

**Constitution**  
**for RCC/OSEA**  
**Association #152**

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#### **ARTICLE I – NAME OF ORGANIZATION**

This Association of the Oregon School Employees Association shall be known as "Rogue Community College Classified Employee's Association" hereafter referred to as the "Association."

#### **ARTICLE II – PURPOSE**

The purpose of this Association 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 Rogue Community College; and to assist the Oregon School Employees Association in furthering the aims and purposes of classified employees.

#### **ARTICLE III - MEMBERSHIP**

Any classified employee of Rogue Community College whose job does not require a certification to teach is eligible for active membership in this Association.

#### **ARTICLE IV – OFFICERS/EXECUTIVE BOARD**

The elected officers of this Association shall be:

- President
- Vice President Redwood Campus and centers located Josephine County
- Vice President Riverside Campus and centers located south of Mc Andrews Blvd. Medford in Jackson County.
- Vice President Table Rock Campus and centers located north of Mc Andrews Blvd. Medford in Jackson County.
- Public Relation/Elections Officer
- Secretary/Treasurer

The elected officers shall serve a (2) year (24 - months) term. Elected officers may succeed themselves.

#### **ARTICLE V - DUES**

The local dues of this Association shall be determined by a two-thirds majority of members present at the time a dues motion is brought to a vote by secret ballot. All members must be notified at least 30-days prior to such a 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.

#### **ARTICLE VI – ELECTION OF OFFICERS**

Dues-paying members of this Association shall be eligible to vote in the election of officers.

Notice of election and nomination of candidates for office will be given to membership 45 days prior to any election of officers. Nomination of officers will end 15 days prior to any election. Nominations will be conducted through e-mail and candidates posted for respective Association offices on the web site 15 days prior to any election. Elections will be held in September with elected officers assuming duties October 1.

Election shall be held every year with the three vice-presidents elected in even years and the President, Public Relations/Elections Officer, Secretary/Treasure elected in odd years.

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.

Vice-presidents are to be elected by the campus membership they represent. Association President, Public Relation/Elections Officer, and Secretary/Treasurer elected by entire membership.

Members who are unable to attend college elections may vote 15 days prior to Election Day by absentee ballot. Early ballots will require members to place Association ballot in a sealed envelope, then placing that sealed envelope containing his/her ballot into another envelope, then sign the back seal, and print his/her name. All absentee ballots must be received before Election Day.

In the event no one candidate received a majority of votes, there shall be a runoff election between the two candidates receiving the most votes for that office.

#### **TERM OF OFFICE**

Elected officers shall serve for a 2-year term. The election of officers shall be in September at a duly called meeting with notice of such meeting and purpose of the meeting being served on the membership prior to the meeting, as stipulated in Article VI; installation shall be performed by the Oregon School Employees Association.

#### **ARTICLE VIII – EXECUTIVE COMMITTEE**

The elected officers shall serve as the Executive Committee for his/her term of elected office. The Executive Committee shall meet at the request of the President of the Association. He/She shall serve as chairman of the committee. The function of the Executive Committee shall be to make recommendations to the general membership at regular Association meetings. This Executive Committee shall have authority to function on behalf of the members in Association business, provided such action is brought before the general membership.

#### **ARTICLE IX – OFFICERS' DUTIES**

President – shall serve as the leader and advisor to the Association, Executive Committee, ex-officio member of all standing committees and appoint such committees as necessary, appoint members to CAMAT, serve as chairman of CAMAT, represent the Association at executive council, Board of Directors, and perform such other duties as required.

Vice Presidents – shall serve as the leader and advisor to the Association members at his/her campus location, represent campus at CAMAT, campus councils and be a contact for employee grievances, shall assume the duties of President in his or her absence when called upon by the chair to do so, shall recruit, train, mentor and coordinate as many Building Representatives/Stewards as necessary for his/her campus, and assume such other duties as required by the Association President.

Public Relation/Elections Officer – shall maintain membership list of active membership, report such to the Executive Committee, take lead in recruiting new members. Shall be the public spokes person representing the Executive Committee and membership. Shall post notice of elections, distribute ballots, collect early ballots, and validate the dues-paying members at the Association election. Shall chair the Elections Officer committee of three members to validate all union elections and assist the President when so required.

Secretary/Treasurer – shall maintain all correspondence, file, and prepare agenda/minutes of Association meetings and executive meetings, answer all correspondence as required, and report such action to the Executive Committee. Make available to the membership agendas/minutes of Association meetings. Shall maintain a record of all funds of the Association, prepare annual budget, and submit action to the general membership, and assist the President when required.

Past President - shall remain a member of the Executive Committee in an advisory role.

#### **ARTICLE X – RECALL OF ~~A~~ ASSOCIATION OFFICERS**

Where any Association officer fails in his/her duty he/she may be recalled with signed signatures of 40 percent of dues paying members, such officer will face a recall election. Such election will be in accordance with established rules of Article VI and Article IX. If, Public Relation/Elections Officer is the subject of recall the President shall assume duties until the election is held.

Any officer recalled or who resigns his/her office will be replaced by the following criteria. If officer is recalled or resigns with more than 9 months remaining in his/her term, a special election shall be called. Such election will be in accordance of established rules of Article VI and Article IX.

Officers with less than nine months remaining in his/her term of office shall be replaced by Executive Committee. Association President will seek applications from membership, interview, and select three candidates from which the executive committee will vote and select the new officer; such officer will stand for re-election by membership at the next scheduled election.

#### **ARTICLE XI – DELEGATES TO ANNUAL CONFERENCES**

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 determined by the OSEA Constitution.

#### **ARTICLE XII - AMENDMENTS AND AUTHORITY**

This constitution shall be amended only by a two-thirds majority of dues-paying members present at a duly called meeting with 30 day notice and purpose of such meeting served on the members. The authority of procedure shall be Roberts Rules of Order, revised where specific conditions are not provided within this constitution.

Ratified by majority vote: