**OREGON SCHOOL EMPLOYEES ASSOCIATION   
CHAPTER CONSTITUTION  
La Grande, OR Chapter 24**

**ARTICLE I – NAME**

This Chapter of the Oregon School Employees Association shall be known as La Grande Chapter 24.

**ARTICLE II – PURPOSE**

The purpose of this chapter shall be to represent all employees in the bargaining unit on all matters relating to employee/employer relations as set forth in ORS 243.650; to promote the economic and social welfare of the classified school employees of this district; and to assist eh Oregon School Employees Association in furthering the aims and purposes of classified employees.

**ARTICLE III – MEMBERSHIP**

All classified employees of this school district whose job does not require a certificate to teach are eligible for active OSEA membership in this chapter. All members shall be current in their dues as per Fair Share practices started July 1, 1978. (Voting privileges are limited to those who have signed an application for OSEA membership.)

**ARTICLE IV – OFFICERS and TERMS OF OFFICE**

The elected officers of this chapter shall be president (and/or co-president), vice president, secretary, and treasurer.

The elected officers shall be elected for two year terms, with the terms of president and secretary staggered from the terms of vice president and treasurer. Elected officers may succeed themselves. The election of officers shall be in May at a called meeting with membership given advance notice and purpose of the meeting. The elected officers shall be installed at the September meeting. Newly elected officers are highly encouraged to attend the June OSEA conference.

**ARTICLE V – DUES**

Chapter dues shall be determined by a two-thirds majority of members present at the time a dues motion is brought to a vote of the members. Voting shall be by secret ballot. All members must be notified at least 30 days prior to such vote. The state OSEA per capita dues shall be paid by payroll deduction at the amount prescribed by the delegates at the state OSEA annual conference. This chapter participates in Fair Share. Dues will be paid through payroll deduction for all classified employees.

**ARTICLE VI – ELECTION OF OFFICERS**

OSEA members in good standing of the chapter shall be eligible for nomination from the general membership and to vote in the election of officers. Selection of officers shall be determined by those candidates for office that receive a majority of votes cast in the election for a given office. The election of officers shall be by secret ballot on forms provided to the membership. In the event no candidate receives a majority of votes, such candidates shall have a runoff election between the two receiving the most votes cast for that office. The secretary shall retain all ballots cast for the election of officers for 30 days after such election unless a motion to destroy ballots is passed.

**ARTICLE VII – EXECUTIVE COMMITTEE**

The elected officers and the past president of the chapter shall serve as the executive committee for their term of elected office. The executive committee shall meet at the request of the president of the chapter. The chapter president shall serve as chair of the committee.

The function of the executive committee shall be to make recommendations to the general membership at regular chapter meetings. This committee shall have authority to function for the members in chapter business, provided such action is brought before the general membership.

**ARTICLE VIII – OFFICERS’ DUTIES**

**President or Co-President**: Shall serve as the leader(s) and advisor(s) to the chapter, appointing such committees as necessary and serving as chair of the executive committee, and such other duties as required.

**Past President**: Shall serve as advisor to the president and the chapter.

**Vice** **President**: Shall assume the duties of president in his or her absence or when called upon by the chair to do so, and shall serve on the executive committee and assume such other duties as required by the chapter president.

**Secretary**: Shall maintain all correspondence, file and prepare minutes of chapter meetings and executive committee meetings, answer all correspondence as necessary, and report such action to the executive committee, and assist the president when needed. Make available to the membership and/or the building representatives information from chapter meetings and agendas of future meetings.

**Treasurer**: Shall maintain a record of all funds of the chapter, distribute funds as directed by action of the general membership, and assist the president when required. Annually the treasurer will notify non-members of the benefits of being a member of the union.

**ARTICLE IX – COMMITTEES**

Each committee chair shall coordinate the activities of that committee with the programs of other committees and the chapter. Each committee chair shall keep the membership informed of the activities of that committee. Duties are outlined in Appendix A. Committees are:

**Building Employee Representative Committee**: Ensures communication with classified employees.

**Negotiating Committee**: Represents classified employees at the bargaining table by developing negotiation proposals and presenting to the District.

**Classification Committee**: Reviews job descriptions of classified employees when brought to the Committee’s attention; recommends salary placement.

**Staff Development Committee**: Reviews professional leave requests regarding job related trainings and provides funding for expenditures associated with such leave, from the staff development fund.

**Public Relations Committee**: Promotes “good will” among members.

**Sick Leave Bank Committee**: Oversees requests to utilize the sick leave bank.

**ARTICLE X – DELEGATES TO ANNUAL CONFERENCE**

Annual delegates to the Oregon School Employees Association Conference shall be elected by the membership present at the April meeting. The presiding president and the newly-elected officers should be delegates. The number of delegates shall be as provided for in the OSEA Constitution. Mileage will be at the current set rate.

**ARTICLE XI – MEETINGS**

Regular chapter meetings shall be held not less than three per year during the months that school is in session. Notification of meetings shall be placed on the district e-mail and through building representatives.

Special meetings called by the executive committee shall be called for specific purposes and notice of such meetings will be posted through the district e-mail and through building representatives. Any agenda item other than the specific reason for the meeting will be out of order.

**ARTICLE XII – AMENDMENTS**

This constitution shall be amended only by a two-thirds majority vote of those present at a duly-called meeting with 30 days notice and purpose of such meeting served on the members.

**ARTICLE XIII - AUTHORITY**

The authority of procedure shall be “Roberts Rules of Order, Revised”, which shall govern all matters where specific conditions are not provided within this constitution.

Last updated April 24, 2012, and ratified.