

**ARTICLE I - NAME AND AFFILIATIONS**

1. The name of this organization shall be Portland Community College Federation of Classified Employees; hereinafter known as PCCFCE or the Federation.
2. The organization shall be affiliated as Local #3922, with the American Federation of Teachers (AFT National), AFT-Oregon, Oregon AFL-CIO, and the Northwest Oregon Labor Council.

**ARTICLE II – OBJECTIVES**

1. To promote the growth, professional advancement, status, welfare, and security of the Classified employees of Portland Community College.
2. To encourage membership without regard to race, creed, age, gender, sexual orientation, color, national origin, political affiliation or physical appearance or ability.
3. To act as the exclusive bargaining representative for the Classified employees of Portland Community College.
4. To work with other education workers and members of this organization's affiliates to promote the general welfare of working people.

**ARTICLE III – MEMBERSHIP**

1. All employees of Portland Community College who are not members of the Board of Directors, faculty members, academic professionals, confidential or supervisory employees or students are eligible for membership. Other members of the academic community, retired members and others who wish to affiliate are eligible for associate membership as specified in the Bylaws of this Constitution.
2. It is the right of the general membership to rescind any decision of the Executive Council by petition and vote as provided for in the Bylaws of this Constitution.
3. Those eligible employees who have voluntarily joined the organization through application of voluntary payroll deduction who have been members not less than thirty (30) calendar days and whose dues are paid through the current month shall be voting members.

**ARTICLE IV – STRUCTURE**

1. The Executive Council shall consist of all elected officers of the organization and shall have duties and responsibilities as provided for in the Bylaws of this Constitution.
2. The officers of this organization shall consist of the following:
  - President
  - Executive Vice President
  - Secretary
  - Treasurer

Vice President of Membership

Vice President of Political Action

Vice President of Communications

Campus Grievance Officers:

Grievance Officer #1 - Sylvania/Newberg/Coffee Creek

Grievance Officer #2 - Cascade/PMWTC\*/Swan Island

Grievance Officer #3 - Rock Creek/Willow Creek/Hillsboro

Grievance Officer #4 - Southeast

Grievance Officer #5 - Downtown/CLIMB\*

Campus Representatives:

Sylvania (#1, #2, #3, #4 & #5)

Cascade (#1, #2 & #3)

Rock Creek (#1, #2 & #3)

Southeast (#1 & #2)

Downtown Center

CLIMB (\*Continuous Learning for Individuals, Management & Business) Center

PMWTC (\*Portland Metropolitan Workforce Training Center)

Willow Creek Center

3. Eligibility to hold elective office shall be limited to those who have been members of PCCFCE for not less than thirty (30) calendar days and who remain members in good standing.

4. Officers shall serve two (2) year terms of office as follows:

In even numbered years,

The President,

Treasurer,

Vice President of Communications,

Grievance Officer #2 (Cascade/PMWTC/ Swan Island),

Grievance Officer #4 (Southeast),

Grievance Officer #5 (Downtown/CLIMB),

Sylvania Campus Representative #3,

Sylvania Campus Representative #4,

Cascade Campus Representative #2,

Rock Creek Campus Representative #2,

Rock Creek Campus Representative #3,

Southeast Campus Representative #2,

Willow Creek Representative,

CLIMB Campus Representative, and

PMWTC Campus Representative shall be elected.

In odd numbered years,  
The Executive Vice President,  
Secretary,  
Vice President of Membership,  
Vice President of Political Action,  
Grievance Officer #1 (Sylvania/Newberg/Coffee Creek),  
Grievance Officer #3 (Rock Creek),  
Sylvania Campus Representative #1,  
Sylvania Campus Representative #2,  
Sylvania Campus Representative #5,  
Cascade Campus Representative #1,  
Cascade Campus Representative #3,  
Rock Creek Campus Representative #1,  
Southeast Campus Representative #1, and  
Downtown Center Representative shall be elected.

5. Worksite Leaders shall be appointed by the President and approved by the Executive Council and shall have duties and responsibilities as provided for in the Bylaws of this Constitution. Worksite Leaders may form an informal council to provide support, initiate training, better service the membership and provide advice and recommendations to the Executive Council.

#### **ARTICLE V – COMMITTEES**

1. The following Standing Committees shall be chaired by officers of the Federation:
  - a. Grievance/Contract Administration
  - b. Equity and Inclusion
  - c. Political and Legislative Action (“PLAC”)
  - d. Elections
  - e. Communications
  - f. Finance
2. Special Committees will be formed when the council deems them necessary.
3. Duties and responsibilities of these committees are as defined in the Bylaws of this Constitution.

#### **ARTICLE VI – MEETINGS**

1. A General Membership meeting shall be held at least once each calendar year. The day and time is to be determined by the Vice President of Membership, early enough to elect and register delegates to any AFT-Oregon, AFT and Oregon AFL-CIO Conventions being held later that year.
2. Special meetings of the Executive Council or the general membership may be called as provided for in the Bylaws of this Constitution.

#### **ARTICLE VII – ELECTIONS**

1. Elections will be held in accordance with certification requirements of the organizations with which PCCFCE is affiliated and with the provisions of the Bylaws of this Constitution.

#### **ARTICLE VIII – DUES AND FINANCES**

1. Regular dues will be assessed and collected from the members of this organization and the amount will be set as provided for in the Bylaws of this Constitution.
2. A budget will be planned and ratified as provided for in the Bylaws of this Constitution and shall govern spending by the Executive Council, Officers and Staff.

#### **ARTICLE IX – AMENDMENTS**

1. Amendments may be made to this Constitution and to the Bylaws only by a vote of the membership.
2. Previous notice of a proposed amendment and the specific text of that amendment must be submitted to the Executive Council at least thirty (30) calendar days before a general meeting of the membership.
3. The Executive Council will publish the proposal with or without recommendation no less than fifteen (15) calendar days before the general membership meeting after which an election will be held on the proposed amendment.
4. A two –thirds (2/3) majority of the votes cast shall be required to adopt an amendment to this Constitution. A simple majority of the votes cast shall be required to adopt an amendment to the Bylaws of this Constitution.

**ARTICLE I – MEETINGS AND RESCISSION**

1. Special meetings of the Executive Council or General Membership may be called by the President or by petition of a majority of the Council or by petition of ten percent (10%) of the general membership.
2. Any decision of the Executive Council that has not been specifically sanctioned by this Constitution or its Bylaws can be rescinded by a vote of the general membership at any regular or special membership meeting if the issue has been published as part of the regular agenda. A simple majority of those voting is required for rescission.

**ARTICLE II – ELECTIONS**

1. The Elections Committee Chair shall be the highest-ranking Officer (excluding the President) who is not currently running for office. Elections Committee members shall recuse themselves from any officer election in which they are a candidate.
2. The Elections Committee Chair shall establish the times, dates, places, and methods of elections with Executive Council approval.
3. The Elections Committee Chair will certify election procedures and results.
4. The Elections Committee will establish an adequate system of ballot certification to ensure the rights of the individual to confidentiality and the Union to a certifiable election.
5. Election of delegates to conventions shall have the following restrictions:
  - a. The Council will decide the number of delegates to send to any convention within the structures of the Federation budget and reasonable value to the Federation of such representation.
  - b. The President shall serve as ranking delegate to all conventions in which Local 3922 participates. If the President is unable to attend, then the delegate receiving the most votes during the election process to that convention shall serve as the ranking delegate.
  - c. The Vice President of Political Action shall always be a nominee to the Oregon AFL-CIO Convention.
  - d. The Elections Committee shall send a list of nominees to the membership at least fifteen (15) days prior to the general membership meeting.
  - e. The general membership will elect delegates under the specific requirements of and procedures prescribed by the convention.
  - f. Delegates must be voting members of the Federation.
  - g. Ties shall be decided by the President.
6. Election of Federation Officers shall have the following restrictions:
  - a. The Elections Committee shall send a list of nominees by US Mail to the members' last known home address at least fifteen (15) days before the election.

- b. Election of officers will be held annually, during the month of June. Terms of office shall begin July 1.
  - c. Officers will be elected by a majority of votes cast by the membership.
  - d. Campus Representatives will be elected by members from their Campus or location.
7. Recall of Officers will be effectuated in the following manner:
- a. When two-thirds (2/3) of the Executive Council feels that an officer is not performing the duties outlined in this Constitution and Bylaws or is failing to exercise prudent judgment as an officer; the Council may initiate and serve a request in writing for the resignation of that officer. This request will include the reasons for the requested resignation. The officer in question shall have five (5) working days in which to respond. If the officer refuses to resign, recall may be initiated by a resolution in the Executive Council passed by a two-thirds (2/3) majority. A secret ballot election will be held after a special general membership meeting convened to discuss the recall. A majority of the members voting will prevail. The Executive Vice President will conduct the election unless they are the subject of the recall. In that instance, the President will conduct the election and certify the results. The results of the election shall be posted on each campus within two (2) working days.
  - b. When a petition requesting the recall of any officer and signed by at least twenty (20) percent of the membership is submitted to the Executive Council, the Council, after verifying the signatures, shall initiate the recall process as described in Article II, Section 7, Subsection "a" of these Bylaws. Representatives of the petitioners must be present at the Council meeting when the petition is presented to explain the reasons for the request. If such persons do not appear, the petition may be declared invalid.
8. The negotiating team will be appointed by the President with the advice and consent of the Executive Council after interviewing interested members. Employee classifications should be fairly represented.
9. A Contract Ratification election will be held after a tentative agreement has been reached by the negotiating team. A majority of the votes cast by the membership will determine the outcome of the election.

### ARTICLE III – DUTIES OF OFFICERS

#### 1. PRESIDENT

- a. Shall act as Chief Executive Officer of the Federation.
- b. Shall be ranking delegate to all conventions in which Local 3922 participates.
- c. Shall enforce the rule of this Constitution and Bylaws.
- d. Shall call regular meetings of the Executive Council.
- e. Shall assign the duties of and direct the activities of the Executive Council members not otherwise specified in these Bylaws.
- f. Shall call special meetings of the Executive Council or submit propositions by telephone, email, or other agreed upon means whenever such action is necessary.
- g. Shall appoint all committees subject to the approval of the Executive Council, with the exception of the Elections Committee.

- h. Shall represent or appoint an appropriate designee to represent the Federation regarding contract administration, PCC Board activities, and public or Union functions.
- i. Shall monitor all and as needed co-sign checks drawn on Federation funds provided funds are not for the President.
- j. Shall present an annual report to the membership at the annual general membership meeting detailing the state of the Union.
- k. Shall serve as an ex-officio member of all committees, with the exception of the Elections Committee.
- l. Shall appoint individuals to fill all Executive Council vacancies with the advice and consent of the Council.
- m. Shall notify the College in the event of their extended absence and establish the authority of the Executive Vice President during that absence.
- n. Shall supervise all employees of the organization.

**2. EXECUTIVE VICE PRESIDENT**

- a. Shall perform the duties of the President in meetings in the event of the President's absence and assume the duties of the President in the event of an extended absence, permanent incapacity, death or resignation.
- b. Shall, at the direction of the President, fulfill the duties of any office in the event of an extended absence of any officer or the failure of any officer to perform their Constitutional duties.
- c. Shall serve as Parliamentarian for the Executive Council.
- d. Shall maintain a current list of Federation committees.
- e. Shall as needed co-sign checks drawn on Federation funds provided funds are not for the Executive Vice President.

**3. SECRETARY**

- a. Shall keep a proper and current record of the proceedings of Federation meetings, conduct all correspondence pertaining to Federation business, maintain a file of all letters, documents and records of the local in a prudent manner or cause these activities to take place.
- b. Shall furnish each member of the Executive Council with a copy of the minutes of previous meetings in a timely manner and shall furnish the Vice President of Communications with current information for communication to the membership.
- c. Shall provide copies of the minutes of previous Executive Council and General Membership meetings in prudent numbers for members at General Membership meetings.
- d. Shall maintain a current list of committees and Worksite Leaders.
- e. Shall as needed co-sign checks drawn on Federation funds provided funds are not for the Secretary.

**4. TREASURER**

- a. Shall be the Chief Financial Officer of the Federation.
- b. Shall receive and monitor the deposit of all funds due in such bank or banks as may be designated by the Executive Council or prudent financial planning, and submit vouchers for Council approval or audit these activities in a prudent manner.
- c. Shall maintain a current list of all dues paying members and all non-dues paying

bargaining unit members and make this list available to appropriate officers of the Federation.

- d. Shall arrange for an independent audit of the finances of the Federation annually and make the same available to the Executive Council.
- e. Shall submit or cause to be submitted a proposed budget for the upcoming fiscal year to the Executive Council at least 30 days prior to the end of the current fiscal year (no later than May 31<sup>st</sup>.) The Council will approve a budget at least 15 days prior to the end of the current fiscal year (no later than June 15<sup>th</sup>.)
- f. Shall disburse funds as they are available in accordance with the current approved budget and with the advice and consent of the President and/or the Executive Council.
- g. Shall monitor all and as needed co-sign checks drawn on Federation funds provided funds are not for the Treasurer.

**5. VICE PRESIDENT OF MEMBERSHIP**

- a. Shall supervise membership drives.
- b. Shall work directly with Federation Staff in maintaining correct information regarding members and non members.
- c. Shall be responsible for contact between Union representatives ie: Campus Representatives, and new employees.
- d. Shall report new members to campus representatives within one week after new member information is received.
- e. Shall maintain the Worksite Leader list.
- f. Shall, as needed, co-sign checks drawn on Federation funds provided funds are not for the Vice President of Membership.

**6. VICE PRESIDENT OF POLITICAL ACTION**

- a. Shall be the Federation's primary delegate to the Northwest Oregon Labor Council.
- b. Shall chair the Political and Legislative Action committee, report to the Executive Council on matters of needed political and legislative action, and recommend actions to the Council.
- c. Shall prepare a quarterly report of pertinent Labor Council, Oregon AFL-CIO, AFL-CIO, AFT-Oregon and AFT activities.
- d. Shall secure voluntary contribution to support political work of the organization.
- e. Shall screen and recommend endorsement of candidates for Local, State, and Federal office.

**7. VICE PRESIDENT OF COMMUNICATIONS**

- a. Shall act as webmaster, update the Federation websites and all social media as necessary.
- b. Shall chair the Communications Committee. The Communication Committee shall be responsible for content creation and editing of Federation communications including all forms of electronic and print mediums.
- c. Shall gather and edit information for publication and have it printed and distributed to the membership.
- d. Shall monitor PCC Board actions, activities of the Oregon Legislature, labor organizations, AFT-Oregon, AFT and the membership activities for communication when appropriate to the Executive Council and/or the membership.



**8. CAMPUS GRIEVANCE OFFICERS:**

GRIEVANCE OFFICER #1 - SYLVANIA/NEWBERG/COFFEE CREEK

GRIEVANCE OFFICER #2 - CASCADE/PMWTC/SWAN ISLAND

GRIEVANCE OFFICER #3 - ROCK CREEK/WILLOW CREEK/HILLSBORO

GRIEVANCE OFFICER #4 - SOUTHEAST

GRIEVANCE OFFICER #5 - DOWNTOWN/CLIMB

- a. Shall elect their own chairperson if there is a need.
- b. Shall designate which grievance committee member will represent the Federation for each contract issue and other matters coming to the committee in a manner consistent with Article VI Section 1 of these Bylaws.
- c. Shall work closely with the President in matters of contract administration and report regularly to the Executive Council, and general membership concerning grievances and current matters of dispute resolution.
- d. Shall supervise grievance timetables, maintain grievance files and maintain the security of members' rights.

**9. CAMPUS REPRESENTATIVES**

- a. Shall represent each Campus and/or location(s) from which they are elected. They will communicate with their members, act as a Grievance Representative when requested or they deem such action as prudent, and supervise and support the Worksite Leaders in their areas.
- b. Shall ensure that the general membership is aware of Executive Council actions by posting notices, minutes, and other pertinent materials in the appropriate places.
- c. Shall hold periodic informal meetings with members on their Campus and/or location(s) for the purpose of gathering information and addressing the concerns of those members.
- d. Shall chair standing and special committees at the request of the President.

**ARTICLE IV – DUTIES AND REGULATIONS OF THE EXECUTIVE COUNCIL**

1. The Executive Council shall administer the policy of this Federation as set by this Constitution and Bylaws and by the membership at regular meetings. It shall have the power to act for the good of the Federation in emergency situations where policy cannot be set by the membership.
2. Shall meet monthly, not including other meetings.
3. Shall fill all Executive Council and Worksite Leader vacancies not otherwise provided for within thirty (30) days whenever possible.
4. Shall have the power to employ all personnel on full or part time basis and issue contracts to these employees as may be determined by the needs and finances of the Federation.
5. Shall approve the upcoming fiscal year's budget at least 15 days prior to the end of the current fiscal year (no later than June 15<sup>th</sup>.)
6. Shall consider and approve dues recommendations of the Finance Committee as per Article VIII of these Bylaws.

7. Shall abide by the following regulations:
  - a. Decisions to go to arbitration on behalf of the Federation or a member must be approved by a two-thirds (2/3) majority of the Executive Council at a regular or special Council meeting or when polled by the President.
  - b. The Executive Council cannot rescind any action taken by the membership in any regular or special general membership meeting unless it violates Oregon labor law or AFT National or AFT-Oregon statutes. It may ask the membership to rescind previous actions at regular or special general membership meetings.

#### **ARTICLE V – DUTIES OF WORKSITE LEADERS**

1. Shall serve as an information link between the individual member and the Executive Council.
2. Shall have no set term of service.
3. Shall be appointed by the President with the advice and consent of the Executive Council and shall serve at the discretion of the President and the Council.
4. May form an informal Worksite Leader Council to provide mutual support and training and may elect officers from that Council to communicate their needs to the Executive Council.

#### **ARTICLE VI – DUTIES OF COMMITTEES**

1. Grievance/Contract Administration Committee
  - a. Shall act on all grievances, cause the grievance procedures to be publicized as widely as possible and make recommendations to the Executive Council concerning Officer/Representative training and arbitrations.
  - b. Shall work closely with the President in contract administration matters and report regularly to the Executive Council and the general membership concerning grievances and current contract administration issues.
  - c. Each member of the committee shall supervise grievance timetables, maintain grievance files and maintain the security of member rights for the matters assigned to them.
2. The Equity and Inclusion Committee shall keep the Federation informed of all pertinent information regarding Equity and Inclusion activity and shall provide reports to the Executive Council all actions being taken by the College in correlation with Equity and Inclusion.
3. The Political and Legislative Action Committee (“PLAC”) shall consider recommendations of the AFT, AFT-Oregon and the membership pertaining to all levels of government. It will study proposed legislation, initiate recommendations and actions, present voting records of government officials, and recommend political and legislative action and political education programs.
4. The Elections Committee

- a. Shall establish an adequate system of ballot certification to ensure the rights of the individual to confidentiality and the Union to a certifiable election.
  - b. Shall send a list of (convention delegate) nominees to the membership at least fifteen (15) days prior to the general membership meeting.
  - c. Shall send a list of (Executive Council) nominees by US Mail to the members' last known home address at least fifteen (15) days before the election.
5. The Communications Committee shall act as the information clearinghouse for all information to be distributed to the membership including, but not limited to, the newsletter, website, and other forms of electronic and printed communications.
6. The Finance Committee will recommend dues changes to the Executive Council for consideration and approval.

#### **ARTICLE VII – RULES OF ORDER**

1. All Federation meetings shall be governed by this Constitution and Bylaws. Quorum for Executive Council meetings shall be one (1) more than half of the current membership of the Council. Quorum for General Membership meetings shall be five percent (5%) of the current members.
2. Offices may be declared vacant if incumbent officers fail to attend three meetings in any year of their term of office and will be filled as per Article III, Section 1, Subsection I of these Bylaws.
3. In all cases not covered herein, Democratic Rules of Order, 10th Edition shall prevail.

#### **ARTICLE VIII – DUES**

1. Dues will be set by the Executive Council, and will be based on members' salary. The monthly dues for associate members shall be equal to \$1.00 plus affiliation fees.
2. The Finance Committee will recommend dues changes to the Executive Council for consideration and approval.
3. All changes in affiliate fees will be passed through to members no later than the following month they go into effect.