Oregon School Employees Association

BOARD

POLICY

(as revised by the OSEA Board of Directors)

May 3, 2019

A Member's Union

OSEA

AFT Local 6732

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# TABLE OF CONTENTS

Section 100: Board of Directors .......................................................................................... 1
Section 200: Staff .................................................................................................................. 13
Section 300: Officer Duties .................................................................................................. 16
Section 400: Membership and Dues .................................................................................. 18
Section 500: Contributions ............................................................................................... 43
Section 600: Parliamentary Procedures ............................................................................ 44
Section 700: Policy Amendment ......................................................................................... 45
Section 800: Organizing ...................................................................................................... 46
Section 900: Expense Reimbursement .............................................................................. 47
Section 1000: President’s Automobile .............................................................................. 51
Section 1100: Committee Duties ....................................................................................... 52
Section 1200: Assistant Zone Director ............................................................................. 56
Section 1300: Association Automobiles ........................................................................... 58
Section 1400: Scholarships ............................................................................................... 59
Section 1500: Investment Policy ....................................................................................... 60
Section 1600: Retiree Program (ROSE) .......................................................................... 61
Section 1700: OSEA Official Publication ....................................................................... 69
Section 1800: Affiliates ...................................................................................................... 71
SECTION 100—BOARD OF DIRECTORS

OSEA BOARD POLICIES

SECTION 100
BOARD OF DIRECTORS

101 The Board of Directors shall be the governing and policy making body of the Association between Annual Conferences.

102 The Board shall be composed of a President, Vice President, Secretary, seven zone directors and a nonvoting Past President. The President, Vice President and Secretary shall be elected to three-year terms by seated delegates at the OSEA Conference. Zone directors shall be elected to staggered two-year terms by seated delegates at the OSEA Conference. (Revised 1998 Conference; Revised 2016 Conference-Board Meeting, December 2016; Revised 2018 Conference-Board Meeting, May 2019)

103 All candidates for the OSEA Board of Directors shall submit the Board-approved Intent/Nomination Form to the Election Committee, on or before March 1 of any election cycle, to ensure their inclusion in an OSEA Journal/issue published prior to Conference. Intent/Notification to seek office, however, remains available to members through the nominating process at Conference. (Revised 2008 Conference; Revised 2011 Conference-Board Meeting, October 2011)

All candidates for the OSEA Board of Directors shall comply with the current Board-approved Campaign Guidelines. (Revised 2011 Conference-Board Meeting, October 2011)

OREGON SCHOOL EMPLOYEES ASSOCIATION
Campaign Guidelines

For the purposes of these guidelines, campaigning shall be defined as any activity that may assist a candidate in becoming elected to an OSEA office.

1. All OSEA members involved in the election process will conduct themselves in a positive manner. All activities will promote goodwill, unity and solidarity before, during and after the election.

2. Candidates will become familiar with the OSEA Constitution, OSEA Board Policy and the Campaign Guidelines of OSEA.

3. In accordance with federal law, all campaign costs, including materials and transportation, are an out-of-pocket expense for the candidate and may not be purchased with or reimbursed by OSEA funds. (Revised Board Meeting, September 2014)

4. Candidates may request a copy of the OSEA annual officer directory through the OSEA state president. All candidates for a particular office will be provided exactly the same information. (Revised Board Meeting, September 2014)

5. Chapter presidents are encouraged to afford all candidates equal access to their chapter membership. (Revised Board Meeting, September 2014)

6. Candidates who campaign while attending any OSEA-sponsored meeting or event before Conference must do so at their own expense.

7. Campaign displays must remain in the candidate’s designated area as determined by the Conference Committee. Tables will be allocated as candidate nominations.
are submitted to the Election Committee or are nominated from the Conference floor. Candidates will keep their table in an orderly fashion. Material will not be attached to the walls. (Revised Board Meeting, April 2018)

8. At Conference, there will be no campaigning at or near the voting location.

9. At Conference, candidates shall campaign only during recess or break periods.

10. All candidates for a specific office will be entered into nomination by the Election Committee chair. There will be no introduction/nomination speeches. (Revised Board Meeting, September 2014; Revised Board Meeting, May 2015)

11. Each candidate shall be limited to a five-minute candidate speech to the delegates. (Revised Board Meeting, September 2014; Revised Board Meeting, May 2015)

12. Once all speeches for a specific office have been given, delegates will be given the opportunity to ask questions on a rotating basis of all candidates for that specific office. (Revised Board Meeting, September 2014)

13. At Conference, there will be no campaigning during Zone caucus meetings. (Revised Board Meeting, September 2014)

14. If there are questions concerning these guidelines, please direct any questions or concerns to the Election Committee chair.

It is expected that all delegates will adhere to these guidelines. (2008 Conference)

104 Conference Absentee Balloting (2012 Conference-Board Meeting, September 2012)

In accordance with Article XIII, Section 7, of the OSEA Constitution, certified/registered delegates in attendance at any OSBA Annual Conference who are unable to participate in the regular election process for state officers and other positions may cast an absentee ballot similar to the Oregon vote-by-mail process pursuant to the following provisions.

1. No absentee balloting shall occur until all nominations have been closed and ballots printed.

2. A delegate who must leave Conference must notify OSBA staff at the Conference registration desk of his/her desire to cast an absentee ballot and withdraw his/her delegate status.

   a. The delegate will be provided with the appropriate ballot and security envelopes and will be directed to a voting location where the ballot will be cast in secret.

   b. Upon completion of the voting process, the delegate shall surrender his/her delegate credentials/badge to a staff member at the Conference registration desk, who shall immediately notify the Credentials Committee chair and the delegate’s chapter delegation of the delegate’s official withdrawal from delegate status.

   c. The absentee ballot cast shall not be deposited in the ballot box nor be counted until the delegate has officially withdrawn from delegate status.

3. Any delegate who has officially withdrawn and been replaced by an alternate shall not be permitted to again be seated as an official delegate.
SECTION 100—BOARD OF DIRECTORS

106 The President shall appoint, on a rotating basis, a member of the Board who shall have the responsibility of beginning each Board meeting with a motivational message. (Revised 1997 Conference; Revised Board Meeting, September 2008)

110 Meetings shall be held at least once every quarter. The meeting dates will be established by the President and Board of Directors. Six members of the Board must be present to vote. (Revised Board Meeting, March 1995)

110.5 A transitional meeting of newly installed Board members will be held on the Sunday following the OSEA State Conference. (Revised Board Meeting, April 2001)

111 Special meetings may be called by the President. These meetings may be either a conference call or at a place designated by the President. Eight members of the Board must be present or on-line to vote.

111.5 A Board workshop shall be scheduled each year for a weekend during either the last two weeks of July or the first two weeks of August. (Board Meeting, November 1994)

112 The agenda for each regular or special meeting of the Board of Directors shall be sent via electronic mail to each chapter president and secretary and posted in the member-only section on the official OSEA website no later than five (5) days prior to the meeting. (Revised Board Meeting, April 1999; Revised Board Meeting, February 2015)

113 Unapproved minutes of all regular or special meetings of the Board of Directors shall be sent via electronic mail to each chapter president and secretary and posted in the member-only section on the official OSEA website no later than five (5) days prior to the next regularly scheduled Board meeting. (Revised Board Meeting, April 1999; Revised Board Meeting, February 2015)

Approved minutes of all regular or special meetings of the Board of Directors shall be posted on the official OSEA website no later than five (5) days following the meeting at which the minutes were approved. (Revised Board Meeting, April 1999; Revised Board Meeting, February 2015)

113.5 A draft copy of the previous meeting minutes shall be forwarded to the sitting Board members no later than 15 days after the previous Board meeting. This will allow Board members to review and make necessary corrections that may need to be made, so that an accurate copy may be sent to chapter presidents and secretaries, and expedite the approval of minutes at the next Board meeting. The receipt of minutes is an important factor for Board members, who also have other duties to accomplish, in addition to their duties to the State Board. Board members will have five days to review and forward any corrections, thus allowing staff to comply with Sections 112 and 113. (Revised Board Meeting, April 1999)

114 The issues and matters, except for matters pertaining to personnel issues and contract negotiations, voted on by the Board of Directors, and how each member of the Board voted on those issues and matters shall be sent to the chapters of the Association. (1990 Conference; Revised 1998 Conference; Revised 1999 Conference)

115 The issues and matters, except for matters pertaining to personnel issues and contract negotiations, voted on by the Board of Directors and how each member of the Board voted on those issues and matters shall become part of the annual report to the delegates of the Annual Conference. (1990 Conference; Revised 1998 Conference; Revised 1999 Conference)
Prior to a vote on any social or political position by the Board of Directors, the position must be listed as a specific agenda item on the agenda of the regular or special meeting where action will be taken. The agenda shall be sent via electronic mail to each chapter president, secretary and state committee chair and posted in the member-only section on the official OSEA website no later than five (5) days prior to the scheduled Board meeting. (1994 Conference; Revised 1998 Conference; Revised 1999 Conference; Revised Board Meeting, February 2015)

The policy handbook shall be made available to OSEA members upon request. (1986 Conference)

The updated Constitution shall be made available to OSEA members upon request within 60 days after the Annual Conference. The OSEA staff will distribute the revised Constitution to chapter presidents by September 15. (Revised Board Meeting, April 1995; Revised Board Meeting, February 2002; Revised 2011 Conference-Board Meeting, October 2011)

If a Board member fails to attend two successive meetings without sufficient cause, the position will be considered vacant.

Appeal process: The "sitting" Board will send by certified mail its intention to take action on vacating said position. The affected member will have 30 days from receipt of the letter to show cause why this action should not be taken. If the appeal is not acceptable, the Board action stands.

Filling a Vacancy in the Office of President (2012 Conference-Board Meeting, September 2012)

In the event the office of President becomes vacant, the Vice President shall assume that position for the remainder of the term.

Filling a Vacancy in the Office of Vice President (2012 Conference-Board Meeting, September 2012)

1. In the event the office of Vice President becomes vacant 60 calendar days or more prior to the next Conference, the Board of Directors shall, by secret ballot majority vote, elect a Vice President from the remaining elected members of the Board to serve until the next succeeding Conference where the position shall be filled by delegate election.

2. A vacancy in the office of Vice President occurring less than 60 calendar days prior to the next Conference shall remain vacant and shall be filled by delegate election, provided that at least fifteen (15) calendars days' notice is provided to the membership.

If a mid-term vacancy occurs at such time as a fifteen (15) calendar days' notice cannot be provided to the membership, the vacancy shall be filled by the Board of Directors after Conference.

Filling Vacancies in the Offices of President and Vice President (2012 Conference-Board Meeting, September 2012)

1. In the event the offices of President and Vice President become vacant simultaneously, the Board of Directors shall, by secret ballot majority vote, elect a President and Vice President from the remaining elected members of the Board within seven (7) calendar days of the vacancy, to serve until the next succeeding Conference where both positions shall be filled by delegate elections.
SECTION 100—BOARD OF DIRECTORS

2. The Secretary shall immediately notify all remaining members of the Board of the date, time, and location of the meeting. No additional authority, except as provided herein, shall be afforded to the Secretary during this seven (7) day period.

3. It shall require at least five (5) Board members present and voting at the special meeting for the vote to be valid.

4. If the vacancies occur at such time as a fifteen (15) calendar days’ notice of Conference elections cannot be provided to the membership, the vacancies shall be filled by the Board of Directors after Conference. Should this occur, the Board of Directors shall designate an elected member of the Board to chair Conference through the close of Conference.

126 Filling a Vacancy in the Office of Secretary (2012 Conference-Board Meeting, September 2012)

1. In the event the office of Secretary becomes vacant 90 calendar days or more prior to the next Conference, the Board shall fill the position with a qualified active member in good standing, to serve until the next succeeding Conference where the position shall be filled by delegate election.

2. The President or designee will direct a letter be sent to all active members in good standing, notifying them of the vacancy and pending special election. Such notice shall contain the deadline to submit applications, eligibility criteria, and the date, time, and location when the Board of Directors shall conduct interviews and the election.

3. Notice of the vacancy, application information, and interview/election information shall also be posted on the OSEA website.

4. A vacancy in the office of Secretary occurring less than 90 calendar days prior to the next Conference shall remain vacant and shall be filled by delegate election, provided that at least fifteen (15) calendars days’ notice is provided to the membership. Should this occur, the Board of Directors shall designate an elected member of the Board to perform the duties of Secretary through the close of Conference.

If a mid-term vacancy occurs at such time as a fifteen (15) calendar days’ notice cannot be provided to the membership, the vacancy shall be filled by the Board of Directors after Conference.

127 Filling a Vacancy in the Office of Zone Director (2012 Conference-Board Meeting, September 2012)

1. In the event the office of any zone director becomes vacant 90 calendar days or more prior to the next Conference, the Board shall fill the position with an active member in good standing from that specific zone, to serve until the next succeeding Conference where the position shall be filled by delegate election.

2. The President or designee will direct a letter be sent to all active members in good standing in the specific zone where the vacancy has occurred, notifying them of the vacancy and pending special election. Such notice shall contain the deadline to submit applications, eligibility criteria, and the date, time, and location when the Board of Directors shall conduct interviews and the election.
SECTION 100—BOARD OF DIRECTORS

3. Notice of the vacancy, application information, and interview/election information shall also be posted on the OSEA website.

4. A vacancy in the office of zone director occurring less than 90 calendar days prior to the next Conference shall remain vacant and shall be filled by delegate election, provided that at least fifteen (15) calendars days’ notice is provided to the membership.

If a mid-term vacancy occurs at such time as a fifteen (15) calendar days’ notice cannot be provided to the membership, the vacancy shall be filled by the Board of Directors after Conference.

Board of Directors Code of Conduct/Ethics

The Oregon School Employees Association Board of Directors, recognizing its responsibility to ensure adherence to legal standards and ethical norms, has developed the following code of conduct and ethics.

OSEA Board members shall not:

- violate any provision of the OSEA Constitution or Board Policy.
- misappropriate, embezzle, and improperly or illegally use union funds.
- act in collusion with management to the detriment of the welfare of the union or its membership.
- participate in any activity, which assists or is intended to assist any competing organization to the detriment of the welfare of the union or its membership.
- refuse or deliberately fail to carry out legally authorized decisions of the Conference delegates or OSEA Board between Conferences.
- use the name of OSEA in an unauthorized manner or for an unauthorized purpose.
- solicit or accept a bribe or any gift of more than nominal value from any person or firm, which has or is seeking to establish a relationship with OSEA to gain favor or unfair advantage. (This does not include meals with others during authorized or approved union functions and activities.)
- be convicted of a crime, the nature of which is such as to bring the union into disrepute.
- engage in any activity that gives the appearance of a conflict of interest that might embarrass the Board or the Association.
- fail to disclose any possible conflicts of interest to the Board immediately.
- breach confidentiality of the Board of Directors. (Board Meeting, October 2005)

Any violation of this code of conduct/ethics may be cause for disciplinary action as determined by the Board of Directors, excluding those members whose conduct is in question. Such determination of appropriate disciplinary action shall be in compliance with the Labor Management Reporting and Disclosure Act (29 U.S.C. 411) and Roberts Rules of Order.

29 U.S.C. 411 (S) SAFEGUARDS AGAINST IMPROPER DISCIPLINARY ACTION – No member of any labor organization may be fined, suspended, expelled, or otherwise disciplined except for nonpayment of dues by such organization or by any officer thereof unless such member has been (A) served with written specific charges; (B) given a reasonable time to prepare his defense; and (C) afforded a full and fair hearing.
Conflict of Interest Policy

The purpose of this section is to ensure that decisions about OSEA operations and the use or disposition of OSEA assets is made solely in terms of the benefits to OSEA and its general membership and are not influenced by any private profit or other personal benefit to the individuals affiliated with OSEA who take part in the decision. In addition to actual conflicts of interest, Board members and staff are also obliged to avoid actions that could be perceived or interpreted in conflict with OSEA’s interest. Ethics, integrity, fairness, and concern for OSEA’s welfare shall be the guiding standard for actions of the Board and staff.

No Board or staff member shall have any financial or personal interest, directly or indirectly, in any contract, purchase of materials, procurement of goods and services, disposition of property, or any other activity paid for from OSEA funds, except as required by law.

No Board member shall vote, participate in any deliberations, or use personal influence in any matter wherein they are the subject of the action, or that affects them or any member of their family, personally, except as permitted by Robert’s Rules of Order. The Board member’s presence may not be counted in determining the quorum for any vote with respect to OSEA business in which the member has a possible conflict of interest. Board members have an absolute responsibility to advise the Board of Directors of any potential conflict of interest that may exist in advance of discussion or vote on such matter and that disclosure shall be duly recorded in the minutes of the meeting.

Any Board member who makes application for any employment with OSEA shall notify the President, who will notify individual Board members. If the President is applying, notification shall be made to the Vice President, who will notify individual Board members and declare any possible conflict of interest immediately upon filing of such application. The Board member shall resign their Board position effective upon accepting any staff position. Should any Board member not be successful in their application, they will not use their position to retaliate against any staff or Board member. Any Board member who has applied and been denied a staff position shall excuse him or herself from any action regarding staff evaluations for one subsequent evaluation, not retroactive. (Revised 2001 Conference)

Any staff member who may be involved in an OSEA business transaction or other activity in which a possible conflict of interest exists shall promptly report the possible conflict of interest to the Executive Director. If the possible conflict of interest involves the Executive Director, he or she shall report it promptly to the President. A written record of any report of a possible conflict of interest, and adjustments made to avoid the conflict of interest, shall be kept by the Executive Secretary of OSEA in the OSEA State Office.

Protocols of Contact

Because working together with national unions and their affiliates often serves the mutual interests of our respective membership and in recognition of the need for there to be clear and appropriate communication guidelines for Board members of OSEA, which reflects our status as an independent union, the following protocols of contact shall be adopted:

1. There shall be no attempt by any Board member, staff, or agent of Oregon School Employees Association to communicate directly with members or staff of any national union, or its affiliates, in any manner other than through established chains of communication. Communications shall occur solely through the President and/or the Executive Director. This is not intended to include communications concerning routine, day-to-day business conducted between OSEA and Oregon affiliates of national unions.
SECTION 100—BOARD OF DIRECTORS

2. There shall be no attempt by any officer, staff, or agent of the national union, or any of its affiliates, to communicate directly with members or staff of OSEA in any manner other than through established chains of communication (i.e., the Executive Director and/or the State President through the OSEA State Office). Communications shall occur solely through the President and/or the Executive Director. This is not intended to include communications concerning routine, day-to-day business conducted between OSEA and Oregon affiliates.

3. It is expected that national unions, or their affiliates, shall respect any further guidelines established by the OSEA State Board. If necessary, the OSEA Board shall take appropriate action should it determine there to be a breach of any guidelines established by OSEA.

4. If communications are received by individual OSEA Board members that appear to violate the established chains of communication, the individual OSEA Board member(s) will notify the President, who will then notify individual Board members of such communication(s).

Social Media Policy (Board Meeting, September 2014)

The principles that apply to appropriate behavior of Board members also apply to activities online. Being a member of the OSEA Board of Directors places the individual in a position of greater responsibility and accountability. While social media is largely about connecting with and helping others, it also is a valuable resource. For purposes of this article, social media includes Facebook, Twitter, blogs, texting, online networks and any other internet-based tools for sharing and discussing information. It is not the intent of this policy to restrict social media activity; it is to provide guidance in social media use.

Generally, it is encouraged that members who use social media share their insights, express opinions and share information as appropriate, especially when it’s helpful to others. When posting, try to add value to what has already been said. Ensure that postings are accurate, knowledgeable and professional. Be willing to admit when wrong and quickly correct mistakes. Be respectful of others’ privacy and topics that could be considered personal, such as religion or politics. Refrain from engaging in unacceptable behavior, use of slurs, insults or obscenities. Never identify others by name without their permission. Always respect copyright and trademark laws and avoid plagiarism. Lastly, it is the responsibility of every member to avoid revealing confidential and/or proprietary information.

Each individual is responsible for what they post online. The expectations are honesty and appropriate transparency. Individuals are legally liable for anything written or presented online. Make it clear that the words and thoughts posted online are your own and not those of the organization. Be aware that your actions captured via images, videos, posts, or comments can be misconstrued as those of the organization. Unless specifically given permission by the State President, members are not authorized to speak on behalf of the organization. Inquiries should be directed to the OSEA State Office as appropriate.

The OSEA Board of Directors, in having the responsibility of maintaining OSEA’s direction and future between Annual Conferences, is at times presented with proposals and/or inquiries from other organizations seeking affiliation or merger. In such cases, the OSEA Board of Directors shall adhere to the following provisions.

1. The OSEA Board of Directors shall have the responsibility of addressing any and all inquiries from other organizations seeking affiliation.
SECTION 100—BOARD OF DIRECTORS

2. It shall be the Board’s responsibility to determine the impact and effect of any inquiry and provide a report and/or recommendation to the delegate body.

3. There shall be a four-step process if OSEA is to consider an affiliation.
   a. The OSEA Board of Directors shall put forward in resolution form the question of “Should OSEA consider the advantage of affiliation?” The delegate body shall determine by two-thirds vote if OSEA should consider affiliation.
   b. If the decision is to consider affiliation, the OSEA State President, with the advice and consent of the Board, shall appoint an ad hoc committee with a majority of members not currently sitting on the Board of Directors, to begin to determine if there is an advantage to affiliate and if so, with which organization. This process will include meeting with potential candidates and determining the best advantage for OSEA. The committee will provide periodic reports at Board meetings that will be included in the OSEA minutes. This process shall take place following the Conference where the action was passed and before the next Conference.
   c. The OSEA Board of Directors at the next Conference following the Conference where Step One was passed shall put forward a recommendation, in resolution form, of the selected organization that provides the best advantage for OSEA. The delegate body shall determine by a two-thirds vote to accept or reject the Board’s recommendation. If the Board’s recommendation is approved, there will be a set period of time for OSEA membership exposure to the selected organization. The OSEA Board of Directors shall determine the timeframe and process for exposure.
   d. Finally, a majority vote of all OSEA members shall determine if OSEA is to affiliate and with whom. During this final step, the OSEA Board of Directors shall provide proper notice of the membership vote along with scheduled meetings to address questions from the general membership prior to the vote.

In the event of an imminent threat to the welfare of OSEA, where OSEA is at risk, the OSEA Board of Directors may call for a Special Conference to address possible options including potential affiliation. If circumstances call for a Special Conference, the process for holding the Special Conference shall be in accordance with the provisions outlined in Article XIII of the OSEA Constitution. If the decision by delegate vote is to affiliate, the OSEA Board of Directors shall be authorized to negotiate a tentative affiliation agreement that will be subject to a ratification vote of OSEA’s membership. The OSEA Board of Directors shall provide proper notice of the Special Conference to all OSEA members; included in the notice shall be an explanation of the issue, proposed action, and process for voting. (2005 Conference)

Should any member(s) or the Board of Directors determine it is in the best interest of OSEA to terminate an affiliation agreement with another organization, it shall adhere to the following process: (2008 Conference)

1. The member(s) or the Board of Directors shall submit a resolution recommending disaffiliation for the next OSEA Annual Conference.
   a. Such resolution shall itemize the reasons for terminating the affiliation agreement.

May 3, 2019

Page 9
b. When the resolution is put up for action on the Conference floor, both the membership and the Board of Directors shall have equal opportunity for discussion, debate, and to make recommendations.

2. The resolution shall require a two-thirds vote of the delegates for passage.

3. Should the resolution be approved, the Board of Directors shall arrange for a mail ballot vote and send notice to the membership no later than 60 days following the close of Conference where it was approved.

a. The notice shall include the dates for voting, which shall not be later than 90 days after the notice is sent, and a notice of scheduled meetings to provide information and address questions from the membership prior to the vote.

4. It shall require a secret ballot majority vote of ballots cast of all OSEA members to terminate an affiliation agreement.

5. After the ballots are tabulated, and if the results are in the affirmative, the Association shall notify the affected organization within the timeline of the negotiated affiliation agreement of its intent to terminate the affiliation.

6. Finally, the Association shall send notification to all OSEA members of the results of the balloting, showing both votes for and votes against the issue.


The purpose of this policy is to outline procedures to assess the distribution and assignment of chapters within existing zones and any reapportionment of such zones when necessary to achieve a practicable balance between zones in accordance with Article VII of the OSEA Constitution.

1. OSEA zones consist of a specific grouping of affiliated chapters within a limited geographical area which represent individual political segments of the Association. The number of zones established and specific chapters assigned to each zone is determined by the Board of Directors with ratification by Annual Conference delegates when necessary.

2. A Zone Reapportionment Committee shall be appointed the fourth (4th) year of any five (5) year period, beginning January 1, 2020, to review the appropriateness of current zone structure and make recommendations for changes, if necessary, if one (1) or more of the following exists in the first three (3) years of any five (5) year period:

a. A twenty percent (20%) increase of represented employees in any zone;

b. A twenty percent (20%) decrease of represented employees in any zone;

c. The number of affiliated chapters in any zone exceeds thirty (30);

d. The number of affiliated chapters in any zone is less than ten (10).

Such zone assessments may result in reapportionment of existing zones, establishment of additional zones or the elimination of current zones.

3. Notwithstanding the provisions enumerated in Section 2, the President may also appoint a Reapportionment Committee outside of the normal review period in the event of an emergency situation as determined by the Board of Directors.

4. When assessing possible zone/chapter changes, the Reapportionment Committee shall give consideration to:
SECTION 100—BOARD OF DIRECTORS

a. Weather conditions and geographical obstacles affecting chapter membership attendance at meetings, workshops or other official zone functions.

b. Annual Conference chapter delegate entitlement in the event fifty percent (50%) of members in any zone is greater than the total number of members in the zone with the lowest total delegate entitlement. Delegate entitlement per zone shall be based solely on the membership to delegate ratios as set forth in Article XIII, Section 2, of the OSEA Constitution.

5. Upon recommendation of the committee, any proposed changes, such as realignment of chapters to different existing zones, creation of additional zones or the merger of current zones, must be approved by a two-thirds (2/3) vote of the Board of Directors at a regular or special meeting of the Board with at least five (5) days’ notice provided to the membership.

a. Following Board action, all chapter members affected by such changes shall be notified in writing within ten (10) days of the realignment and/or changes in zones and the effective date. Included in the notification letter shall be information regarding any zone director elections to be scheduled for the next Annual Conference.

b. Changes affecting chapter realignment to any existing zone only shall be effective the January 1st following action by the Board of Directors.

c. Any changes regarding the number of zones and any required zone director elections shall be put in resolution form for ratification at the ensuing Annual Conference by a two-thirds (2/3) vote of the Conference delegates.

6. As a result of reapportionment, not more than two (2) existing zones may be merged into one (1) zone.

a. In the event one (1) existing odd-numbered and one (1) existing even-numbered zone are merged as prescribed herein, the position of zone director normally scheduled for election at the Annual Conference in the odd- or even-numbered year where the merger is ratified shall be eliminated effective at the close of that Annual Conference.

The zone director with one (1) year remaining in his/her current term of office shall then become the zone director for all chapters and members in the newly-merged zone until the next Annual Conference.

b. In the event two (2) existing odd-numbered zones or two (2) existing even-numbered zones are merged as prescribed herein, and if there is one (1) year remaining in both zone director’s current terms of office, the merger shall become effective at the close of the Annual Conference held the year their terms would be completed. Conference delegates from chapters in the merged zones shall nominate and elect the zone director for the merged zone at the Annual Conference where the merger becomes effective.

7. In the event there are no delegates in attendance at an Annual Conference from chapters reassigned to a merged zone or a new additional zone and the election of a zone director is required, a special election, in accordance with Article IX, Section 4, of the OSEA Constitution, shall be conducted by the Board of Directors following such Annual Conference.
SECTION 100—BOARD OF DIRECTORS

8. Upon conclusion of any approved reapportionment, the President shall cause to be published a complete report of final changes made affecting chapters, zones and/or zone director elections, if any, in the issue of the OSEA Journal immediately following final action by the Board of Directors or final action at the Annual Conference, as appropriate. Such notice shall also be published on the official OSEA website.

9. As the result of any zone reapportionment pursuant to Article VII of the OSEA Constitution and provisions of this policy which result in the addition of new zones, merger of zones or deletion of existing zones, Retiree Unit (ROSE) zone coordinators and assistant zone directors shall be appointed or relieved of their duties by the President, pursuant to provisions set forth in Article VI and Article X, respectively, of the OSEA Constitution as is appropriate to the results of reapportionment.
SECTION 200—STAFF

SECTION 200
STAFF

201 The OSEA Board of Directors shall appoint and employ an Executive Director of the Association who shall be designated as the Association's Chief Executive Officer. The Executive Director shall supervise and conduct the daily activities and shall serve as Director of the Association with the policies established by the Board of Directors and Constitution.

210 The OSEA Executive Director shall employ and direct the staff within the confines of the approved budget.

212 All permanent positions with OSEA will be posted and advertised to recruit potential candidates. A team, consisting of the President of OSEA, one other Board member appointed by the President, the Executive Director, and appropriate staff shall review all applications and recommend the candidates to be interviewed. (Board Meeting, September 1996)

213 The hiring goal for OSEA will be to hire the most qualified applicant for each permanent position. (Board Meeting, April 2001)

215 Casual or temporary employees will only be used to address short-term workload issues or for a specific campaign. The Executive Director shall consider all qualified members to fulfill the need, during their off time periods of seasonal unemployment, or by using time release, prior to hiring temporary staff. Casual or temporary employees will only perform work related to the workload issue or the specific campaign. (Board Meeting, September 1996)

220 The OSEA Executive Director shall be the Treasurer and Chief Financial Officer of the Association.

221 The Executive Director, in conjunction with the Director of Fiscal Operations and the OSEA Finance Committee, shall prepare an annual budget for presentation to the OSEA delegates at each Annual Conference. (Revised 2016 Conference-Board Meeting, December 2016)

222 The Director of Fiscal Operations shall receive all dues and monies of the Association, which shall be kept under the direction of the Executive Director and President. The Director of Fiscal Operations shall pay all expenses necessary for conducting the Association business. (Revised 2016 Conference-Board Meeting, December 2016)

223 The Executive Director shall prepare and submit a financial report at each meeting of the Board of Directors.

224 All checks written on the Association's accounts shall bear one signature. The authorized signatures for the Association's accounts shall be those of the Director of Fiscal Operations, the Executive Director, and the President. (Revised 2016 Conference-Board Meeting, December 2016)

230 When the need arises to hire a new Executive Director, the Board will conduct a nationwide search for qualified applicants. The applications will be received by a neutral party selected by the Executive Board. This party will select the most qualified applicants. The Board will then appoint a screening committee to review these applications and will select from three to five candidates. These candidates will be invited to appear before the Executive Board, who will make the final selection. (1985 Conference; Revised Board Meeting, November 1994; Revised 1997 Conference)
SECTION 200—STAFF

235 Any person, who is a probationary or permanent employee of the Association, may not hold a membership in the Association regardless of any other eligibility status for membership.

Any person who holds an OSEA Lifetime Membership in this Association and who is employed by OSEA shall have his/her voice and vote suspended as long as he/she remains an employee of the Association. (Board Meeting, April 2005)

240 The Executive Director shall establish job descriptions for all members of the OSEA state staff. (1985 Conference)

241 The Board of Directors shall have the final approval of such job descriptions. (1985 Conference)

242 The job descriptions shall include all duties performed, desirable qualifications for the positions, and education required to fill such positions. (1985 Conference)

243 The Executive Director will cause yearly evaluations to be carried out for each staff member. (1985 Conference)

244 The Executive Director shall visit each zone annually. These visitations will be coordinated through the respective zone director. (Board Meeting, April 1995)

244.5 The Executive Director shall direct OSEA staff members to inform all seated Board members within a zone of any official visits to said zone. This shall be done in a timely manner, as soon as arrangements have been made. (Board Meeting, October 1998)

It is agreed that the following principles may be helpful in guiding the implementation and enforcement of the policy:

1. The policy shall adhere to all OSEA staff when they are involved in meetings with members outside their normal service or work area;

2. A reasonable expectation is that a courtesy phone call to a Board member will constitute informing a Board member. (It is recognized that meeting notices for many ”official visits” are currently and will continue to be sent to Board members);

3. Official visits are any meetings with members involving OSEA business;

4. Timely means prior to the visit and as soon as practically possible.

250 The Executive Director shall cause each delegate’s packet to include a list of Association owned automobiles including the (1) year and make of auto; (2) mileage as of June 1; (3) driver of car; and (4) driver’s position with the Association. (1990 Conference)

260 All OSEA distributed flyers shall be printed on recyclable paper. (1990 Conference)

270 Disposal Of Capital Items (Board Meeting, October 2005)

1. Twice yearly, the Executive Director will provide the Board of Directors with an inventory of capital equipment to be disposed.

2. Any capital items to be sold, leased, given away, or otherwise disposed of shall be approved by the Board of Directors upon recommendation of the Executive Director.
3. The Executive Director’s recommendation shall specify the recommended means of disposal for each item. For example, offer for sale to the membership/staff, sell for scrap, contribute to charitable entity, give away, take to landfill, etc.

4. Upon Board approval of the disposition of assets by sale to the membership/staff, a General Information Bulletin (GIB) shall be issued to all chapter executive boards and staff listing all assets approved for sale, their condition, fair market value, the date of sale, where the asset is located, and instructions in the bidding procedure.

a. All bids shall be by closed or sealed bid and must be received prior to the deadline for date of sale established in the GIB. All purchases shall be paid by Money Order or Cashier’s Check. The purchaser shall be responsible for picking up any item purchased at the location listed in the GIB within ten working days. If the purchaser does not pick up the item(s) purchased within ten working days, the next highest bid shall be accepted. All sales shall be final and on an “as is” basis.

5. If there are no bids received, or interest shown on any of the assets offered for sale, the Executive Director shall approve appropriate disposition of the asset and shall file a report with the Board of Directors. The Executive Director shall keep the Board informed through quarterly reports regarding approved disposed capital items.
SECTION 300—OFFICER DUTIES

SECTION 300
OFFICER DUTIES

301 The President shall enforce the OSEA Constitution and preside at all meetings of the Board of Directors and the Annual Conference.

302 The President shall appoint all standing and special committees of the Association and the Chairs of such committees and may serve as an ex officio member of such committees.

303 Chairs shall be furnished telephone numbers of their committee members and the State President. Committee members shall receive a list of fellow members and their telephone numbers.

304 The President shall meet with Committee Chairs as soon as practical after their appointment, to outline committee responsibilities, and be instructed that meeting dates be coordinated through the OSEA State Office, in acknowledgment of Article X, Section 1, of the OSEA Constitution.

310 The Vice President shall perform all duties of the President in the event of his/her absence or the incapacity to serve.

311 The Vice President shall aid the President in all duties.

320 The Secretary shall record and transcribe minutes of all meetings of the Board of Directors and cause same to be published in accordance with Board Policy 113. (Revised Board Meeting, February 2015; Revised Board Meeting, April 2018)

321 Conference Proceedings (Board Meeting, April 2018; 2018 Conference-Board Meeting, May 2019)

1. The Secretary shall, with assistance from the Conference Minutes Verification Committee, record minutes of the official proceedings of each Annual or Special Conference of the Association.

2. Upon recommendation of the committee, the official Conference minutes shall be formally approved by the Board of Directors prior to their publication in the members-only section of the OSEA website no later than 120 days following each Annual Conference or 60 days after a Special Conference.

340 Zone directors shall coordinate and implement the Board-approved programs in the chapters within their respective zones.

341 The names, addresses, and phone numbers of all chapter officers shall be sent to the Board members as soon as is practical. In any event, these shall be provided no later than October 1. (Board Meeting, September 1992)

341a Use of information from 341 shall be coordinated with appropriate zone director. (Board Meeting, September 1992)

342 Zone meetings may be held twice each year, one meeting shall be required. A second meeting would be optional and scheduled at the discretion of the zone director. (1991 Conference; Revised Board Meeting, May 2001; Revised 2007 Conference)

360 Each member of the Board of Directors shall be provided with the names, addresses, and phone numbers of all other Board members.

May 3, 2019
SECTION 300—OFFICER DUTIES

370  Any names, addresses, and phone numbers provided to any member of the Board are to be considered confidential and are not to be shared with anyone other than members of the Board.

380  Each chapter president within a zone shall be provided the names, addresses and phone numbers of all chapter presidents within that zone. (1995 Conference)
SECTION 400—MEMBERSHIP AND DUES

SECTION 400
MEMBERSHIP AND DUES

401 Association Fiscal Year (2018 Conference – Board Meeting, May 2019)

In accordance with Article XII, Section 1 of the OSEA Constitution, the fiscal year of the Association and each affiliated chapter shall be from June 1 through May 31, inclusive.


This policy is adopted to establish required procedures in order for the Association, together with its auxiliary units, hereinafter known as affiliated chapters, to operate as a single entity for purposes of OSEA's IRS 501-C Non-Profit status, and state and/or federal reporting requirements.

Effective July 1, 2018, each affiliated chapter shall establish and maintain direct deposit financial accounts in such bank or other financial institution as determined by the OSEA Board of Directors, regardless of any amount of funds received or expended during any fiscal year.

1. All checking, savings, and other financial accounts shall be in the name of the "Oregon School Employees Association" and its chapter name and number, and shall bear the signatures of the elected chapter treasurer and at least one (1) other elected chapter officer as determined by the chapter.

   a. Chapters shall only accept payment of per capita and chapter dues by personal check or money order to the Association from eligible employees who choose to become OSEA active members in good standing prior to the initiation of payroll deductions and shall remit all such payments directly to the Association within ten (10) days of receipt from the employee.

   b. All chapter dues collected by the Association through payroll deductions or by direct payment shall be deposited to the chapter's account(s) as is determined by written direction of the chapter within ten (10) days after receipt.

   c. The Association, its officers and staff shall be prohibited from making any withdrawals, debits or transfers of chapter-owned funds for any reason from any chapter's financial account(s) without written authority to the OSEA Director of Fiscal Operations, signed and dated by the elected chapter treasurer and at least one (1) other elected chapter officer as determined by the chapter. Copies of such authorization shall be provided to the State President and Executive Director by the Director of Fiscal Operations.

2. Any financial institution service charges shall be paid by the Association, except insufficient funds charges shall be the sole responsibility of the chapter incurring such charges.

410 Association Membership (Revised Board Meeting, October 2017; Revised 2018 Conference – Board Meeting, May 2019)

There shall be six (6) types of membership: active, inactive, associate, retired, lifetime and honorary.
SECTION 400—MEMBERSHIP AND DUES

411 Active Membership (Revised Board Meeting, October 2017)

Any person employed in any phase of public or private employment within the state of Oregon and who is currently represented by this Association pursuant to the laws of this state and/or federal law shall be eligible for active membership.

1. Active membership eligibility shall extend to any person(s) entitled to OSEA representation including:
   a. Any classified or licensed/certificated employee of any public or private education system;
   b. Any employee serving in a classified or licensed/certificated support service capacity employed by any public or private employer to perform duties customarily performed by school employees;
   c. Any employee of a municipality, city, special district, county or the state who is employed to perform duties of a nature customarily performed by school employees.

2. Active members of the Association must also be active members of the affiliated chapter chartered for their assigned bargaining unit.

3. Active membership status shall be terminated upon:
   a. The last day in paid status when granted an unpaid leave of absence greater than thirty (30) days and monthly dues payments have not been made to the Association and chapter;
   b. The last day in paid status when laid off and placed on a re-employment list. For members who work less than 12 months and who receive a layoff notice effective at the end of their normal school year, the date of layoff for purposes of “good standing” status shall be the starting date of the next school year;
   c. The date a retirement or voluntary resignation from current employment becomes effective;
   d. The date of execution of a document voluntarily terminating payroll deduction of dues;
   e. The effective date of a termination based on the employer’s conclusive action;
   f. The effective date a member’s position is declared by the Oregon Employment Relations Board (ERB) or the National Labor Relations Board (NLRB) to be management, supervisory or confidential, which cannot be represented by OSEA pursuant to applicable law;
   g. The effective date of certification when a member’s bargaining unit is no longer represented by the Association as the result of a decertification election;
   h. The effective date of a suspension or expulsion from membership following due process proceedings consistent with the Constitution and/or written policies of the Association and/or applicable law.
SECTION 400—MEMBERSHIP AND DUES

412 Inactive Membership (2018 Conference - Board Meeting, May 2019)

In accordance with Article III, Section 2, of the OSEA Constitution, inactive membership status shall be available to any active member in good standing who is granted an unpaid leave of absence for more than thirty (30) days by the employer, who is laid off for any reason and placed on a re-employment list, whose involuntary termination is pending an appeal action by the Association, or who is not otherwise in paid status for any reason and remains an employee with his/her employer.

1. Requests for inactive status must be submitted by the member in writing to the Director of Fiscal Operations at the OSEA State Office.

2. Active members who are eligible for and are placed in inactive status shall be accorded voice and voting rights and eligibility for committee appointments at the chapter and State Association levels.

   a. Active members holding elected chapter and/or State Association office(s) or position(s) who are placed in inactive status during their prescribed term may continue in such office or position only until the completion of that specific term. Inactive members shall, however, be prohibited from seeking re-election or holding any other elected offices or positions at any level of the Association during any remaining time inactive status is in effect.

   b. Inactive membership status shall be terminated when the member returns to full paid status with the employer and active membership is reinstated, when he/she voluntarily terminates the inactive status or when the member is no longer eligible for active membership.

3. Nothing herein shall be construed to require inactive membership for purposes of OSEA representation regarding employment or re-employment pursuant to provisions of the collective bargaining agreement or applicable law. Inactive status shall, however, be required to remain eligible to hold a current elected or appointed office or position, to have voice and voting rights in the chapter and/or the Association and to be eligible for other such membership benefits as are afforded active members, except as provided herein.

413 Associate Membership (Revised 2017 Conference - Board Meeting, October 2017)

In accordance with Article III, Section 3, of the OSEA Constitution, associate membership status shall be granted to individuals who are not currently eligible for OSEA active membership upon advance payment of the annual membership dues as itemized in Article IV of the OSEA Constitution.

1. After granted membership, payment of the annual dues must be made on or before the membership anniversary date, otherwise the associate membership shall be deemed null and void.

2. If any associate member becomes a bargaining unit employee within the jurisdiction of an OSEA-affiliated chapter, he/she shall immediately forfeit all rights and benefits of associate membership.

   a. An associate member who becomes an OSEA active member shall, upon request, be entitled to a pro-rated refund of the unused portion of the associate membership annual dues.
SECTION 400—MEMBERSHIP AND DUES

b. Any associate member who chooses not to become an OSEA active member shall then have fair share or non-member status as is applicable in the chapter’s collective bargaining agreement.

414 Retired Membership (Board Meeting, May 2019)

Active membership in the Retiree Unit (ROSE) shall consist of retired former OSEA active members and other retired individuals who are eligible for either active or auxiliary membership in accordance with Article VI of the OSEA Constitution.

415 Lifetime Membership (Board Meeting, September 2007; Revised 2012 Conference-Board Meeting, September 2012; Revised Board Meeting, December 2015)

In accordance with Article III, Section 5 of the OSEA Constitution, Lifetime Membership is the highest award for service that the Association can bestow.

1. Eligibility Criteria

To be eligible for Lifetime Membership, the individual shall:

a. Be an active member or former active member;

b. Have provided outstanding service on a statewide basis; and

c. Have displayed an ongoing commitment to OSEA, its members, and to the ideals of the labor movement.

2. Application for Nomination

a. Application for nomination to Lifetime Membership may be submitted by any active member in good standing, Lifetime Member, the Board of Directors, a chapter or the Retiree Unit (ROSE), and must be submitted on an official nomination form.

1) Any application for nomination submitted by a chapter or ROSE must be approved by their respective membership at a regular or special chapter or unit meeting.

2) The application for nomination must specifically describe the service provided and the benefits derived for the Association.

b. OSEA shall provide at least thirty (30) days' notice to the membership of the application deadline. Said notice shall include the application for nomination and eligibility criteria for the award. The notice shall also be posted on the official OSEA website.

c. To be considered, all applications for nomination must be received by the State President no later than March 1. If the nomination is for a sitting president, the application must be sent to the Vice President. Name(s) of any candidate(s) contained in any application for nomination received shall be kept confidential.
SECTION 400—MEMBERSHIP AND DUES

3. Action by the Board of Directors

a. The Board of Directors shall consider all applications received by the March 1 deadline. The Board shall conduct an investigation into the performance and merits of the candidate(s) based on the documentation provided in the application(s) and shall conduct personal interviews, if deemed necessary. Name(s) of the candidate(s) shall be kept confidential throughout the investigation/interview process.

b. Upon completion of the investigation/interview process, the Board shall make a formal recommendation on the nomination in an open Board meeting, while maintaining confidentiality of the name(s) of the candidate(s). A formal recommendation for nomination shall be determined by a majority vote of the Board members present and voting.

c. No member of the Board of Directors who himself/herself is being considered for Lifetime Membership shall be permitted to participate in the investigation/interview process or the voting on any such recommendation.

d. Following formal action by the Board of Directors at a regular or special meeting, the State President shall notify the member or unit submitting the application of the recommendation for Conference action.

e. Any nomination application deemed not to be deserving of a Lifetime Membership may be re-submitted the following year, but the re-submitted application should provide greater justification for approval than was contained in the original application.

f. If a nomination application is rejected or is not received by the March 1 deadline, the State President shall notify the submitter of the application for nomination in writing the reason(s) for such rejection and of the ability to resubmit the application in a subsequent year.

4. Conference Action

a. If the Board of Directors determines the candidate is deserving of a Lifetime Membership, the Board shall put forth a formal nomination of the candidate to the delegate body at the Annual Conference. The recommendation put forth to the Conference delegates shall be in resolution form and shall require a three-fourths (3/4) vote of the delegates present and voting in the affirmative to award the Lifetime Membership.

b. The Conference deliberation and vote shall take place under New Business on the Conference agenda. Nominees shall not be in attendance during deliberations of the nomination and shall only be admitted/re-admitted after the conclusion of the voting process.

c. Any individual awarded a Lifetime Membership and who is in attendance at Conference shall be presented the formal resolution and a membership card attesting to his/her Lifetime Membership status.
SECTION 400—MEMBERSHIP AND DUES

416 Honorary Membership (Board Meeting, September 2013; Revised 2015 Conference—Board Meeting, December 2015)

In accordance with Article III, Section 4 of the OSEA Constitution, Honorary Membership is the second highest award for service that the Association can bestow.

1. Eligibility Criteria

To be eligible for Honorary Membership, the individual shall:

a. Be a former member, an individual not otherwise eligible for Association membership, or a former employee of the Association; and

b. Have provided a valuable benefit for, or service to, the Association on a statewide basis.

2. Application for Nomination

a. Application for nomination to Honorary Membership may be submitted by any active member in good standing, Lifetime Member, the Board of Directors, a chapter or the Retiree Unit (ROSE), and must be submitted on an official nomination form.

1) Any application for nomination submitted by a chapter or ROSE must be approved by their respective membership at a regular or special chapter or unit meeting.

2) The application for nomination must specifically describe the service provided and the benefits derived for the Association.

b. OSEA shall provide at least thirty (30) days' notice to the membership of the application deadline. Said notice shall include the application for nomination and eligibility criteria for the award. The notice shall also be posted on the official OSEA website.

c. To be considered, all applications for nomination must be received by the State President no later than March 1. Name(s) of any candidate(s) contained in any application for nomination received shall be kept confidential.

3. Action by the Board of Directors

a. The Board of Directors shall consider all applications received by the March 1 deadline. The Board shall conduct an investigation into the performance and merits of the candidate(s) based on the documentation provided in the application(s) and shall conduct personal interviews, if deemed necessary. Name(s) of the candidate(s) shall be kept confidential throughout the investigation/interview process.

b. Upon completion of the investigation/interview process, the Board shall make a formal recommendation on the nomination in an open board meeting, while maintaining confidentiality of the names(s) of the candidate(s). A formal recommendation for nomination shall be determined by a majority vote of the board members present and voting.
SECTION 400—MEMBERSHIP AND DUES

c. Following formal action by the Board of Directors at a regular or special meeting, the State President shall notify the member or unit submitting the application of the recommendation for Conference action.

d. Any nomination application deemed not to be deserving of an Honorary Membership may be re-submitted the following year, but the re-submitted application should provide greater justification for approval than was contained in the original application.

e. If a nomination application is rejected or is not received by the March 1 deadline, the State President shall notify the submitter of the application for nomination in writing the reason(s) for such rejection and of the ability to re-submit the application in a subsequent year.

4. Conference Action

a. If the Board of Directors determines the candidate is deserving of an Honorary Membership, the Board shall put forth a formal nomination of the candidate to the delegate body at the Annual Conference. The recommendation put forth to the Conference delegates shall be in resolution form and shall require a two-thirds (2/3) vote of the delegates present and voting in the affirmative to award the Honorary Membership.

b. The Conference deliberation and vote shall take place under New Business on the Conference agenda. Nominees shall not be in attendance during deliberations of the nomination and shall only be admitted/re-admitted after the conclusion of the voting process.

c. Any individual awarded an Honorary Membership and who is in attendance at Conference shall be presented the formal resolution and a membership card attesting to his/her Honorary Membership status.

420 Per Capita Dues and Fair Share Service Fees (Revised Board Meeting, October 2017; Revised Board Meeting, May 2019)

1. OSEA per capita dues required of active members as set forth in Article IV, Section 1, of the OSEA Constitution, together with any local chapter dues as are authorized within the chapter’s local operating procedures, shall be paid on a 9-, 10-, 11- or 12-month cycle depending on the number of paychecks received regardless of the number of months in paid status.

a. All required per capita dues and chapter dues shall be paid by payroll deduction through the employer beginning with the first full month of active membership status.

b. Active members who suffer a reduction in salary due to a voluntary or an involuntary reduction in assigned work hours or job classification shall pay per capita dues at the reduced rate beginning with the next pay period following the reduction. There shall be no reduction in chapter dues as the result of such reduction unless such dues are percentage-based.

2. Active members in good standing who are eligible for and are granted inactive status as set forth in Article III of the OSEA Constitution shall be required to pay the full per capita and chapter dues in effect on the date inactive status was established.
SECTION 400—MEMBERSHIP AND DUES

a. Such per capita dues and chapter dues shall be paid until the inactive member either returns to full active status, voluntarily terminates his/her inactive status or is no longer eligible for inactive status, whichever occurs first.

b. The required dues shall be paid on a monthly basis in advance directly to the Association by personal check or money order. Upon receipt by the Association, the chapter shall be reimbursed for its portion of such dues within thirty (30) days.

c. Members with inactive status whose required dues are not received by the Association prior to the first day of the following month shall no longer be considered in inactive status.

3. Individuals employed in any OSEA-represented bargaining unit which has fair share provisions within the collective bargaining agreement and who choose not to become an active OSEA member shall be deemed a fair share service fee payer and shall be required by law to pay a monthly service fee in an amount equal to the current combined per capita and chapter dues required of active members.

a. Such service fees shall be paid via payroll deduction on a 9-, 10-, 11- or 12-month cycle depending on the number of paychecks received regardless of the number of months in paid status.

b. Such fair share fee payers shall be entitled to full rights of representation in all matters related to the collective bargaining agreement but shall not, however, have the right to vote, hold elected or appointed office or position or otherwise participate in the affairs of the chapter or Association except as may be allowed by the chapter’s local operating procedures, the Constitution of the State Association and/or applicable law.

c. In accordance with Article IV, Section 3, of the OSEA Constitution, fair share employees who choose to become active OSEA members shall only be considered in good standing upon signing a membership application and continued payroll deduction of per capita and chapter dues.

421 Only members in good standing are allowed to serve as voting delegates at the Annual Conference except as provided in Article VI of the OSEA Constitution.

421a Only members in good standing are allowed to submit resolutions to the Annual Conference except in Article VI of the OSEA Constitution. (Board Meeting, April 2002)


In accordance with Article V, Section 7, of the OSEA Constitution, the purpose of this policy is to ensure each affiliated chapter properly negotiates agreements with the employer, public or private, covering wages, hours and other terms and conditions of employment which shall be applicable to all employees of the bargaining unit.

1. Recognition

Any properly negotiated agreement with the employer shall be in the name of the Oregon School Employees Association and its chapter's name and number.
SECTION 400—MEMBERSHIP AND DUES

2. Initial Proposals

When negotiating a full contract, re-opener or other modifications to an existing contract, each chapter shall survey its members for recommendations when developing its initial proposal.

a. Chapters may, if set forth in its local operating procedures, require that initial proposals are approved by a majority vote of the membership at a regular or special chapter meeting with not less than five (5) working days’ written notice.

b. If the chapter’s assigned field representative has not been involved with the development of the initial proposal, the chapter shall forward a copy of its initial proposal to its assigned field representative before it is presented to the employer. The field representative shall review the proposal and advise the chapter of any issues involving non-compliance with OSEA’s Constitution and/or written policies and state or federal law. The field representative shall also advise the chapter if any proposals could be detrimental to the chapter, its members or the Association.

3. Bargaining

Prior to beginning negotiations, the field representative shall review the procedures for ratification as set forth herein and the chapter’s local operating procedures with the chapter leadership and the employer. If the Association becomes aware of a bargaining issue(s) during the negotiating process that could be detrimental to the chapter, its members and/or the Association, the Director of Field Operations may call a meeting with the chapter executive board, the negotiating committee/team and the field representative to discuss the issue(s) and possible solutions.

4. Negotiated Agreements

Every full contract, re-opener or other modifications to an existing contract, including memorandums of agreement/understanding (MOA/MOU) or side letters of agreement, shall be executed by both a chapter representative(s) and an Association representative.

a. No chapter shall enter into any collective bargaining agreement, or any modification(s) thereof, or take a formal ratification vote until the tentative agreement has been reviewed for legal compliance by the assigned field representative and/or the Director of Field Operations.

b. For purposes of this policy, the following shall not be subject to or require a ratification vote:

1) Settlement agreements resulting from grievance procedures, unfair labor practice charges, Employment Relations Board (ERB) proceedings or National Labor Relations Board (NLRB) determinations unless they would have a generalized effect on the bargaining unit as determined by the Director of Field Operations;

2) Individual employee severance agreements;

3) Individual reclassifications or the creation of new positions when they (a) are accomplished utilizing reclassification procedures contained within the collective bargaining agreement, (b) submitted as part of an initial or re-opener proposal, or (c) accomplished with the assistance and/or approval of the assigned field representative.
c. Any term extension or “roll-over” setting a new term of any collective bargaining agreement shall require membership ratification in accordance with provisions set forth herein.

5. Ratification Procedures

a. When the chapter and its negotiations committee/team have negotiated a contract, reopeners or other modifications to an existing contract, it shall, prior to submitting the tentative agreement to the membership for ratification, submit one (1) copy to the Director of Field Operations and one (1) copy to the assigned field representative if the field representative was not a participant in the negotiations.

b. Upon receipt of the tentative agreement, the Director of Field Operations, or his/her designee, shall without delay forward to the chapter president and the assigned field representative, if applicable, his/her review that determines only whether the Agreement is in compliance with applicable state or federal law and/or OSEA’s Constitution and/or written policies. If the review identifies non-compliance issues, the Director shall provide the chapter with required changes to bring the tentative agreement into compliance prior to ratification.

c. After return of the compliance review, the chapter president shall schedule a meeting of all bargaining unit employees where the leadership, negotiating committee/team and/or the field representative shall outline all provisions of the tentative agreement and provide opportunity for discussion, debate, answering of questions and subsequent voting. Copies of the tentative agreement shall be provided to all employees in attendance at the informational meeting. For those employees unable to attend the informational meeting, a copy of the tentative agreement shall be mailed/ emailed to the employees upon request.

1) The meeting notice shall be issued to all bargaining unit employees not less than five (5) working days prior to the meeting date and shall include a copy or summary of the tentative agreement.

Exception: The OSEA Executive Director may approve a notice period of less than five (5) working days but not less than 48 hours upon request by the chapter executive board.

2) The meeting shall be open to all employees of the bargaining unit whether they are OSEA members or not. Fair share service fee payers or non-members in attendance shall be granted the right to participate in the discussion and debate. They shall not, however, have the right to make motions or vote.

6. Ratification Voting

a. General Procedures

1) The ratification vote shall be by written secret ballot conducted in accordance with provisions set forth in the chapter’s local operating procedures, which shall be consistent with Association policies and procedures.
SECTION 400—MEMBERSHIP AND DUES

2) In no event shall any vote be taken without first conducting a meeting for the purposes of discussion, debate and answering of questions as described in Section 5c above.

3) The chapter elections committee shall have the responsibility for the conduct of the ratification balloting.

4) Ballots shall not be signed, initialed or numbered in any manner as to reveal the identity of the member voting.

5) Employees who are not dues-paying OSEA members in good standing of the chapter shall not be allowed to vote unless the employee completes and signs a membership application authorizing payroll deduction of dues and, for employees in non-fair share chapters, the payment of one (1) month’s state per capita dues and chapter dues.

6) Absentee or proxy voting are prohibited.

7) It shall require a majority of votes cast in the affirmative for ratification. The chair of the negotiations committee will notify the membership and the employer of the results of the balloting.

b. Voting at a Regular or Special Chapter Meeting

1) The meeting notice shall include the date, time and location allocated for discussion and debate. Voting shall not begin until the discussion/debate period has begun.

2) At least two (2) tellers shall be appointed by the chapter president to conduct the balloting process. Tellers shall verify OSEA membership in good standing and members shall sign or initial for receipt of their ballot on the membership list provided by the chapter treasurer, chapter secretary or field representative. All voted ballots shall be deposited in a closed and secure ballot box/envelope.

3) At the conclusion of the voting period, ballots shall be counted and the results announced prior to adjournment of the meeting.

c. Voting by Worksite Ballot

1) Centralized or individual building/worksite balloting shall not be conducted sooner than the first workday following the informational meeting as prescribed in Section 5 above. Copies of the tentative agreement shall be available at each voting site for the members’ review.

2) OSEA members only shall be notified at least five (5) days in advance of the date, time(s) and location(s) where voting will be conducted or such information may be included in the informational meeting notice as required in Section 5 above.

3) At least one (1) teller shall be appointed to conduct the voting at each designated worksite and shall begin and end on the same day. At least two (2) tellers shall be appointed if using a single centralized worksite.
SECTION 400—MEMBERSHIP AND DUES

a) Tellers shall verify OSEA membership in good standing and members shall sign or initial for receipt of a ballot on the membership site list provided by the chapter treasurer, chapter secretary or field representative.

b) Should the name of a bargaining unit employee be missing from the membership site list, the teller(s) shall contact the Elections Committee chair for verification of membership status. Upon verification of active membership status, the employee’s name shall be added to the membership site list and the employee shall be allowed to vote.

c) If a member is on temporary assignment at a worksite other than his/her normal worksite, the procedure itemized in subsection b above shall be utilized.

d) Voted ballots shall be deposited into a closed and secure ballot box/envelope, which shall be kept in a secure location at all times by the worksite teller(s).

4) The total number of ballots issued and returned shall be counted and verified separately for each individual worksite prior to combining all returned ballots for the final count of all votes.

**d. Voting by Mail Ballot**

1) No later than five (5) days following the informational meeting as prescribed in Section 5, and at least ten (10) days prior to the ballot submission deadline, the ratification notice and ballot, including instructions for its completion and return, shall be mailed to each member in good standing at his/her last known home address.

Mail balloting shall be the same as the Oregon vote-by-mail process with a secrecy envelope and a postage-paid return envelope signed by the member for verification purposes only.

2) Chapters shall arrange for a special post office box/mail box where ballots shall be returned. With prior approval by the Director of Field Operations, ballots may also be mailed to either the OSEA State Office or to the chapter’s assigned field office. After the ballot submission deadline has been reached, the chair of the elections committee and at least one (1) additional member of the committee shall retrieve the ballots from the post office box/mailbox or the field office/OSEA State Office one (1) time only. Ballots returned to an OSEA office shall not be opened or counted by OSEA staff.

3) All costs associated with the mail balloting shall be the sole responsibility of the chapter.

e. **Electronic Voting**

The use of employer- or chapter-provided email or any other form of electronic voting for ratification of negotiated agreements shall be strictly prohibited.
SECTION 400—MEMBERSHIP AND DUES

7. Required Notice

Any required notice(s) as prescribed herein shall be conducted in a manner to reasonably ensure receipt by every bargaining unit member. Any of the following methods or a combination of methods may be used:

a. A chapter flyer or newsletter distributed to each bargaining unit employee at each worksite or via U.S. mail;

b. A notice posted in prominent locations at each bargaining unit worksite/building;

c. Utilizing an employer’s internal mail system or email system if allowed in the collective bargaining agreement provided all employees have access;

d. Posting on the local chapter’s website or other chapter social media site provided all employees have access.

8. Contract Execution and Distribution

a. Following ratification, the negotiated agreement shall be signed by both the appropriate chapter representative(s) and a staff representative of the Association.

b. Upon ratification and signature by the employer, the chapter shall ensure the OSEA State Office, the assigned field representative and each bargaining unit employee is promptly provided a copy of the signed and dated agreement.

1) Chapters may make arrangements with the employer to cover all or part of the printing cost and this arrangement may be itemized in the collective bargaining agreement.

2) Ratified agreements may also be reproduced by the Association.

9. Adherence to Policy

Any provisions of a chapter’s local operating procedures not consistent with this policy shall be invalid. Willful violations of this policy may be cause for disciplinary action as determined by the OSEA Board of Directors. Any such discipline shall be in accordance with the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) and Robert’s Rules of Order, Newly Revised.

Chapter Local Operating Procedures (Constitution and/or Bylaws) (2016 Conference-Board Meeting, December 2016; Revised 2018 Conference – Board Meeting, May 2019)

1. Upon affiliation and issuance of an OSEA charter, each chapter shall, within one (1) year, adopt local operating procedures (which may be referred to as the constitution and/or bylaws) which shall be consistent with the Constitution and written policies of the Association and the requirements of law.

a. Until local operating procedures are adopted and approved by the OSEA Executive Director, each chapter shall be governed by the chapter Governance Constitution as adopted by the OSEA Board of Directors.
b. The Chapter Governance Constitution includes required provisions which are applicable to all chapters and, as such, it may be adopted by chapters to replace all or portions of their current local operating procedures.

2. Optional Provisions. Chapter may adopt additional or different provisions to meet the specific needs of the chapter provided they do not conflict with requirements of the OSEA Constitution, written policies of the Association or applicable law.

a. The Chapter Governance Constitution Guidelines will be available to all chapters with the understanding it is intended for use only as a guide. The guidelines will indicate all required provisions with language that must be included in all chapter local operating procedures.

b. Amendments or revisions made by the chapter shall not become effective or operative unless and until they have received approval by the Executive Director or by action of the Board of Directors upon appeal.

c. Amendments or revisions will be reviewed for required compliance only and the chapter will be furnished a written analysis including areas of any non-compliance and suggested language for improvement where needed.

3. Amendments or Revisions. Only OSEA members in good standing of the chapter may, at any regular or special meeting of the chapter called for that purpose, make a motion to amend or revise the chapter's local operating procedures. Such motion must include written text of the proposed changes to be made. This action shall constitute the first reading.

a. The exact text of the proposed change(s), including any additional changes proposed at the first reading, shall then be sent to chapter members not less than fifteen (15) working days prior to the next scheduled chapter meeting.

b. After the proposed amendment(s) or revision(s) are read a second time (second reading), including any additional amendments or changes made, the members in good standing in attendance shall by a two-thirds (2/3) vote adopt or reject the proposed amendments or revisions. If the proposal includes any changes or revisions of chapter dues or assessments, the final vote shall be conducted by secret ballot.

c. When submitting adopted amendments or revisions for approval by the Executive Director, the chapter must include copies of the minutes of the meetings where the first and second readings occurred, signed by both the president and secretary of the chapter.

d. Chapters, members and/or chapter committees are encouraged to submit copies of the any proposed amendments or revisions to the Executive Director at least thirty (30) working days prior to the first reading in order to review any possible non-compliance issues prior to membership vote.

e. In the event any amendment or revision adopted by the chapter is not initially approved by the Executive Director, the chapter shall be notified in writing of the reasons for the rejection. The chapter shall, with membership approval at a regular or special meeting called for that purpose, with not less than five (5) working days' notice, make the changes needed and re-submit the adopted changes to the Executive Director within ten (10) days for final approval.
SECTION 400—MEMBERSHIP AND DUES

4. Appeal Process. If the chapter believes all or any part of the rejection by the Executive Director is improper, the matter may be referred to the Board of Directors for a final decision.

   a. Any such appeal by the chapter shall be in writing and shall outline the specific reasons why the chapter believes the rejection was improper. Such appeal must be sent to and received by the President within ten (10) working days after the date the Executive Director’s rejection notice has been received by the chapter.

   b. Upon receipt of such appeal, the President shall cause the matter to be placed on the agenda of a regular or special Board work session, which shall not be later than thirty (30) days following receipt of the appeal or the next regularly scheduled Board work session, whichever is sooner.

      1) The President shall notify the chapter and the Executive Director of the date, time and place set for the Board to hear the appeal.

      2) The Board shall consider all documents and arguments provided by the chapter representative and of the Executive Director or his/her designee.

   c. At the conclusion of the hearing, the Board of Directors shall render its decision at the next regular or special board meeting, which shall be final.

425 Required Financial Reports (Revised Board Meeting, February 2018; Revised 2018 Conference – Board Meeting, May 2019)

1. In accordance with Article V of the OSEA Constitution, each affiliated chapter shall be required to render a financial report at each regular meeting of the chapter, itemizing income and expenditures since the last report and signed by the chapter president and chapter treasurer, or one (1) other elected officer in the absence of either the chapter president or chapter treasurer. Copies of such reports shall also be provided to any chapter member not in attendance at the meeting upon request and to the Association.

2. In addition, chapters may be required to furnish additional reports and/or other financial information/documentation to the Association for the purpose of ensuring chapter fiduciary responsibility to meet the Association’s reporting obligations as required by the U.S. Internal Revenue Service (IRS) and the Labor Management Reporting and Disclosure Act of 1959 (29 U.S.C. 501 and 502) or for auditing purposes.


1. In order to fulfill its statutory reporting requirements, the Association shall reconcile each affiliated chapter’s bank account(s) on a monthly basis.

   a. Such reconciliation reports, along with the applicable bank statements, shall be provided to each chapter executive board not later than forty-five (45) days following the last day of the current month.

   b. Upon receipt of the reconciliation report, the chapter treasurer shall review and audit the report against his/her own chapter financial records and shall promptly notify the OSEA Director Fiscal Operations of any discrepancies.

May 3, 2019
SECTION 400—MEMBERSHIP AND DUES

c. The chapter treasurer shall provide copies of the reconciliation reports to the membership at each chapter meeting and to any member not in attendance upon request.

2. In the event the Association monthly reconciliation report indicates improper financial management practices, the Director of Fiscal Operations shall notify the State President and the chapter executive board in writing. The chapter executive board shall be required to submit a plan to correct the irregularities. The notice shall itemize the issue(s) identified and provide suggested and/or required methods for correction.

a. Such plan shall be submitted to the Director of Fiscal Operations, the State President and appropriate zone director within thirty (30) days following receipt of the notification.

b. Under the direction of the State President, the Executive Director or his/her designee shall monitor the chapter for compliance to correct irregularities and implementation of the plan.

c. The State President shall be provided copies of the chapter meeting minutes where the plan of correction was reviewed by the membership.

3. In addition to the monthly reconciliation of chapter funds by the Association, the Executive Director, or his/her designee, may, in accordance with Article V of the OSEA Constitution, conduct an immediate and separate audit of the financial books and records of any affiliated chapter for the following reasons including but not limited to:

a. Anytime a personnel change is made in the position of chapter treasurer during or at the end of a prescribed term of office;

b. Anytime the Association becomes aware a chapter has suffered a loss of funds as the result of misappropriation or alleged misappropriation or has received any reimbursement for loss of funds for any reason; or

c. Anytime the Association believes or is aware of improper or incorrect financial disclosure and/or reporting to the Association or the chapter membership which jeopardizes the interests of the membership and/or violates the reporting requirements of the Association in accordance with applicable law.

4. All chapter reconciliation reports, treasurer reports, financial books and records shall be kept on file by the chapter for at least five (5) years.

430 OSEA staff shall issue membership cards annually to each member of the Association.

439 Zone Director Time Release

Up to eight hours of time release per month may be used by each zone director for the purpose of zone activities as outlined in Article X, Section 4, of the OSEA Constitution. In cases where geography and time can be impacted by distance and weather, the State President may grant additional time release as needed by the zone director. This will not be cumulative time. (Board Meeting, October 2000; Revised Board Meeting, September 2001)
SECTION 400—MEMBERSHIP AND DUES

440  Chapter President/Member Time Release

Time release shall be available to chapter presidents and individual members of the Association within the parameters of the current Association budget, priority, and criteria established by the OSEA Board of Directors. (Revised Board Meeting, April 2005)

440a  Chapter presidents requesting time release shall submit a detailed plan for utilization of the time release requested for Board approval. Chapter president time release is to be used for chapter administration, direct member representation, and state Association directives. Time release is not to be used for any activities where the event takes place outside of normal working hours or is covered by contractual agreements and/or applicable law.

Application for chapter president time release shall be to the Executive Director or his/her designee.

All chapter president approved time release shall be for a specific period of time not to exceed the current budget year. Chapters requesting time release under this section agree to cost-share a portion of requested funds. Chapters will be required to submit a current chapter financial report to the Board. The Board will determine according to the chapter’s financial ability, the amount to be cost-shared.

Chapter presidents on approved time release shall submit written reports on a monthly basis for the duration of the approved time release with a final report due 30 days following the termination of time-release resources. Failure to submit required reports shall cause termination of time-release resources. (Revised Board Meeting, April 2005)

440b  Application for individual member time release shall be up to the Executive Director or their designee. Approval of time release shall be based on available funds, priority, and providing for specific time off for the purpose of chapter building.

The Executive Director shall have the authority to approve chapter building time release and shall provide the Board of Directors a monthly report showing approved time release, reports submitted, and noncompliance of report submittal.

Individual members requesting time release must use the formal Time Release form and provide the necessary information requested on the form including reason for request, amount of time requested, and estimated cost.

All individual members on approved time release must submit a written report outlining the goals, objectives, and outcomes of the time used. Reports are due to OSEA no later than 30 days following completion of requested time release. Failure to submit required reports will bar any future time-release requests. (Revised Board Meeting, April 2005)

440c  General Benefit Time Release

The President shall have the authority to authorize general benefit time release for the purpose of facilitating the Board of Directors coming together and for the purpose of allowing elected members of the Board to work on behalf of the statewide membership. The Board shall create, revise, and maintain an approved list of general benefit criteria (outside the policy document) to facilitate prompt approval by the President for general benefit time release. All other general benefit time release not on the approved list or exceeding budget line item limits shall require prior approval through formal Board action. (Revised 1999 Conference-Board Meeting, September 1999; Revised Board Meeting, April 2005; Revised Board Meeting, May 2014)
SECTION 400—MEMBERSHIP AND DUES

440d  Billing

All time-release reimbursement must be by billing from the employer to the Association and shall be paid directly to the payroll department. All approved time release shall be billed monthly.

Where the employer refuses to bill the Association directly, release time reimbursement shall be paid directly to the member on time release upon receipt of employer documentation of approved leave without pay. OSEA will track all employers not willing to bill directly so staff can encourage time-release inclusion in the bargaining process. (Board Meeting, February 1997; Board Meeting, April 2005)

440e  Chapters shall not encumber the Association with negotiated settlements for state paid release time without prior knowledge and approval of the Board of Directors. (Board Meeting, September 1995; Revised Board Meeting, April 2003)

440f  All Section 440 Time Release reimbursement shall be from the Time Release line item of the budget.

440g  Travel Reports (Board Meeting, October 2013)

The advantage of sending individuals to trainings or conferences is that they receive valuable information that may be beneficial to a department, chapter or the entire organization. Travel reports are especially helpful when justifying budget submissions if the report indicates that continued participation will have long-term benefits to the Association. Individuals who are selected for travel need to prepare a travel report upon completion of the trip. The travel report shall be submitted in written form and contain information such as the purpose of the trip, expectations, data gathered, benefit to the organization and recommendation for continued participation.

Member travel reports are to be submitted to the OSEA State Office no later than 14 days after completion of the trip and be accompanied by the traveler’s expense reimbursement form.

441  Emergency Time Release

Time release shall be paid out of the statewide OSEA funds on behalf of chapter officers only to the extent required by emergency situations that meet the following criteria:

1.  Statewide time-release funds are not to be used for chapter maintenance or normal chapter activities.

2.  These funds can only be used in emergency situations where OSEA staff would normally respond, but are unable or unavailable to do so.

3.  The emergency must require the immediate attention of the chapter officer to a situation such as:

   a.  A member’s job is in jeopardy, or
   b.  Members' safety is in immediate danger.

4.  In all cases, the chapter officers or building representative must first attempt to obtain reasonable accommodation from the employer to be released without loss of pay, or delay the situation giving rise to the emergency.
SECTION 400—MEMBERSHIP AND DUES

5. The chapter officer must then attempt to obtain help from OSEA staff.

If these measures fail, the chapter officer may require approval of emergency release time from the Executive Director or their designee, who may approve time release under these criteria.

After approval is granted, the chapter officer must follow up with a written report that documents the nature of the emergency, the results of attempts to obtain reasonable accommodation from the employer, the efforts to contact OSBA staff, and the outcome of the situation. This report shall be provided to the Executive Director, who shall copy the OSEA Board.

OSEA staff shall make every effort after the fact to convince management they should have provided the time without loss of pay, and attempt to obtain remedy. Staff shall then encourage chapters to fund time release within their respective collective bargaining agreement. (Board Meeting, May 1995)

441a Time Release, More Than Ten Days

Member time release for a period of more than ten days shall require the approval of the State President or designee. Board members shall be notified within five days of any such approved time release. (Board Meeting, January 1997)

441b Time Release, External Organizing

Any time release that is for external organizing shall require approval of the State President or designee. Board members shall be notified within five days of any approved time release. (Board Meeting, January 1997)

442 State President’s Time Release

OSEA’s State President shall be provided with the option of up to full Time Release to carry out the duties of the office. Five cents per month of each member’s dues and each fee payer’s fees shall be used to fund the "President’s Time Release" line item of the Annual OSEA Budget, with the general fund providing the balance necessary. The "President’s Time Release" line item of the Annual OSEA Budget shall reflect only the use of the President. The intent of this expenditure is to allow the President to facilitate the duties of this office. Seventy-five percent of the budget line item would be for personal use by the President. Twenty-five percent could be used, at the discretion of the President, for others to provide a general benefit to the Association. Whenever possible, the Board will be notified of such use in advance and a report will be made to the Board no later than the next Board meeting following such use. Other "Time Release" is available in the budget for the use of members, officers and zone directors. (Revised Board Meeting, April 2001; Revised 2005 Conference)

443 Installation of Chapter Officers

It shall be the general policy of the Association that only qualified people are allowed to exercise the powers of installation. The term "qualified" is intended to clearly designate those persons who may assume the office of the installer, which is as follows:

- Members of the Board of Directors
- Association Lifetime members
- A past state Board member
- A chairperson of a standing committee
- An assistant zone director as per Board Policy 1200

May 3, 2019
SECTION 400—MEMBERSHIP AND DUES

In emergency situations, special arrangements for the installation of chapter officers may be made through the State President. (Board Meeting, September 2001)

444 Chapter Election Policy (2004 Conference; Revised 2018 Conference – Board Meeting, May 2019)

A. General Provisions (Revised Board Meeting, October 2017)

1. No funds of the Association or of any chapter shall be used to support the candidacy of any member for any elective office within the Association or any chapter.

2. No publication sponsored by or supported by the Association or any chapter shall endorse or support any candidate for elective office within the Association or any chapter.

3. Any nominee or announced candidate for elective office shall have the single opportunity prior to the election to have mailed through the Association office, but at private expense, campaign literature. In a chapter election, such literature may be mailed to each member in good standing.

4. No less than 15 days prior to the holding of nominations for chapter officers or Conference delegates, a notice of the nominations and elections shall be mailed to each member.

5. A chapter member may make nominations at a regular or special meeting. A nominating committee, if provided for by the chapter's local operating procedures, may also make nominations. Those nominated shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot.

B. Election of Chapter Officers

1. To be eligible for election, a nominee must be a member in good standing of the chapter in which the nominee seeks office, or of a local affiliated with the chapter in which the nominee seeks office, and must meet such other conditions as are stipulated in the chapter’s local operating procedures.

2. An Election Committee, or equivalent, shall be established and shall have general responsibility for the conduct of the election in accordance with the OSEA Constitution and the chapter’s local operating procedures. Any challenge concerning the eligibility of any nominee shall be referred to the Election Committee, or equivalent, for decision and the decision shall be reported to the chapter prior to the election. The Election Committee, or equivalent, shall also report, as expeditiously as possible, the results of the balloting, together with recommendations regarding any protests that have been lodged regarding the conduct of the election. No member of the Election Committee, or equivalent, may be a candidate for office.

3. The terms of office for officers of chapters shall be set forth in the local operating procedures of each chapter, but may not exceed three years. This term definition does not preclude an officer seeking additional terms if allowed by the chapter's local operating procedures.
SECTION 400—MEMBERSHIP AND DUES

4. Not less than 15 days prior to the holding of nominations for chapter officers, a notice of the nominations and elections shall be mailed to each member.

5. A chapter member may make nominations at a regular or special meeting. A nominating committee, if provided for by the chapter’s local operating procedures, may also make nominations. Those nominated shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot.

6. In any case where there is only one nominee for office, such nominee shall be declared elected. In all other cases, elections shall be by secret ballot. All chapter members shall be afforded a reasonable opportunity to vote.

7. Chapter elections may be conducted at the same meeting as nominations or at the following meeting or by mail as provided in the chapter’s local operating procedures. Chapter elections shall be held in accordance with the chapter’s local operating procedures.

8. Any candidate whose name is to appear on the ballot shall have the right to have present an official observer of the candidate’s own choosing, who must be a member of the Association, in all places where ballots bearing the candidate’s name are to be cast or counted.

9. Upon completion of the voting, the ballots shall be tabulated and the candidate for each office receiving a majority of the votes cast for that office should be declared elected. Any remaining unfilled offices shall be filled through a runoff election in which there shall be a ballot bearing two names for each office to be filled, such names being those nominees who received the greatest number of votes in the first balloting, and the candidates receiving the highest number of votes shall be declared elected. Those elected shall be installed in office as provided for in the chapter’s local operating procedures and OSEA Board Policy. The pre-election incumbents shall remain in office until new officers are installed.

10. Officer vacancies shall be filled in accordance with provisions of the chapter’s local operating procedures. If no constitutional provision exists, vacancies shall be filled by vote of the executive board of the chapter.

11. The chapter shall retain all election records, including ballots, for at least one year after the election.

C. Election of Conference Delegates (Revised Board Meeting, April 2018)

1. Chapters must elect all Conference delegates by process and a secret ballot. Upon the chapter’s acceptance of the Election Committee’s, or equivalent’s, general report on the election of delegates, the names and addresses of the elected delegates shall be submitted to the OSEA State Office on the appropriate form supplied by the Association and shall be accompanied by a true and correct copy of the minutes of the chapter meeting. Said minutes shall be delivered to the OSEA State Office prior to the seating of Conference delegates. Any registered delegates requesting Conference floor status must have completed all delegate status processes prior to the seating on the floor. A chapter’s noncompliance will then go through the Credentials Committee.
SECTION 400—MEMBERSHIP AND DUES

D. Challenges and Protests

1. Any member of a chapter may challenge the eligibility of any nominee by filing such challenge with the Election Committee, or equivalent, prior to the holding of the election. The Election Committee, or equivalent, shall make a determination regarding the challenge and shall report its ruling to the chapter. The chapter shall either accept or reject the ruling of the Election Committee, or equivalent, prior to the election.

2. Any protest concerning the conduct of the election may be lodged at the meeting in which the election is conducted or by filing such protest in writing with the chapter within 10 days following the election. All interested parties shall be afforded an opportunity to be heard. The chapter shall decide such protests no later than 30 days after the filing of the protest.

3. If the chapter determines that there were violations, which may have affected the outcome of the election, it may order such election or any part thereof set aside and a new election held. Any officers who have been installed prior to such determination shall remain in office pending the outcome of any new election or a future appeal.

4. Any protestor or nominee adversely affected by a decision on a challenge or a protest may file a written appeal with the OSEA Board of Directors within 10 days of the chapter’s decision or, if no decision has been rendered, within 40 days after the filing of the original protest with the chapter. Upon receipt of such an appeal, the OSEA Board of Directors or designee shall conduct an investigation, affording all interested parties an opportunity to be heard, and shall issue a decision within 40 days after the filing of the appeal. If the investigation shows that there were violations that may have affected the outcome of the election, the election or any part thereof may be set aside and a new election held. In such circumstances, the new election may be conducted under the supervision of a representative designated by the OSEA Board of Directors.

5. Decisions of the OSEA State Board of Directors shall be final.

6. No chapter funds shall be used to institute legal action outside the union to challenge election rulings.

E. The provision of this Elections Policy shall conform to applicable law.

445 Direct Assistance to Chapters (Board Meeting, April 2002; Revised 2007 Conference)

It is the basic policy of the Association to provide sufficient technical and other assistance to its chapters to the end that chapters may represent themselves locally to the maximum extent possible.

Chapters are, at times, confronted with problems of such nature that they are unable to provide adequate representation without direct assistance from the Association. This policy has been adopted to outline the procedures and channels that should be followed in requesting direct representation.

The Association also recognizes that at times problems arise with chapters that need direct assistance in order to protect the Association’s legal obligations. In these cases, this policy provides procedures in addressing these issues.
SECTION 400—MEMBERSHIP AND DUES

When a chapter believes that it is confronted with a problem that will require assistance from the Association, it must:

1. Obtain approval for a request for Association assistance from its membership at a chapter meeting or by action of its executive board.

2. Direct a request, in writing, to the State Association.

3. The written request must contain the following:
   a. Whether the request was approved by the chapter or its executive board.
   b. The facts relating to the problem.
   c. The steps that have been taken by the chapter to resolve the matter and results thereof.
   d. The reason that State intercession is required.
   e. Acknowledgment that, if intercession is approved, the chapter will be guided solely by the decisions of the Association in the matter.

4. The chapter will write a letter informing the Association that direct assistance is no longer needed.

5. When it comes to the attention of the Association that a chapter is confronted with a situation that could jeopardize the legal obligations of the Association, the Association shall:
   a. Meet with the elected officers of the chapter to discuss the problem(s) facing the chapter. The meeting will be used to develop and outline solutions to the problem(s). A reasonable amount of time will be agreed to for the implementation of the proposed solutions. The chapter and the Association will keep the membership informed of the progress.

   b. If a solution is not reached or progress made, the Association, with at least five-day’s notice, will call a general meeting of the chapter membership. The Association, with input from the membership, will appoint a representative group of chapter members to implement the proposed solution(s). The Association will provide all necessary resources and assistance in order to successfully address/resolve the issues facing the chapter consistent with all Association legal obligations.

   c. If, after meeting with the general membership, there is not support or progress for the proposed solution(s), the Association may utilize outside resources to protect the legal obligations of the chapter and the Association.

446 Action Fund (Revised 2014 Conference-Board Meeting, December 2014)

An OSEA Action Fund shall be established and maintained in a separate interest-bearing account, which may be utilized by affiliated chapters in good standing, or the Association, in the event of a strike or other labor emergency as determined by the Board of Directors.

1. Except as needed in the event of an authorized strike or labor emergency, the fund balance shall be maintained at $50,000 by a transfer of $0.50 per bargaining unit member, per month worked of per capita dues and fair share service fees.
SECTION 400—MEMBERSHIP AND DUES

2. All requests for funds by a chapter must have prior approval of the chapter membership or the chapter executive board. The request shall be sent in writing to the Director of Organizing and/or Director of Field Operations and must indicate:

   a. The reason(s) for the request;
   b. The amount of funds needed;
   c. The activities and/or materials for which the funds will be used; and
   d. The date of chapter or executive board approval of the request.

Requests for funds may also be initiated by the Director of Organizing and/or the Director of Field Operations.

3. The Director of Organizing and/or the Director of Field Operations shall review and forward all such requests for funds, along with his/her recommendation, to the Executive Director who shall, after consultation with appropriate staff, make a recommendation to the Board of Directors as to:

   a. The merits of the request;
   b. The amounts of funds to be allocated; and
   c. The planned activities and/or specific materials for which the funds are to be used.

4. The Executive Director may submit a request for funds on behalf of the Association directly to the Board of Directors in the event of a decertification attempt or any other labor emergency having a generalized effect on the employees of a bargaining unit represented by OSEA if a chapter fails or refuses to submit a request.

5. Additional funds in excess of the original amount requested may be allocated by the Board of Directors to provide additional support or activities for the chapter and/or Association, if necessary.

6. The disbursement of any allocated funds shall be at the discretion of the Executive Director or his/her designee and not the chapter.

   a. The Executive Director, or designee, shall keep the Board of Directors informed of the amount of funds used and the status of activities in each chapter or the Association acting on its own behalf.

   b. Upon the conclusion of any strike or other labor emergency, the Executive Director shall render a final report to the Board of Directors indicating the status of the chapter and/or Association and an accounting of allocated funds. Any allocated funds not used shall remain in the Action Fund account.

450 Sexual Harassment (Board Meeting, November 2001)

Purpose: To establish the Association’s position on the handling of sexual harassment in the organization, and to set forth guidelines for handling complaints and investigations of violations of the policy.

Sexual Harassment Policy:

1. Statement of Policy

   The law does not permit, nor will OSEA tolerate, sexual harassment of OSEA employees/members by any coworker, supervisor, member, agent, or nonemployee. Such conduct exposes OSEA and individuals involved in such conduct to significant
SECTION 400—MEMBERSHIP AND DUES

liability under the law. Employees/members should at all times treat other employees/members respectfully and with dignity in a manner so as not to offend the sensibilities of a coworker/member. Therefore, OSEA is committed to vigorously enforcing its policy prohibiting sexual harassment at all levels within the organization.

2. Prohibited Conduct

Examples of sexual harassment that violates OSEA policy include, but are not limited to, the following conduct:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment and/or appointment.

b. Submission to or rejection of such conduct by an individual is used as the basis for employment/appointment decisions affecting such individuals, or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Procedure:

1. Notification and Filing Complaint

Member: Any member who believes that he or she is the victim of sexual harassment or who observes harassment of another member should immediately report the matter to the State President and/or Executive Director.

Staff: Any staff employee who believes that he or she is the victim of sexual harassment or who observes harassment of another employee should report the matter as outlined in OSEA Operating Procedure #1 Sexual Harassment.

OSEA shall conduct an investigation of all sexual harassment complaints and take the appropriate action to remedy the violation.

2. Training

a. Upon request, OSEA will provide sexual harassment training to chapter members and officers as well to make available to all OSEA chapter officers and members a training module on sexual harassment. In addition, members and officers will receive periodic updates on sexual harassment that may be presented during other trainings.
SECTION 500—CONTRIBUTIONS

SECTION 500
CONTRIBUTIONS

501 No membership dues may be utilized for political contributions.

502 The OSEA Board of Directors encourages members and others to support OSEA’s government relations efforts to pass ballot measures and elect representatives that are education- and labor-friendly by contributing to OSEA’s Education and Labor Advocacy Fund (ELAF); a segregated non-interest bearing account. (Board Meeting, December 2012)

510 Within 30 days of receiving voluntary contributions to the Education and Labor Advocacy Fund (ELAF) all or a portion of the funds may be cycled through the AFT Partners in Political Education (PIPE) program. Contributions remaining in ELAF shall be transferred to the OSEA Solidarity Fund (a segregated non-interest bearing account) within the same 30-day period. (Board Meeting, December 2012)

510a AFT Solidarity Funds, AFT Partners in Political Education (PIPE) funds and other funds (other than voluntary) dedicated to legislative and/or election purposes shall be deposited directly in the OSEA Solidarity Fund account. (Board Meeting, December 2012)

511 The OSEA Solidarity Fund shall hold all funds used for state and local candidate campaigns, ballot elections and political issue campaigns. Disbursement of funds from the OSEA Solidarity Fund to OSEA Political Action Committees or issue campaigns requires Board approval. (Board Meeting, December 2012)
Parliamentary procedures shall be in accordance with "Robert's Rules of Order, Newly Revised" where not otherwise specified by the Constitution.
SECTION 700—POLICY AMENDMENT

SECTION 700
POLICY AMENDMENT

701 The President shall notify all Board members in writing of all policy amendments to be considered at a meeting of the Board of Directors at said meeting.

702 Board members desiring to amend OSEA Board Policy will notify the President in writing of the proposed amendments prior to the next scheduled meeting of the OSEA Board of Directors.

703 Board Policy amendments must be approved by a majority vote of the Board of Directors.

720 The Executive Director will prepare and distribute to all Board members, copies of the revised OSEA Board Policies within 60 days of ratification or amendments.

730 The Executive Director shall facilitate and has the authority to make all changes to the Constitution and Board Policy necessary to honor the intent of all resolutions passed at Conference. Changes beyond the specific referenced resolution shall require approval by both the Board of Directors and the chair of the Resolutions/Constitution Committee. Changes failing to receive agreement by either shall result with the questioned changes being submitted to be considered at the next delegate Conference.
SECTION 800—ORGANIZING

SECTION 800
ORGANIZING

801 A major emphasis of OSEA is organizing school employees and providing assistance to the chapters.

802 The primary responsibility for organizing rests with the Executive Director. All requests for information and/or assistance will be referred to the OSEA State Office.

803 OSEA will provide assistance to employees desiring to establish their own chapters based on availability of resources and commitment of local leadership to actively participate in the building and/or development of their chapter.

804 OSEA is committed to the internal organizing of OSEA chapter membership to keep chapters strong. OSEA is committed to externally organize and target the private sector contractors that bid on work normally performed by OSEA members. Internal and external organizing training shall be included in OSEA's Member Organizing Institute Training.
SECTION 900—EXPENSE REIMBURSEMENT

SECTION 900
EXPENSE REIMBURSEMENT

901 The President or designee must approve all Board members' expenses other than Board meeting and Annual Conference attendance before reimbursement is allowed.

902 OSEA shall reimburse each Board member for travel to and from meetings of the Board. Reimbursement of travel expenses will be paid on submission of a verification of such expenses to the Executive Director or his/her designee.

903 Board members shall receive reimbursement at the IRS rate for qualified car mileage. (Board Meeting, September 1996)

904 Board members traveling from one zone to another zone for meetings on Association business must have approval from the State President. Expenses for out-of-zone travel will not be reimbursed without authorization from the State President. (Board Meeting, November 1992)

905 Because the Executive Board is responsible for effective stewardship of our members' dues money, every effort will be made to authorize expenses in a manner, which is cautious and cost-effective.

a. Memorial Expenditures (Board Meeting, November 2001)

1. The Board shall authorize the President or designee to expend not more than $100 for acknowledgment of suffering or losses within the "OSEA Family" (members and staff) including friends of OSEA who have had long-standing positive relationships that have contributed to the betterment of the Association. (Revised Board Meeting, September 2014)

2. Acknowledgments may be in the form of cards, flowers, wreaths, living plants, memorial fund contribution or charitable donations on behalf of the individual; whatever seems most appropriate. (Revised Board Meeting, September 2014)

3. Acknowledgments shall be for deaths or illnesses/accidents that may be life threatening.

905.1 Members on OSEA business because of an assignment approved within the budget and when specifically authorized or approved by the President or Executive Director or their designee, shall be eligible for reimbursement of expenses.

905.2 Other individuals that are not members may be called upon to perform responsibilities on behalf of the Association. The President and/or Executive Director shall determine the scope of their covered expenses.

905.3 The Executive Director shall be responsible for establishing the expense policies for OSEA management staff for approval by the Board of Directors.

905.4 Staff members of OSEASU shall be covered by specific expense policies of the collective bargaining agreement. For policies not specifically contained in the collective bargaining agreement, the Executive Director shall be responsible for establishing policies for approval by the Board of Directors.
SECTION 900—EXPENSE REIMBURSEMENT

905.5 Lodging Expenses

a. Authorized if meeting is scheduled so that travel is required before 7:00 a.m. or the individual would not arrive home until after 10:00 p.m. Members may choose to have lodging provided the night before or the night of the scheduled meeting. Lodging may be arranged closer to home on return from the meeting with preauthorized consent of travel arrangements. (2005 Conference)

b. Lodging will be provided with the expectation of double room occupancy. Requests for single rooms may be granted based on affordability and the availability of hotel/facility lodging. Any member authorized to stay outside of normal arrangements shall be responsible for making their own lodging/facility arrangements. Receipts shall be required for all lodging reimbursements and submitted in accordance with preauthorized cost and allowance. (Board Meeting, May 1998; Revised 2005 Conference; Revised, Board Meeting, April 2016)

c. Recognizing their responsibility and the likelihood of requiring meeting space, single rooms may be provided to the President and Executive Director.

905.6 Meals

a. 1. OSEA will reimburse the cost of in-state meals to a maximum of $40 per day. The maximum amount for any one meal will be $21. (Board Meeting, January 2000; Revised Board Meeting, October 2005)

2. For out-of-state travel, the maximum meal allowance will be $50 per day. The maximum amount for any one meal will be $25. (Board Meeting, September 1996; Revised Board Meeting, October 2005)

3. OSEA will reimburse cost of gratuity exclusive of the per diem amount. (Board Meeting, January 2000)

b. To be eligible for a meal, the individual must be engaged in OSEA business, or travel status to such business, over the normal meal period for which reimbursement is requested.

c. For purposes of effective meetings, the President or Executive Director may authorize direct payment by OSEA of meals. Individuals who are provided meals under these circumstances will not be reimbursed for any additional costs for that meal.

d. The President or Executive Director shall make every effort to assure that such group meals are provided at a cost close to the maximum meal allowance for that particular meal.

e. The President or Executive Director may authorize refreshments for breaks at a reasonable cost.

905.7 Transportation

Members on approved union business shall be eligible for reimbursement for transportation expenses:

a. In driving a vehicle, members shall be eligible for reimbursement at the current IRS rate. (Board Meeting, September 1996)
SECTION 900—EXPENSE REIMBURSEMENT

b. Members will be expected to make every effort to carpool.

c. Other modes of transportation may be authorized by the President or Executive Director if they evaluate the need as cost or time effective.

d. The President or Executive Director may approve rental cars where the total cost for the period of time involved is less expensive than the mileage reimbursement rate would be to drive their own car. (Board Meeting, September 1996)

905.8 Miscellaneous

While traveling out-of-state, an $8 per day per diem check will be issued in advance for incidentals; no receipts will be requested on usage of the incidental payment. (Board Meeting, September 1996; Revised Board Meeting, October 2005)

Members on approved union business may also be reimbursed for the following types of expenses:

a. Parking
b. Phone calls
c. Meeting supplies or costs authorized in advance by the President or Executive Director.
d. Other expenses necessary to carry out union business may be reimbursed if approved in advance by the President or Executive Director.

905.9 Documentation

a. All expenses that have not been directly billed to OSEA by the provider must be documented with itemized receipts. The explanation of the expense must include:

   * Who incurred the expense?
   * What was the business purpose of the expense?
   * Where the expense was incurred?
   * When the expense was incurred?
   * The nature of the expense (for example, meals, transportation, etc.).

b. Receipts are not required for mileage, public transportation, or parking meters, but the expense must be properly identified as in 9a above.

c. For lodging expenses, which are billed directly to OSEA by the vendor, only the room and tax may be direct billed. The member is responsible for submitting all other expenses for reimbursement.

d. The President shall be provided with a credit card with a credit limit of $3,500. The purpose of this card is to recognize the unique responsibility of the President and to therefore provide a more convenient method to cover expenses. Use of the card is authorized only for budgeted expenses and in accordance with these expense policies. No personal expenses may be applied to the credit card. All credit card expenses must be documented as specified in (a) above.

e. All other Board members may request a credit card as a more convenient method to cover expenses. All credit card expenses must be documented as specified in (a) above. The credit limit shall be $500. (Board Meeting, January 1997)
SECTION 900—EXPENSE REIMBURSEMENT

905.10 Central Labor Council/Chapter Delegate Expenses (Board Meeting, September 2014; Revised Board Meeting, December 2015)

Delegates appointed to their respective Central Labor Council/Chapter (CLC) shall receive a fuel reimbursement for attendance at CLC meetings or events as reported by the lead delegate to the OSEA State Office. This reimbursement is dependent upon available funding and is based on total round-trip mileage to and from the CLC meeting location at the current IRS rate. Delegates are encouraged to carpool to events.

CLC meetings are normally scheduled for early evening. A pre-council/chapter meeting meal shall be provided for all delegates attending said meeting. The meal cost shall not exceed the maximum single meal limit if a meal is not provided by the CLC.

Other expenses will require prior approval by the OSEA State President.

Elected officials and delegates of the CLC who are conducting business in the capacity of their elected position and not OSEA shall submit their expense reimbursements in accordance with their respective CLC Constitution and Bylaws.

910 Member Training (Board Meeting, April 2001; Revised Board Meeting, December 2015)

In recognition that it is important for member leaders to have as much access as possible to training opportunities, and in order to allocate funds from OSEA in a fiscally prudent and fair manner, the following guidelines are established to assist the Executive Director in making decisions regarding such allocations:

1. All requests for member training will be submitted to the Executive Director. Such requests shall include the training date(s), a course description, duration and registration cost.

2. Any request for training outside that offered by OSEA, shall be considered in the context of available OSEA training. (i.e., It is not likely that payment for a training course offered by Labor Education Research Center will be approved if OSEA is capable of offering similar training in close geographic proximity within, or close to, the same period of time as the request.)

3. At the discretion of the Executive Director, with full consideration of funding availability, reimbursement of registration fees on a case-by-case basis may be approved.

4. In addition, the Executive Director, with the advice and consent of the Board, may authorize reimbursement for meals, lodging and other expenses. Full consideration will also be given to chapter cost sharing feasibility.
SECTION 1000—PRESIDENT'S AUTOMOBILE

SECTION 1000
PRESIDENT'S AUTOMOBILE

1001 The OSEA State President shall have the use of an automobile. This vehicle shall be insured by the Association and maintained by the President; however, all costs incurred for maintenance shall be reimbursed by the Association.

1002 Upon election of a new President, the Executive Director shall facilitate the transfer of the President's automobile within one week following the Annual Conference. (Revised Board Meeting, January 1998)

1003 The newly elected or reelected President shall receive the keys to the car after the results of the delegates' vote on state officers.
SECTION 1100—COMMITTEE DUTIES

SECTION 1100
COMMITTEE DUTIES

1101 Credentials Committee (2017 Conference - Revised Board Meeting, April 2018; Revised 2018 Conference - Board Meeting, May 2019)

In accordance with Article VII, Section 5, of the OSEA Constitution, the Credentials Committee shall be charged with the responsibility of verifying the eligibility and election of all members seeking delegate or alternate status at the Annual Conference.

1. The committee shall consist of three (3) members, who shall have Conference delegate status, appointed by the President not less than ten (10) days prior to the Conference.

2. The committee shall, with OSEA staff assistance, compile a report of all members authorized to be seated as Conference voting delegates.
   a. Such report shall be rendered at the beginning of each business session and shall be kept updated as necessary during the Conference in order to determine delegate voting strength for purposes of establishing a quorum, roll call and secret ballot voting and elections.
   b. A copy of said report shall be provided to the State Secretary upon adoption by the Conference delegate body.

3. Any member seeking delegate status at any Annual Conference who is not pre-registered as either a delegate or alternate prior to the pre-Conference registration deadline established by the Association shall be required to show proof of his/her election as a chapter delegate or alternate with a copy of the minutes of the meeting at which the election was held and signed by both the chapter president and secretary.

   Any member not pre-registered who is deemed to be an automatic delegate based on his/her election to a specific chapter office as specified in the chapter’s local operating procedures must provide a copy of such document(s) to the committee prior to any certification and seating as a delegate.

4. In the event an elected delegate who has been pre-registered cannot attend the Conference, thereby forfeiting his/her delegate status, the vacancy may be filled with a previously-elected alternate provided the chapter provides the committee sufficient documentation that the elected delegate has voluntarily withdrawn.

   If there is no elected alternate, the chapter may conduct a new election to replace the withdrawn delegate, time permitting. In this event, any newly-elected delegate shall, prior to credentialing and seating as a Conference delegate, provide the committee with documentation ensuring (1) proper notice of the new election was provided to the chapter membership at least fifteen (15) days prior to the elections, and (2) the minutes of the meeting where the election was held, signed by both the chapter president and chapter secretary, reflect a secret ballot election was conducted.

5. Except as provided herein, seated delegates in attendance who leave the Conference prior to its conclusion shall notify the committee of his/her voluntary withdrawal and shall surrender his/her delegate credentials/badge prior to the seating of any authorized alternate.
SEASON 1100—COMMITTEE DUTIES

a. Delegates who must be absent from the Conference on a temporary basis due to emergency or other personal reasons shall not be considered as withdrawn and shall not be replaced by any alternate.

b. Delegates who must leave the Conference prior to its conclusion and do not have the opportunity to notify the committee of his/her voluntary withdrawal may only be replaced by an alternate provided such alternate seeking delegate status or the chapter president or chapter secretary provides sufficient evidence to the committee that the absent delegate is unable to return, in which case he/she shall be deemed to have withdrawn for the remainder of the Conference.

6. Any alternate seeking delegate status for any reason at the Conference site shall be required to pay the established registration fee(s) for that specific Conference prior to being seated as a delegate unless the delegate he/she is replacing has previously paid the fee(s).

7. Any decision(s) of the Credentials Committee denying delegate or alternate status may be appealed to the Conference voting body whose decision shall be final. Such challenge to a committee decision shall first be presented to the committee by the member(s) adversely affected by the decision. The appeal shall then be brought forward by the committee chair to the Conference floor for delegate action. It shall require a majority vote to sustain a decision of the committee.

8. All credentialing records of delegates and alternates, reports and other Conference credential materials shall be kept on file for at least one (1) year.

1102 Conference Committee (2018 Conference – Board Meeting, May 2019)

1. In accordance with Article VIII and Article XIII of the OSEA Constitution, the Conference Committee shall be charged with the responsibility to plan and coordinate the activities of the Annual Conference including, but not limited to:

a. Researching and making site visits into possible Conference locations in order to make recommendations to the Annual Conference where delegates shall, by secret ballot vote, select from a list of sites for ensuing Conferences for as many years in advance as are proposed by the committee.

1) The committee shall use established criteria when evaluating potential Conference sites to include:

a) Available dates;
b) Lodging capacity and room rates;
c) Meeting space availability and fees;
d) Menu and pricing range; and
e) Third party audio visual options and fees.

2) Prior to Conference action, delegates shall be provided with information for each proposed site including lodging room rates, meal costs and projected cost to the Association.

3) Locations not proposed by the committee or ballot write-ins shall not be considered or counted.

b. Make recommendations to the Board of Directors regarding the overall Conference program, including registration fees and other necessary
SECTION 1100—COMMITTEE DUTIES

charges; the Conference theme, logo, lapel pin and banner; and banquet entertainment.

c. Cause to be published in the OSEA Journal and posted on the official OSEA website a comprehensive Conference program and activities as approved by the Board of Directors including registration procedures/fees and delegate/alternate election requirements.

d. Designate Conference facility areas with delegate table designations and assigned tables for candidate campaign materials and state committees.

e. Other such duties as directed or necessary to effectively conduct the Annual Conference.

2. The committee chairs shall, prior to the beginning of Conference, designate a sufficient number of committee members to assist the appointed sergeant-at-arms in his/her enforcement of applicable Conference rules and procedures during the course of the Conference.

3. The committee shall be responsible for any duties and/or procedures contained herein applicable for any OSEA special Conference called by the Board of Directors.

1103 Election Committee

In addition to the duties set forth in the OSEA Constitution, Article XI, Section 3, the Election Committee shall establish and set forth guidelines and procedures for the conduct of the elections (including special elections as set forth in Article IX, Section 5) of the officers of OSEA specified in Article IX as well as any other office or position of the State Association that requires election by secret ballot. The guidelines and procedures established by the Election Committee shall be consistent with the Constitution and Board Policy of OSEA as well as the LMRDA as amended.

Additionally, the Election Committee shall be responsible for the physical conduct of these elections up to and including the tally of the votes and declaring the results to the delegate body upon completion of the final tally. (Revised 2008 Conference)

1104 Civil and Human Rights Committee (2018 Conference - Board Meeting, January 2019)

In accordance with Article XI, Section 3, of the OSEA Constitution, the Civil and Human Rights Committee shall study the educational needs of all members regarding civil and human rights issues having an effect on themselves and each other as members of the Association and work to develop suitable programs and procedures to satisfy these needs; develop and cause to be published information and training materials regarding: (1) economic justice and civil rights in the workplace and awareness, resources and procedures regarding discrimination and harassment of any kind including retaliation for reporting same; and promote and encourage member participation in such programs as may be approved by the Board of Directors and assist with the implementation of such programs when called upon to do so and with approval of the Board of Directors.

1105 Member Benefits Vendor Endorsement Guidelines (Board Meeting, October 2008)

In order for a member benefits vendor or program to be considered for an OSEA endorsement, the vendor may be recommended by an OSEA member or committee member as well as by staff. For a vendor or program to be considered, the vendor or program must be brought before the Member Benefits Committee.
SECTION 1100—COMMITTEE DUTIES

The Member Benefits Committee shall then discuss the merits of the vendor or program at a meeting of the committee.

Once a vendor or program is brought forward, the Committee members are assigned to do the following research:

1. Contact AFT Member Benefits Department to determine if we are duplicating efforts or if there has been previous participation with AFT and no longer used. If so, why not?

2. Contact other labor organizations to determine if it is an Oregon benefit and, if so, how the program has worked for them. If not a program, has it ever been a program? If it has been and no longer is, why not?

3. Investigate the program or organization through the Better Business Bureau (BBB) online using the Internet.

If the committee finds this to be a viable program for OSEA, the committee will invite a representative to an appropriate committee meeting. The committee will have a copy of the report available from BBB to discuss with the representative, especially if it contains anything that could be considered negative.

If the committee recommends this benefit as an OSEA Member Benefit, the committee shall send a letter of recommendation to the Board, along with a copy of the BBB report and a statement from the committee member(s) of their findings for reference.

If a contract is involved, the Executive Director should have such contract reviewed by legal counsel prior to Board action. If it requires a contract on behalf of vendor and OSEA, a copy of the contract should be provided to the Board at the time of consideration.

1106 Government Relations Member Advocate Award (GRMAA) (Board Meeting, February 2011)

OSEA is a member-controlled and directed union that reflects the character and spirit of its members who, individually and collectively, are responsible for its identity and success. One of OSEA’s responsibilities is to serve as the political and legislative voice of the membership that defends and promotes public education, public services and a labor-friendly Oregon. Achieving OSEA’s government relations (political and legislative) priorities depends on the support of the membership and the commitment and dedication of individual members.

OSEA has created the GRMAA in honor of those members who, during their time as an OSEA member, have been outstanding government relations activists and leaders. Recipients of this award are recognized for their long history of participation and leadership roles in OSEA’s government relations programs and activities at the local, state and/or national levels. The award is given at the OSEA Conference. Current and former members of OSEA are eligible for this award.

The OSEA Government Relations Committee (GRC) and government relations office (GRO) jointly select the recipient of this award. The committee will solicit nominations for the award from all members of OSEA. The deadline for nominations will be March 1 of each year. This award is presented when the GRC and GRO determine a nomination meets the established criteria.
SECTION 1200—ASSISTANT ZONE DIRECTOR

SECTION 1200
ASSISTANT ZONE DIRECTOR
(Revised 2018 Conference-Board Meeting, May 2019)

1201 Appointment

Following each Annual Conference, the Board of Directors may appoint assistant zone directors based on the recommendation of each zone director to help coordinate and assist in the implementation of OSEA-approved programs and/or trainings within each geographical zone. Such appointments shall only be made when requested by the zone director.

1202 Eligibility

Only active members in good standing within a specific zone shall be eligible for appointment. Eligible candidates must have:

1. A basic working knowledge of OSEA and its history and structure, including the OSEA Constitution and written policies;
2. The ability and willingness to take directions and to follow through with a clear understanding of the assignments and limitations thereto.

1203 Term

Term of service shall be from date of appointment through the end of the zone director’s term of office or sooner upon recommendation of the zone director with concurrence of the Board of Directors. Nothing herein shall preclude reappointments.

In the event a zone director’s position becomes vacant prior to the next Annual Conference, the current assistant zone director’s appointment shall continue through the end of the next Annual Conference or until a new assistant zone director is appointed.

1204 Duties and Responsibilities

Accountable to and under the direction of the zone director, the assistant zone director shall:

1. Assist in the planning and coordination of zone trainings, workshops or seminars;
2. Attend chapter meetings or other zone or Association meetings or events on behalf of the zone director when directed;
3. Be an authorized installing officer for newly-elected/re-elected chapter officers within the zone when requested or assigned;
4. Provide assistance for non-technical assignments such as gathering and dissemination of information and/or materials to aid in providing personalized service to chapters within the zone.

1205 Expense Reimbursement

Each assistant zone director shall be allowed to claim reimbursement for expenses incurred in accordance with Association policy, not to exceed $900 per fiscal year. Such reimbursements shall be deducted from the applicable zone director’s annual budget.
SECTION 1200—ASSISTANT ZONE DIRECTOR

1. Any expenditure of OSEA funds for any reason in excess of $900 per fiscal year shall require prior approval by the Board of Directors.

2. An itemized accounting of funds expended to-date shall be reported to the Director of Fiscal Operations and the Board of Directors in the months of November, February and May of each fiscal year.
1301 Because the Association does purchase vehicles for staff use, and because these vehicles do accumulate many thousands of miles and do still have some value on the open market, the Board of Directors does authorize the Executive Director to sell such vehicles. (Board Meeting, March 1992)
SECTION 1400—SCHOLARSHIPS

SECTION 1400
SCHOLARSHIPS

1400 The members of the Oregon School Employees Association shall contribute $0.15 per month ($1.80 per year) to the Scholarship Fund. There shall be one fund established using these contributions. (Revised 2004 Conference; Revised 2013 Conference-Board Meeting, October 2013)

1401 Eligibility Criteria

Applicants for the Guy Davis Scholarship for Graduating Seniors, the Past President’s Scholarship, and the John Brown Scholarship for Undergraduates must have a parent, grandparent, sibling, aunt, uncle, or legal guardian who is a member in good standing with OSEA. Additional eligibility criteria and submission requirements shall be determined by the Scholarship Committee with advice and consent of the OSEA Board of Directors. (Board Meeting, October 2013)

Applicants for the Lou Gerber Adult Scholarship Program and the Kathy Melzer Mini-Grants for OSEA Members must be members in good standing with OSEA. Additional eligibility criteria and submission requirements shall be determined by the Scholarship Committee, with advice and consent of the OSEA Board of Directors. (Board Meeting, October 2013)

1402 Scholarships/Grants

Guy Davis Scholarship for Graduating Seniors. The amount of $1,250 shall be awarded to a graduating senior from each zone for the purpose of pursuing continuing education toward a college degree. (Revised 1999 Conference; Revised Board Meeting, October 2013)

Past President’s Scholarship. The amount of $1,500 shall be awarded to a graduating senior in Oregon for the purpose of pursuing continuing education toward a college degree. (Board Meeting, October 2013)

John Brown Scholarship for Undergraduates. The amount of $1,000 shall be awarded to a junior or senior at an accredited college or university for the purpose of pursuing his/her studies in higher education. (2004 Conference; Revised 2013 Conference-Board Meeting, October 2013)

Lou Gerber Adult Scholarship Program. The amount of $1,000 shall be awarded to two (2) OSEA members from each zone for the purpose of continuing their education in an accredited school or pursuing professional development opportunities. (Revised 1996 Conference; Revised 1997 Conference; Revised 1999 Conference; Revised 2004 Conference; Revised Board Meeting, October 2013)

Kathy Melzer Mini-Grants for OSEA Members. Uncommitted scholarship funds shall be awarded in equal amounts to three (3) members from each zone for the purpose of pursuing professional development opportunities such as inservice training, workshops, or seminars. “Uncommitted scholarship funds” are those monies in the Scholarship Fund which exceed the amount required for the Guy Davis Scholarship for Graduating Seniors, the Past President’s Scholarship, the John Brown Scholarship for Undergraduates, and the Lou Gerber Adult Scholarship Program. (Revised 2004 Conference; Revised 2013 Conference-Board Meeting, October 2013)

1403 Any unclaimed scholarship dollars shall be transferred to the Emergency Assistance Fund, managed by the Executive Director under the direction of the State Board, the purpose of which is to help members who have unexpected financial emergencies. Unclaimed scholarship dollars are those that have been awarded, but not used by the recipient within the allotted time frame. (1997 Conference; Revised 1999 Conference)
SECTION 1500—INVESTMENT POLICY

SECTION 1500
INVESTMENT POLICY

1501 Scope

This policy shall apply to all investment activities of the Oregon School Employees Association. All funds in excess of operating requirements will be invested in compliance with this policy.

1502 Objectives

Investment objectives are safety (preservation of capital), liquidity (availability of funds), and rate of return (yield), in that order.

1504 Prudence

The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the prudent rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer and staff, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

1505 Procedure

The following procedure will be used in complying with the above investment policy:

1. The Director of Fiscal Operations is designated as the Investment Officer of the Oregon School Employees Association. The Investment Officer shall oversee and direct the investment of excess funds. The other designated individuals who can act as Investment Officer are as follows: Executive Director.

2. U.S. Bancorp Securities (Piper Jaffray) or Prime Vest Financial Services, Inc. may be selected to execute, safe keep, and maintain custody of all investments. They will provide, as requested, a monthly summary of investments to include positions held, market values, and activity. (Revised Board Meeting, May 2001)

Permitted Investments (Board Meeting, November 1995)

U.S. Treasury Money Market Funds
Agencies of the Government Funds
SECTION 1600—RETIREE PROGRAM (ROSE)

SECTION 1600
RETIREE PROGRAM (ROSE)

1601 In accordance with Article VI of the OSEA Constitution, ROSE shall be the retiree unit of OSEA and a chartered retiree organization (6732R) of the AFT (AFL-CIO).

1605 Definitions (Revised 2014 Conference-Board Meeting, December 2014)

1. Active Membership:
   a. Any retirees as defined in Article VI, Section 4, of the OSEA Constitution, formerly employed in any OSEA-represented bargaining unit, and who was an active member in good standing at any time while employed; or
   b. Any spouses of an active ROSE member who themselves did not retire from an OSEA-represented bargaining unit, who was a ROSE member in good standing as of June 30, 2009; or
   c. Any retired OSEA staff members and/or their spouses who were ROSE members in good standing as of June 30, 2009.

2. Dual Membership: Any active ROSE member in good standing who returns to employment in a bargaining unit represented by OSEA and becomes both an active OSEA and chapter member and maintains his/her active ROSE membership while reemployed.

3. Auxiliary Membership: Any spouse of an active ROSE member in good standing and who was not otherwise eligible for active ROSE membership as of June 30, 2009.


1. Active ROSE members shall be afforded the right of voice and vote in the affairs of both ROSE and the Association, when applicable. To be eligible for election or appointment to any office or position within ROSE or the Association, an active ROSE member must meet the criteria as outlined in the OSEA Constitution, OSEA Board Policy or chapter's local operating procedures.

2. Auxiliary members shall be eligible for participation in such special services, insurance, or other membership benefit programs as may be made available to active ROSE members, and shall receive the Association's official publication. Auxiliary members shall not have voting rights or the right to hold any elected or appointed office or position in ROSE or the Association at any level.

1610 Membership Status and Fees (Revised 2014 Conference-Board Meeting, December 2014)

1. Active ROSE membership in good standing and auxiliary membership in good standing shall become effective upon the submission of a membership application and advanced payment of the required annual fees directly to OSEA.

2. Active and auxiliary ROSE membership fees, pursuant to Article VI, Section 12, of the OSEA Constitution, shall only be amended by a resolution approved by a two-thirds secret ballot vote of the eligible delegates at any OSEA Annual Conference.
SECTION 1600—RETIREE PROGRAM (ROSE)

1615 Membership Meetings

1. The ROSE Executive Committee shall hold not less than one membership meeting each quarter of the fiscal year, which shall be open to all ROSE members.

2. When possible, meeting locations shall be rotated to provide members the best opportunity to attend.

3. The meeting agenda, including the date, time and location, shall be sent to all ROSE members and the Board of Directors not less than 15 days prior to the scheduled meeting.

4. Copies of the minutes from the quarterly meeting shall be sent to all ROSE members and the OSEA Board of Directors not less than 30 days prior to the next quarterly meeting.

1620 Executive Committee Officers

The officers of the Retiree Unit (ROSE) shall be the chair, vice chair and secretary/treasurer, all who shall be nominated and elected from and by active ROSE members on a statewide basis for two-year terms or until their successors are elected. The chair and secretary/treasurer shall be elected in even-numbered years, and the vice chair shall be elected in odd-numbered years. (Revised 2011 Conference-Board Meeting, October 2011; Revised 2014 Conference-Board Meeting, December 2014)

1625 Officer Elections

1. To be eligible for election, a ROSE member must have been an active OSEA member in good standing at any time prior to retirement and an active ROSE member in good standing at least one year prior to the date of the election, which shall be held no later than May 1. (Revised 2014 Conference-Board Meeting, December 2014)

2. A notice of nomination, eligibility criteria and election shall be sent to all active ROSE members via U.S. mail no later than March 1 of each year. All eligible members must submit their letter of nomination to the OSEA State Office no later than the deadline prescribed in the notice. Nominations postmarked or hand-delivered after the deadline shall not be considered. (Revised 2014 Conference-Board Meeting, December 2014)

3. Upon verifying the eligibility of all nominated candidates, a mail ballot with each candidate listed in alphabetical order and with a space for write-in candidates, along with a secrecy envelope and a postage-paid envelope, shall be mailed to all active ROSE members eligible to vote. The member must sign the return envelope for verification purposes. Members shall only cast one vote for each office listed on the ballot. (Revised 2014 Conference-Board Meeting, December 2014)

4. All ballots must be returned via U.S. mail and postmarked no later than the deadline stated in the election notice. Ballots shall not be accepted in person.

5. All returned ballots received in a timely manner shall be verified and tabulated by OSEA under the direct supervision of the OSEA executive director or his/her designee. Any candidate on the ballot for election shall have the right to have an official observer of their choosing at the time and place where the ballots are verified and tabulated. Such observer must be an active ROSE or OSEA member in good standing. (Revised 2014 Conference-Board Meeting, December 2014)
6. All contested/challenged ballots shall be set aside and sequestered unless they will affect the outcome of the election. If the contested/challenged ballot(s) affect the outcome of the election, the OSEA executive director shall rule on the eligibility of the contested/challenged ballot(s). Any ruling of the executive director may be appealed by the candidate in writing to the OSEA Board of Directors not less than five days after the ballots are tabulated. The Board shall render a decision at its next regular meeting and such decision shall be final. The officers declared elected shall take office during any appeal process as described herein.

7. Election shall be by plurality vote. No proxy votes shall be allowed. Upon completion of the ballot tabulations, the candidate receiving the greatest number of votes shall be declared elected. In the event of tie votes, determination shall be by lot. No candidate shall be elected to more than one office.

8. The results of the elections shall be published in the next issue of the OSEA Journal following the elections. (Revised 2011 Conference-Board Meeting, October 2011)

9. The OSEA president, or his/her designee, shall install the newly elected officers at either the ensuing OSEA Conference or the next ROSE membership meeting following the election.

10. The elected officers shall take office and assume their duties effective July 1, regardless of the date of the installation ceremony.

11. All nomination forms, ballots, tabulations and other election-related materials for officer elections shall be kept on file for at least one year.

1627 Filling of Vacancies (Revised 2011 Conference-Board Meeting, October 2011)

1. In the event the office of chair becomes vacant, the vice chair shall assume the duties of the chair and a special election shall be conducted to fill the chair vacancy in accordance with procedures set forth in Section 1625.

2. In the event the offices of vice chair or secretary/treasurer become vacant, special elections to fill those offices shall also be conducted in accordance with procedures set forth in Section 1625.

3. A special election, pursuant to this section, shall not be required if such vacancies occur with forty-five (45) days or less remaining in the second year of any two-year term.

1630 Duties of Officers:

1. Chair

The chair shall:

   a. Preside at all membership meetings or meetings of the ROSE Executive Committee.

   b. Prepare and send the agenda of the quarterly membership meetings as required herein.

   c. Attend all regular meetings of the Board of Directors in order to present ROSE issues to the Board necessary for consideration and/or action.
SECTION 1600—RETIREE PROGRAM (ROSE)

d. Make quarterly reports to the Board of Directors outlining all ROSE activities during the quarter. Such reports shall be made available to all ROSE members upon request.

e. Serve as a link to all OSEA and AFT resources and services for all ROSE members.

f. Represent ROSE as an automatic delegate to the OSEA Annual Conference.

g. Represent ROSE as an automatic delegate to the AFT National Convention.

h. Perform such other duties pertaining to the office of chair.

2. Vice Chair

The vice chair shall:

a. Possess all the powers and perform the duties of the chair in the absence or inability of the chair to serve.

b. Assist the chair in the performance of his/her duties and perform such other duties as directed by the chair.

c. Represent ROSE as an automatic delegate to the OSEA Annual Conference.

d. Perform such other duties pertaining to the office of vice chair.

3. Secretary/Treasurer

The secretary/treasurer shall:

a. Record and publish minutes of ROSE membership meetings as required herein.

b. Keep and maintain a file of all official proceedings, correspondence, reports and notices to the membership.

c. Keep and maintain accurate up-to-date financial records, including current checking/savings accounts, fund-raising activities and membership lists.

d. Assist in the preparation of reports and other documents pertaining to the OSEA annual budgeting process as it relates to the Retiree Unit (ROSE).

e. Cause to have the books and financial records audited each fiscal year and provide copies of such audit to the OSEA Board of Directors and ROSE members upon request.

f. Represent ROSE as an automatic delegate to the OSEA Annual Conference.

g. Perform such other duties pertaining to the office of secretary/treasurer.

1635 Officer Rules of Conduct

OSEA Board Policy Section 130 (Board of Directors Code of Conduct/Ethics), Section 131 (Conflict of Interest Policy) and Section 132 (Protocols of Contact) shall apply with full force and effect to Retiree Unit (ROSE) elected officers.
SECTION 1600—RETIREE PROGRAM (ROSE)

1640 Zone Coordinators

1. Appointment

   a. The zone coordinator is a two-year position appointed by the OSEA president, with the advice and consent of the OSEA Board of Directors. (Revised 2011 Conference-Board Meeting, October 2011)

   b. Coordinators for Zones II, IV, and VI shall be appointed in even-numbered years and coordinators for Zones I, III, V and VII shall be appointed in odd-numbered years. (Revised 2011 Conference-Board Meeting, October 2011)

   c. The active ROSE member in good standing appointed to this position must be assigned to the specific zone for which the appointment is made. (Revised 2014 Conference-Board Meeting, December 2014)

   d. Term of service shall be from appointment through the completion of the two-year term or until their successors are appointed. Nothing shall preclude reappointment. (Revised 2011 Conference-Board Meeting, October 2011)

   e. In the event a coordinator position becomes vacant, the OSEA president, with the advice and consent of the OSEA Board of Directors, shall attempt to fill the vacancy with an active ROSE member from the specific zone where the vacancy exists. If there are no active ROSE members assigned to that zone willing to serve, that specific zone coordinator position shall remain vacant. (Revised 2011 Conference-Board Meeting, October 2011; Revised 2014 Conference-Board Meeting, December 2014)

2. Duties

   a. The zone coordinator’s primary duty is to be the contact person for all ROSE members within his/her specific zone.

   b. The zone coordinator reports to the ROSE chair and works closely with the OSEA zone director in his/her specific zone in promoting the goals and objectives of the Retiree Unit (ROSE).

   c. The zone coordinator is responsible for coordinating all ROSE activities within his/her zone.

   d. Zone coordinators are responsible for submitting quarterly reports to the ROSE executive committee outlining all contacts, meetings and communications with ROSE members in their specific zones.

   e. Zone coordinators are required to attend the quarterly ROSE membership meetings.

   f. Zone coordinators may hold periodic information meetings for ROSE members in their specific zones.

   g. Such other duties as may be assigned by the ROSE Executive Committee or chair.
SECTION 1600—RETIREE PROGRAM (ROSE)

1645 Election of OSEA Conference Zone Delegates/Alternates

1. In addition to the elected ROSE officers, ROSE shall be allowed a maximum of seven elected delegates to the OSEA Annual Conference; one delegate from each zone.

2. A secret mail ballot election shall be conducted in each zone prior to May 1 of each year. To be eligible for election, a ROSE member must have been an active OSEA member in good standing at any time prior to retirement and an active ROSE member in good standing from the zone in which they are assigned. (Revised 2014 Conference-Board Meeting, December 2014)

3. A notice of nomination and pending election shall be sent via U.S. mail to all eligible ROSE members not less than 30 days prior to the date of the election. ROSE members must submit their letter of nomination to the OSEA State Office no later than the deadline prescribed in the notice. Nominations postmarked or hand-delivered after the deadline shall not appear on the ballot. (Revised 2011 Conference-Board Meeting, October 2011)

4. Upon verifying the eligibility of all nominated candidates, a mail ballot with each candidate listed in alphabetical order, if any, and with a space for write-in candidates, along with a secrecy envelope and a postage-paid return envelope, shall be mailed to all active ROSE members in each applicable zone eligible to vote. The member must sign the return envelope for verification purposes. Members shall only cast one vote on the ballot. Members shall not be allowed to vote for any member not assigned to their specific zone. (Revised 2011 Conference-Board Meeting, October 2011; Revised 2014 Conference-Board Meeting, December 2014)

5. All ballots must be returned via U.S. mail and postmarked no later than the deadline stated in the election notice. Ballots shall not be accepted in person.

6. OSEA Board Policy Section 1625.5 (ballot tabulation) and Section 1625.6 (contested/challenged ballots) shall apply with full force and effect for zone delegate/alternate elections.

7. It shall require a plurality vote of each specific zone to elect. In the event of a tie vote, determination shall be by lot.

8. Members not elected as the delegate in their zone shall be designated as alternates and ranked in descending order based on the number of votes received. Alternates will be called upon to fill vacant delegate positions based on their ranking in their zone.

9. In the event no delegate is elected or no alternate is elected or available to fill a vacancy in any specific zone, the delegate position shall remain vacant and shall not be filled by an alternate from another zone.

10. Upon completion of the election, a notification letter shall be sent to those candidates who have been duly elected as delegates, along with a Conference delegate registration form, which the delegate shall complete and return to the OSEA State Office.

11. All ballots, tabulations and other materials related to ROSE delegate/alternate elections shall be kept on file for at least one year.
SECTION 1600—RETIREE PROGRAM (ROSE)

1650 Conference Resolutions (Revised 2014 Conference-Board Meeting, December 2014)

All resolutions submitted by the Retiree Unit (ROSE) for action at the OSEA Annual Conference must have prior majority vote approval of active ROSE members voting at a quarterly meeting of the retiree unit.

1655 Budgetary Control

1. The Retiree Unit (ROSE) officers and zone coordinators shall maintain the highest degree of fiduciary responsibility to the ROSE and OSEA membership in the conduct of Retiree Unit (ROSE) business.

2. The Retiree Unit (ROSE) fiscal year shall extend from June 1 through May 31.

3. A line item account for the operation of the Retiree Unit (ROSE) shall be maintained in the OSEA annual budget.

4. Revenue shall be obtained through membership fees, donations, sales, fundraising and other approved activities as determined by the ROSE Executive Committee.

5. All receipts, checks and approved disbursements shall be properly recorded and accounted for in the Retiree Unit (ROSE) financial records.

6. The chair shall sign and the secretary/treasurer shall countersign checks covering authorized expenditures. In the absence of the chair or secretary/treasurer, the vice chair may sign in place of the absent officer.

7. In the absence of any two of the above officers, the OSEA chief financial officer, or his/her designee, may also countersign. In no event shall checks be issued without two signatures.

8. At all times the books, records and financial accounts shall be open to the inspection of the OSEA president and the OSEA chief financial officer.

9. An up-to-date financial report, including income from any source and any authorized expenditures, shall be rendered in writing at each quarterly Retiree Unit (ROSE) membership meeting and a copy of such report shall be forwarded to the OSEA president and OSEA chief financial officer.

10. A copy of such report shall also be made available to any Retiree Unit (ROSE) member upon request.

11. The OSEA Director of Fiscal Operations and the OSEA Executive Director shall maintain their authority to receive and disburse all funds necessary to the operation of the Retiree Unit (ROSE) in accordance with OSEA Board Policy Sections 220 and 222. (Revised 2016 Conference-Board Meeting, December 2016)

1660 Expense Claims

1. Any claims for actual and/or necessary expenses incurred on behalf of or authorized by the Retiree Unit (ROSE) officers in conducting the duties prescribed and/or required by provisions set forth herein or by provisions of the OSEA Constitution shall be reimbursed in accordance with OSEA Board Policy Section 905.

2. Payment of such expense claims shall only be disbursed from available funds contained in the approved Retiree Unit (ROSE) annual budget.

3. Any proposed expenditures for such claims, which have not been incorporated in the Retiree Unit (ROSE) budget must be submitted to the OSEA chief financial officer for prior approval.

May 3, 2019
SECTION 1600—RETIREE PROGRAM (ROSE)

1665 Retiree Unit (ROSE) Activities

The Retiree Unit (ROSE) shall:

1. Work with and assist active OSEA members who are preparing for retirement.

2. Enable retirees to become more aware of PERS activities and legislation affecting PERS.

3. Assist the OSEA Government Relations Committee in the passage of any legislation that will assist OSEA members, both active and retired, and to provide opposition to proposed legislation that will have an adverse effect when called upon to do so.

4. Work with local chapters to provide volunteers for preparing mail outs; participating in voter registration drives, school board and other political campaigns and telephoning and other assistance in representational elections and labor disputes when called upon to do so.

5. Maintain a table at the OSEA Annual Conference in order to promote the activities and services provided to members of the Retiree Unit (ROSE).

(Board Meeting, October 2005; Revised Board Meeting, April 2007; Replaced Board Meeting, June 2010)
The *Journal* shall be the title of the Association's official publication.

The *Journal* shall be published as required by the Association Constitution and Board Policy each fiscal year, June 1 through May 31. The OSBA Board of Directors may authorize publication of additional issues when deemed necessary and/or appropriate.

The State President shall oversee the editing, publishing, and distributing of the *Journal*.

The Executive Director, or designee, shall prepare a summary of delegate actions taken at the Annual Conference to include action on resolutions and results of all elections. Such summary shall be included in the first issue of the *Journal* published after Conference. (Revised Board Meeting, February 2015)

Upon recommendation of the Executive Director, schedules for regular publication and required deadlines shall be established by the State President for the ensuing fiscal year.

All eligible OSEA members, as defined in the Constitution, and others as determined by the Board of Directors, shall receive the *Journal* free of charge. Others designated to receive the *Journal* free of charge shall include:

- All District Superintendents and Human Resources Directors by title and not by name.
- Governor of the state of Oregon.
- Members of the Oregon House and Senate.
- Members of the AACSE Board of Directors.
- State Presidents of AACSE affiliates.
- Members of the AFT Board of Directors.

The list of recipients will be reviewed annually by the State President and the Executive Director with any proposed additions or deletions being presented to the Board of Directors for revision approval. Without Board approval, others wishing to receive the official publication shall pay a subscription fee as determined by the Finance Committee.

**Paid Advertisements** (Revised Board Meeting, September 2006)

1. OSEA-endorsed vendors may request to advertise in the *Journal*. OSEA will provide vendors advertising space twice a year as follows: (Revised 2011 Conference-Board Meeting, October 2011)

   - Half-page ad: $3,500 per *Journal*/mailing
   - Quarter-page ad: $2,100 per *Journal*/mailing

2. All OSEA-endorsed vendors will be provided a copy of the *Journal* schedule and deadlines in August of each year.

3. OSEA-endorsed vendors requesting *Journal* advertisements shall submit requests each September. The request shall include size of ad, layout, artwork, and which edition to advertise. Advertisement payment shall also be sent in with the ad request.
4. OSEA reserves the right to make modifications, adjustments and schedule changes.

5. *Journal* advertisements will be limited to organizational programs, endorsed vendor products, and organizational political advertisements. Individual business advertisements will not be allowed.
SECTION 1800—AFFILIATES

SECTION 1800
AFFILIATES

1801 National AFT Delegate Election Process (Board Meeting, February 2008; 2008 Conference)

OSEA delegate representation to the biennial AFT National Convention shall be determined by the OSEA Board of Directors and shall not exceed the maximum number of delegates allowed by AFT. The Board of Directors shall determine the actual number of delegate positions based on available funding and resources in any election cycle. (Revised Board Meeting, March 2014)

The OSEA State President, State Vice President and State Secretary shall be automatic delegates to the AFT National Convention based upon their elected duties as State Officers. In the event a delegate position held by a State Officer becomes vacant, it shall only be filled by another eligible member of the Board of Directors, as determined by the Board of Directors.

All other delegate and alternate positions to the AFT National Convention shall be elected from among active members in good standing as defined in the OSEA Constitution, Article III, Section 2, Active Membership.

A notice of nomination, eligibility criteria, and election notice shall be sent to all OSEA members in the March issue of OSEA’s official publication, the journal. All eligible members must submit their letter of nomination to the OSEA State Office no later than the deadline prescribed in the notice of nomination. Nominations postmarked after the deadline shall not be considered. (Revised 2011 Conference-Board Meeting, October 2011)

All candidates shall be notified of the election results via formal letter. A listing of all delegates and alternates shall be published in the June issue of the journal. (2011 Conference-Board Meeting, October 2011)

Election of delegates and alternates shall be by secret mail ballot. Upon verifying the eligibility of all candidates, a mail ballot with each candidate listed in alphabetical order, along with a secrecy envelope and a postage-paid return envelope, shall be mailed to all OSEA members. Members will be asked to sign the return envelope for verification. All ballots must be returned via U.S. Mail and postmarked no later than the deadline stated on the election notice. OSEA shall arrange for a separate and secure post office box where ballots shall be sent. Ballots will not be accepted in person.

All returned ballots shall be verified and tabulated by OSEA Staff, under the direct supervision of the OSEA Executive Director and the OSEA State President or his/her designee. It shall require a plurality vote to elect. In the event of a tie vote, determination shall be by lot.

All contested/challenged ballots shall be set aside and sequestered, unless they will affect the outcome of the election. If the contested/challenged ballots will affect the outcome of the election, the OSEA Executive Director shall rule on the eligibility of the contested/challenged ballots. Any ruling of the Executive Director may be appealed to the OSEA Board of Directors at their next regular meeting. The decision of the Board of Directors shall be final.

All nomination forms, ballots, tabulations, and other materials related to the election shall be kept on file for two years.
All candidates not selected as delegates shall be designated as alternates and ranked in descending order based on the number of votes received. An alternate will be called upon to fill a delegate vacancy based on this ranking.

All candidates shall be notified of the election results via formal letter. A listing of all delegates and alternates shall be published in the June issue of the *Journal* (Revised 2011 Conference)

OSEA shall provide all delegates with travel, housing, meals, Time Release, and incidental expenses as provided for in OSEA Board Policy.

**1802 AACSE Director/Alternate Election Process and Duties (Revised 2011 Conference-Board Meeting, October 2011; Revised 2013 Conference-Board Meeting, October 2013)**

As an affiliate member of the American Association of Classified School Employees (AACSE), OSEA is entitled to two Director positions on the AACSE Board of Directors. Delegates to the OSEA Annual Conference shall elect the two Directors for two-year terms by secret ballot majority vote – in even-numbered years and one to be elected in odd-numbered years. In addition, delegates shall also elect two Alternate Directors for two-year terms in the same manner.

1. All OSEA members in good standing are eligible for election or re-election to any Director or Alternate position and shall adhere to the provisions set forth in OSEA Board Policy Section 103. Attendance at the Annual Conference shall not be required for election or re-election to these positions.

2. All candidates for AACSE Directors/AACSE Alternate Directors shall submit the Board-approved Intent/Nomination Form to the Election Committee, on or before March 1 of any election cycle, to ensure their inclusion in an OSEA *Journal* issue published prior to Conference. Intent/Notification to seek office, however, remains available to members through the nominating process at Conference.

3. Appointment to AACSE officer positions, which are president, vice president, secretary and treasurer, are conducted in accordance with the provisions set forth in the AACSE Bylaws. OSEA candidates for these offices must first be elected as an AACSE Director/Alternate at the OSEA Annual Conference.

4. In the event a Director is appointed to an AACSE officer position, an elected Alternate shall be designated by the OSEA Board of Directors to fill the vacated Director position until the next succeeding OSEA Annual Conference.

5. Any vacancy occurring in an Alternate position shall be filled for the remainder of that Alternate’s term by a special election conducted by the OSEA Board of Directors, except that a special election shall not be required if the vacancy occurs with sixty (60) days or less remaining in the second year of a two-year term. Any vacancy not filled by special election shall be scheduled for election at the next ensuing OSEA Annual Conference.

The Association shall notify all OSEA members in good standing of the vacancy and pending special election via U.S. Mail not less than thirty (30) days prior to action on the matter. Eligible, interested members may apply for consideration by forwarding a letter of nomination to the OSEA State President not later than the date specified in the election notice. Such election shall be by secret ballot plurality vote of the OSEA Board of Directors voting at a regular or special meeting. In the event of a tie vote, determination shall be by lot.
SECTION 1800—AFFILIATES

6. All nomination forms, notices, ballot, tabulations, and other materials related to any regular or special election of AACSE Directors and/or Alternates shall be kept on file for at least two years.

7. In addition to serving as a seated Director or Alternate on the AACSE Board of Directors or as an appointed AACSE officer, a maximum of two AACSE Directors/Alternates shall also serve on the OSEA Government Relations Committee as non-voting members and act as liaisons between OSEA and the AACSE when appointed to do so by the OSEA State President, with the advice and consent of the OSEA Board of Directors.

OSA AACSE Directors/Alternates may also be appointed to serve on AACSE committees by the AACSE President in accordance with provisions set forth in the AACSE Bylaws.

8. OSEA shall provide AACSE Directors/Alternates with travel, housing, meals, Time Release, and incidental expenses as provided for in OSEA Board Policy.

9. Attendance by any non-seated alternate(s) or other OSEA members at any meeting or function of the AACSE shall be at the sole discretion of the OSEA State President based on available funding and/or need.

Oregon AFL-CIO Convention Delegate Elections (Board Meeting, April 2009; Revised 2018 Conference - Board Meeting, January 2019)

1. Delegate Representation
   a. The OSEA Board of Directors shall determine the number of delegate positions based on available funding and resources in any election cycle, which shall not exceed the maximum number of delegates allowed by the Oregon AFL-CIO.
   b. The OSEA Board of Directors shall be automatic delegates to the convention based upon their duties as elected officers.
   c. All other delegate positions, if any, shall be elected on a statewide, at-large basis at the OSEA Annual Conference held in odd-numbered years.

2. Eligibility Criteria - Eligibility to run for and hold a delegate position is enumerated in Article XIV of the OSEA Constitution.

3. Nomination and Election Procedures
   a. A notice of nomination and election shall be sent to all active OSEA members and all active ROSE members in good standing via an OSEA Journal/issue published prior to the applicable Conference. The notice shall include:

      1) The number of delegate positions available;
      2) The eligibility criteria for election to delegate positions;
      3) Delegate duties and requirements;
      4) Nomination and election timelines and procedures.

   b. All eligible members must submit their letter of nomination to the OSEA State Office no later than the deadline prescribed in the notice of nomination. Nominations shall also be taken from the Conference floor during the year of the election process. Candidates do not have to be present
to be nominated and/or elected, however, write-in candidates shall be prohibited.

c. Each candidate shall be required to complete a questionnaire which shall include the candidate’s applicable background and experience in OSEA, the labor movement, political activities and community activities, which may include:

- Offices/positions held at the chapter, zone, state or national levels;
- Committee service at the chapter or state levels;
- Serving as an OSEA Conference delegate or representing OSEA at affiliate conventions;
- Attendance at Legislative Education Day or participation in local or state elections;
- Community activities that raised awareness of OSEA and the labor movement.

1) The questionnaire will be available on the OSEA website or, upon request, may be mailed/ emailed to potential candidates prior to Conference. In addition, the questionnaire will be available at Conference.

2) The questionnaire must be completed and submitted to the Election Committee chair no later than the end of the second business session at Conference.

3) Copies of completed questionnaires shall be made available to the delegate body prior to balloting.

d. Election of delegates shall be by secret ballot. It shall require a plurality vote to elect. In the event of a tie vote, determination shall be by lot.

e. All vacancies shall be filled by the elected alternates in descending order. If no alternates are available, the delegate position shall remain vacant.

4. Delegate/Alternate Duties and Responsibilities

a. Any information related to the convention, to include resolutions and issues being brought forth, shall be provided to all delegates/alternates prior to the convention for study and review.

b. Delegates/alternates shall be required to attend a pre-convention OSEA orientation meeting as scheduled by the President to review convention procedures, committee assignments, issues to be addressed and delegate expectations.

5. Expense Reimbursement

a. Delegate expenses, to include registration, meals, lodging and travel, shall be reimbursed pursuant to Board Policy 900.

b. Delegates shall be eligible for State Association Time Release.
SECTION 1800—AFFILIATES

1807 Central Labor Council/Chapter Delegate Seats (Board Meeting, September 2013; Revised Board Meeting, December 2015; Revised 2018 Conference-Board Meeting, January 2019)

1. Delegate Representation
   a. The OSEA Board of Directors shall determine the number of delegate positions, which shall not exceed the maximum number of delegates allowed by the Oregon AFL-CIO.
   b. Delegate representation shall be by zone. Where the CLC’s jurisdiction includes multiple zones, whenever possible every attempt will be made to have an equal amount of delegates from each zone.

2. Eligibility Criteria—Any active member in good standing as defined in Article III, Section 2, of the Constitution or active ROSE members in good standing as defined in Article VI, Section 4, of the Constitution who were active OSEA members at any time prior to their retirement are eligible for appointment as a delegate to the CLC.

3. Appointment Procedures
   a. Appointment to a CLC delegate position shall be determined by the OSEA President with the advice and consent of the Board of Directors.
   b. The OSEA President shall provide the CLC president and each OSEA delegate written notice of any delegate appointments or removals.
   c. Candidates to fill CLC delegate positions shall be solicited by the applicable zone director from among eligible members who either work or reside within the jurisdiction of the CLC for which the appointments are being made. The names of such candidates shall be forwarded to the OSEA President for his/her consideration.
   d. There are no term limits for CLC delegate appointments.
   e. If a seated delegate fails to attend two (2) successive meetings without sufficient cause, the position will be considered vacant. This vacancy shall be reported to the OSEA President and applicable zone director.

4. Delegate Duties and Responsibilities
   a. Delegates shall convene in September of each year and identify one (1) individual to serve as the chairperson for the OSEA delegation.
      1) The chairperson serves as the reporting delegate at all CLC meetings.
      2) The chairperson shall ensure all CLC meeting agendas, minutes and other related documents are provided to the OSEA President, applicable zone director and the OSEA delegates.
   b. Prior to each CLC meeting, members of the OSEA delegation will meet to confer on pending issues.
   c. Delegates do not have the authority to commit OSEA resources. Such requests must be submitted by the OSEA chairperson to the OSEA Board of Directors for approval.
   d. Delegates shall not endorse, support or oppose any candidate for local, state or federal office nor take a position on any legislation in the name of OSEA, AFT, AACSE or any affiliated chapter without prior written approval of the OSEA Board of Directors.

5. Expense Reimbursement – Delegate expenses shall be reimbursed in accordance with Board Policy 905.10.
1810 Governance Seats (Board Meeting, May 2008)

Whenever appropriate, appointees to affiliate governance seats shall be determined by the OSEA Board of Directors. For those governance seats calling for organizational decision-makers, OSEA’s State President and/or designee shall be the considered appointee with the advice and consent of the OSEA Board of Directors.

Appointments to national and/or state affiliate committees shall be determined by the OSEA State President with the advice and consent of the OSEA Board of Directors.

Appointments of staff to various national/state affiliate committees and/or task forces that are functions of staff operations to OSEA. These appointments shall be determined by the OSEA Executive Director.