointly with the President or Vice-President, endorse all checks in payment of expenditures by the Union. They shall keep, or cause to be kept a correct record of all monies received and expended and prepare, or cause to be prepared, financial statements by calendar months to be submitted to the Union and to the Secretary-Treasurer of the International Union monthly.
- (c) The EST shall submit the books and records of the Union to the Trustees for audit and approval whenever called upon to do so, and upon expiration of their term turn over to their successor all properties and assets including funds, books and records of the Union. Before turning over such properties and assets to their successor, they must see to it that such successor is properly bonded. They shall turn over all properties and assets, including funds, books and records to the Secretary-Treasurer of the International Union or his duly authorized representative when properly called upon to do so.

- (d) The EST shall transmit monthly to the Secretary-Treasurer of the International Union all financial obligations owing to the International Union not later than the 15<sup>th</sup> day of the following month. They shall follow such accounting and reporting procedure as shall be formulated by the Secretary-Treasurer of the International Union. They shall be required to make monthly reports to the Secretary-Treasurer of the International Union of all dues-paying members on forms prescribed by the Secretary-Treasurer of the International Union.
- (e) The EST shall issue or cause to be issued withdrawal cards when applicable.
- (f) The EST shall conduct or cause to be conducted all correspondence for and in the name of the Union, retaining copies thereof for the Union's files.
- (g) The EST as the official agent of this local Union shall sign each Collective Bargaining Agreement, memorandum or addendums, to such effect negotiated by representatives of this local Union.
- (h) The EST shall be the keeper of the official seal of the Union; and prepare or cause to be prepared and sign all credentials of delegates and alternate delegates to conventions.
- (i) The EST shall exert themselves to induce all persons working under the jurisdiction of this Union to become members of the Union and to consummate Union working agreements; attend to all controversies between members of this Union and their Employers; see that all members live up to the laws of this Union; and see that all members and Employers live up to their respective working agreement with this Union.
- (j) The EST shall, upon authorization of the Executive Board, purchase all supplies or other property necessary to conduct the business of the Union.
- (k) A petty cash fund of an amount not to exceed two hundred dollars (\$200.00) shall be maintained by the Executive Secretary-Treasurer to pay necessary immediate petty cash demands upon this Union. Such fund shall be approved by the Executive Board and audited by the Trustees.
- (l) The EST shall employ all necessary help to assist them in the performance of their duties of office subject to approval of the Executive Board and shall have full supervision and control over all such employees, but the amount of compensation to be paid such employees shall be determined by the Executive Board, and the number of organizers and/or Union Representatives employed shall be subject to determination of the Executive Board. All such said employees of the Union must be members in good standing of the Union.
- (m) The EST shall report activities pertaining to their official duties at each scheduled regular meeting of the Executive Board and the Union.

## **SERGEANT-AT-ARMS**

Section 6. It shall be the duty of the Sergeant-at-Arms to preside at the door of the hall at which regular or special meetings of the Union are being held, present each member with an attendance slip; admit only members of the Union, unless otherwise authorized; and assist the President in keeping order.

## **EXECUTIVE BOARD**

Section 7. It shall be the duty of the Executive Board to meet and transact the business of the Union between the regular meetings of the Union. Special meetings of the Executive Board may be called by the President or Executive Secretary Treasurer who shall thereupon notify the remaining members of the Board of all such meetings.

The Executive Board shall perform such other duties as specified in these laws, and/or such other duties as may be designated by the Union, and/or stipulated in the constitution of the International Union. A majority of the Board shall constitute a quorum to do business at all of its meetings, and actions of the Executive Board shall be determined by the majority of its members present. Each Executive Board member may serve as a member of the Stewards Committee for their respective section.

Proper minutes shall be kept by the Recording Secretary of all meetings of the Executive Board, and the minutes of all Board meetings held since the last regular membership meeting shall be reported in writing and read at the next regular meeting of the Union, unless dispensed with by majority vote of the Union, and no action of the Board shall be valid that is not included in such minutes.

The Executive Board shall inspect the records of the Union whenever they deem it necessary.

## **TRUSTEES OF THE UNION**

Section 8. The Trustees of the Union shall elect a Chairperson from the members thereof and that said Chairperson shall call a meeting of the Trustees at least once a month, at which time it shall be the duty of the Trustees to inspect any and all records of the Union which they deem necessary, audit the books of the Executive Secretary-Treasurer and report each such audit to the Union and to the Secretary-Treasurer of the International Union. At their discretion, such examination and audit shall proceed without interruption and in privacy and no Officer or member shall be present without their permission. The Executive Board shall make suitable provision for the convenience of the Trustees in this regard.

The Trustees shall assure themselves that all records of the Union are being kept in accord with the laws and instructions of the Union and the International Union. They shall make timely reports to the Union on the security of all its assets, the state of its finances, and the probable consequences of any action affecting its financial responsibility. They may inspect any membership records and may call in all membership records in event an audit is voted, or at any time they deem necessary.

The Trustees shall see that the bonding of Officers or Members in accordance with the laws of the Union and the International Union are carried out and that such bonds are not terminated until such Officers or Members have delivered over or properly accounted for such funds, records and other property of the Union as are in their possession.

## **DELEGATES**

Section 9. Delegates to all Labor and Trade councils and all other bodies with which this Union is affiliated shall be appointed by the Executive Board. By virtue of their election to their office, delegates to the International Convention shall be the President, Vice President and Executive Secretary-Treasurer of this Local Union. In the event that the Local decides to send additional delegates, they shall be elected by secret ballot among the members in good standing of this Union.

Section 10. Any member performing duties for this Union, by its order, or the order of the Executive Board, which compels them to cease regular employment, shall receive not less than their regular wages, and reasonable expenses, duly itemized and receipted for and reported to the membership.

## **ARTICLE XII STEWARDS**

Section 1. Where a sufficient number of members of this local Union within a bargaining unit, as determined by the Executive Secretary-Treasurer of this local Union, who are employed under contract with this local Union, they shall select a Steward(s) according to the area of established need and population. In the event a Steward is not elected in a reasonable amount of time by the membership, the Executive Secretary-Treasurer may appoint a Steward for the term of the duration.

Section 2. Stewards must be members in good standing of the Union. They shall represent the Union on the job in determining that all provisions of the Union Agreement are in full force and effect, and shall report all violations to the Union office.

Section 3. Dates of election shall be determined in each work unit, providing the election occurs not less than every three (3) years. The method of Steward elections shall be as follows:

- 1) Elections shall be conducted and held by the bargaining unit Union Representative.
- 2) Notice of nominations/election shall be no less than two (2) weeks to the membership.
- 3) Elections shall consist of a sign in sheet, ballots and ballot count sheet.
- 4) A record of all Steward Election dates and terms of office shall be recorded and sent to the Executive Secretary-Treasurer of this local Union.

Section 4. Compensation, if any, for performing the duties of Steward shall be determined by the Executive Board. However, such compensation shall not be paid unless the Steward attends one-half (½) of the General Membership meetings, and one-half (½) of the Steward meetings in their units, and also training classes. Excused absences will be accepted.

**ARTICLE XIII  
GENERAL MEMBERSHIP MEETINGS**

Section 1. Regular General Membership meetings of the Union shall be held on the second Tuesday of each month, unless an alternate date is set by the Executive Board due to an emergent unavoidable circumstance. Beginning January 1, 2008, the meeting schedule for each year will be determined and distributed as provided for in Section 4 of this Article below.

**GENERAL MEMBERSHIP MEETING**

**ORDER OF BUSINESS**

Call Meeting to Order

Pledge of Allegiance

Reading of Minutes

Executive Secretary-Treasurer

Communications

New Member Initiation

Trustees Financial Report

Reports of Standing Committees

Reports of Special Committees

Unfinished Business

New Business

General Discussion

Adjournment



## **INITIATION OF MEMBERS AND OATH OF OFFICE**

“I \_\_\_\_\_, pledge my honor before these witnesses to faithfully comply with the Constitution, laws, and all amendments thereto of the Office & Professional Employees International Union, Local 11 and the International Union.”

### **OATH OF OFFICER**

“I \_\_\_\_\_, do solemnly pledge my word and honor before these witnesses that I will, to the best of my abilities, perform the duties of my office. At the close of my official term, I will turn over to my successor all books, records and all other properties, including funds of this local Union, which may be in my possession. I will also deliver all such properties to the International Union upon lawful demand. I will at all times devote my efforts to further the objectives and best interests of my Union.”

Section 2. Special meetings of the Union to transact urgent business shall be called upon recommendation of the Executive Board or petition of ten percent (10%) of the members of the Union.

Section 3. Bargaining unit meetings may be called to pass upon matters relative to basic changes in working conditions and wage scales of the unit.

Section 4. All members shall be sent notice of all regular or special meetings of the Union by the Executive Secretary-Treasurer at least seventy-two (72) hours before said meeting. Notification of membership meeting may be by letter, Union Newsletter, or Union publication and may be posted on the Union web site and/or on Union bulletin boards when available.

Section 5. All meetings of the Union shall be called to order at 7:00 P.M. unless otherwise specified in the meeting call, and shall be adjourned not later than 11:00 P.M.

Section 6. A quorum shall be existent in all such meetings; and twenty-five (25) members of the Union shall constitute a quorum. The Union shall have an affirmative obligation, before each meeting, to bring attention to the membership if there is not a quorum.

Absent a quorum the Executive Board has the authority to make decisions on any action items. The meeting will be conducted for informational purposes, including Officer's and Delegate reports and the Local Union communications and developments; and the nomination and election of the Officers and Delegates and meetings held under the terms of Article XIX in accordance with this Constitution.

Section 7. The current edition of Robert's Rules of Order Revised shall govern all questions of parliamentary procedure, not otherwise governed by this Constitution and By Laws, or by the Constitution of the International Union.

**ARTICLE XIV  
REVENUE AND FINANCES**

Section 1. The revenue of this Union shall be derived from initiation fees, monthly dues, reinstatement fees, and other lawful sources as may properly become a body of this character.

Section 2. The funds of this Union shall not be loaned, appropriated, or divided in any manner among the members of the Union, and shall only be spent in payment of the per capita taxes, in furthering the objectives of this Union, in proper deposits and investments, and for such other purposes as this Constitution, or the Union, may from time to time direct. No investment of Union funds shall be made without consent of the Executive Board.

Section 3. A Certified Public Accountant shall be employed by the Union to make an audit of the financial and related records of the Union at least annually or more often if deemed necessary. The audit report shall be reviewed by the Executive Board and presented at the next regular General Membership meeting.

Section 4. The initiation fee for membership shall be one hundred dollars (\$100.00).

Section 5. As adopted by the membership in 1987, the dues formula shall be one percent (1%) of monthly gross, plus the International passthrough amount, with a cap and a minimum amount. Additionally, all Local 11 members will have their dues adjusted annually each October as mandated by the OPEIU International Constitution and this adjustment is effective the 1<sup>st</sup> of October each calendar year.

- (a) Members working less than fifty percent (50%) of the standard work month as established by the Union agreement shall pay a prorated monthly dues rate. In addition, sick and disabled members who have been sick or disabled for thirty (30) days or more shall be issued a withdrawal card.

Section 6. Any member who becomes two (2) months in arrears on their monthly dues shall be automatically suspended.

Section 7. A member who has been suspended for non-payment of dues may be reinstated by the Executive Board and payment of all arrears, plus a reinstatement fee of one hundred dollars (\$100.00).

Section 8. Public Sector employees in Local 11 bargaining units may choose to join our Union by completing the appropriate membership application form. If said employee decides to waive or revoke Union membership, and they need representation, they will then be assessed an hourly rate equal to the total hourly compensation and benefits package for the highest paid employee for all representational work on the matter. They will also be charged all actual additional expenses incurred by OPEIU Local 11 including but not limited to fuel, mileage, hotels and meals. Any fees incurred by attorneys and arbitrators will also be the responsibility of the non-member employee. OPEIU Local 11 will require that the non-member employee place a minimum of fifteen hundred dollars (\$1,500.00) on retainer at the start of the representation desired by them. Any amount of the retainer that remains unused, if any, at the end of the representational event will be refunded to the non-member depositor. All rates, fees and costs are subject to change.

### **ASSESSMENTS**

Section 8. No assessments of any kind may be made, except as voted by secret ballot by a majority of the membership present at a meeting called for that purpose and to which all members have been notified, and provided further that such assessments must be subject to the approval of the President of the International Union in advance of being levied. No assessment shall be more than one-dollar (\$1.00) per member per month for a maximum of four (4) months in any fiscal year, except in emergency situations and by permission of the President of the International Union.

### **WORK PERMITS**

Section 9. The Union may issue Work Permits for a period not exceeding ninety (90) days to persons not members of the Union who will work under the jurisdiction of the Union in establishments where the Union has a Union working agreement, which Work Permit shall allow such person to work without payment of initiation fee or dues; provided, however, that such permits shall be issued monthly by Executive Secretary-Treasurer. The charge shall be the same as the Union's regular monthly dues, and shall be paid for each thirty (30) days worked, such a person may apply at any time during the ninety (90) days period for membership in the Union.

## **EXEMPTIONS**

Section 10. When in the judgment of the President of the International Union it shall be deemed by them to be in the best interests of the International Union to waive initiation fees or reinstatement fees, in whole or in part, in connection with any particular organizing campaign, the President of the International Union shall be empowered to waive such initiation fees if this Union shall so request. Any member of this Union who is in good standing and who is also a member of any branch of the U.S. Armed Forces who has been called to active duty shall maintain membership in this Union while on active duty, if so requested, provided such member is current in all obligations owed to the Union at the time they are called to active duty. All dues and fees shall be waived for this member while on active duty. Upon discharge from active duty when/if this member resumes work in any establishment where the Union has a working agreement, they shall again become a dues paying member. If this member does not return to a Union establishment, they shall be issued a withdrawal card.

## **FISCAL YEAR**

Section 11. The fiscal year of this Union shall be the twelve (12) month period ending the 31<sup>st</sup> day of December of each year.

## **OBLIGATIONS OWED INTERNATIONAL UNION**

Section 12. The initiation fees, reinstatement fees and other obligations owed by this Union to the International Union shall constitute a preferred claim and must be paid promptly by this Union each month prior to the payment of other obligations of this Union.

## **ARTICLE XV WITHDRAWAL CARDS**

Section 1. Whenever any member is not in the employment of any Employer who bargains with any Local Union or the International Union, the Local Union shall issue a withdrawal card to such member, subject to the revisions of this Section. This subsection shall not apply to any member who holds office in or is employed by the International Union, any of its Local Unions or Councils, any Federation or Council of Labor organizations with whom the International Union or any of its Local Unions is affiliated, or any central body with whom any Local Union is affiliated, or to any member entitled to benefits under any health, welfare, or pension plan whose continued coverage is conditioned upon Union membership, or to any member seeking dispatch to a Union job through the facilities of the Local Union. The Union shall place all members on withdrawn status upon leaving employment from a location whereby they gained their membership status. The Union shall issue withdrawal cards only to members who request same within thirty (30) days of the event above, are in good standing with all obligations to the International Union and this Union paid, including the current month. All members on withdrawn status shall be considered to possess a withdrawal card.

- (a) Any person bearing a withdrawal card shall not be entitled to participate in the operation of this Union. A person bearing a withdrawal that has complied with the conditions of the same, shall upon resuming or commencing work within the jurisdiction of this Union deposit such card and thereafter shall be admitted to membership in this Union without the payment of any initiation.

Section 2. All withdrawal and work permit cards shall be secured by the Union from the Secretary-Treasurer of the International Union and shall be issued by the Executive Secretary-Treasurer of this Union and monthly reports of all such cards issued, deposited, or cancelled shall be made to the Secretary-Treasurer of the International Union.

## **ARTICLE XVI WITHDRAWAL CARD RECIPROCITY**

Section 1. Any former member of a Union affiliated with the AFL-CIO not under the jurisdiction of this International Union who accepts employment under the jurisdiction of this International Union shall, if they so elects, upon application for membership and irrevocable surrender of an honorable withdrawal card, or evidence of honorable termination of membership in those instances where Unions do not issue withdrawal cards if accepted for membership in this Union, be inducted into this Union without the payment of any initiation fees. Any such evidence of such an applicant shall be surrendered to the Executive Secretary Treasurer of this Union, who shall forward same to the Secretary-Treasurer of the International Union in lieu of initiation fees on such applicant.

## **ARTICLE XVII STRIKES**

Section 1. In the event of a dispute between any members of this Union and a particular Employer, or Employers, the Union shall not call a strike against such Employer, or Employers, until the following procedure has been complied with:

- (1) A majority of the members of the Union employed by such Employer, or Employers, at a called meeting of which all such members have been notified, so request by secret ballot within thirty (30) days prior to the scheduled day of the strike. Prior to taking a strike vote, the members shall be fully informed of and consider the most recent bargaining positions of the Employer and this Local Union.
- (2) Approval of the President of the International Union and Local Union Executive Board for such strike has been obtained.

Approval of the President of the International Union shall not be construed as approval, ratification, or participation by the International Union in any particular activity of the Local Union involving such strike and shall imply no more than that such strike is not contrary to the best interests of the International Union, its Local Unions, and its members

Section 2. Strikes against any Employer, or Employers, may be terminated if a majority of the members of the Union employed by such Employer, or Employers, so request by secret ballot.

## **ARTICLE XVIII CHARGES**

Section 1. A charge against a Member, Steward or an Office of the Union shall be filed in accordance with the Administrative Policies and Procedures of the Office & Professional Employees International as detailed in the UNIFORM UNITED STATES DISCIPLINARY PROCEDURE, copies of which are available upon request.

## **MISCONDUCT AND PENALTIES**

Section 2. Any Member, Steward or Officer of the Union admitting guilt to, or having been found guilty, in accordance with the trial procedures set forth in this Article, of violating the Constitution or laws of this Union, or engaging in any activity or course of conduct which is deemed by the Executive Board to be contrary or detrimental to the welfare or best interest of the local Union may be subject to discipline. In imposing any penalty upon any member, officer or Local Union, the Executive Board shall not impose any monetary fine, but shall have the authority to invoke any other penalty allowable by law.

## **ARTICLE XIX AMENDMENTS**

Section 1. A proposed amendment to this Constitution may be introduced by the Executive Board, or by a petition containing the proposed amendment which has been signed by at least ten percent (10%) of the membership in good standing. Such petition must be presented to the Executive Board before it can be considered by the body.

Section 2. The Executive Board shall include the proposed amendment in its Minutes to be read and discussed at the next membership meeting. There can be no vote on the subject of the amendment at that meeting, but it shall be held over until the succeeding membership meeting.

Section 3. The meeting notice for the succeeding meeting shall contain a statement informing the members of the nature of the proposed amendment and that further discussion and voting will take place at said meeting. Those people living outside of Multnomah, Clackamas and Washington Counties in Oregon, and Clark County in Washington shall receive mail ballots on the Constitutional amendments which shall be mailed two (2) weeks prior to the membership meeting, and must return this ballot to the Union office no later than 5:00 P.M. the day preceding the general membership meeting. Absentee ballots are available if requested in person at the Union office by signing the membership list or by individual written request for valid disability. Absentee and mail ballots, plus secret ballots voted on at the second meeting shall be counted and tabulated at that time. A vote of two-thirds of those eligible members voting shall be required for passage, except changes in dues, initiation fees and reinstatement fees shall require only a majority vote of those members voting on the issue.

Section 4. No amendment to this Constitution and By Laws shall take effect until the approval of the President of the International Union has been secured.

**ARTICLE XX  
CONSTITUTION AND AGREEMENTS**

Section 1. The Executive Secretary-Treasurer of the Union shall make available to each member of the Union a copy of this Constitution and By Laws, and any amendments thereto voted by the Union from time to time, and shall make available to each member a copy of the Agreement with the respective member's Employer.

Section 2. Copies of all Collective Bargaining Agreements entered into by this Union shall be filed by the Executive Secretary-Treasurer of this Union at International Headquarters, and all such Agreements together with such information as may be necessary for a proper understanding of the Agreement shall be submitted to the President of the International Union, with the understanding that the International Union assumes no responsibility for any Agreements to which it is not an actual party.

**ARTICLE XXI  
EFFECTIVE DATE**

Section 1. This Constitution and By Laws shall be in force and effect and shall be the fundamental laws of this Union immediately upon acceptance by the Office & Professional Employees International Union, AFL-CIO.