

CONSTITUTION
of
Department of Administrative Services Local 125
SEIU 503-OPEU

ARTICLE 1. NAME

The name of this organization shall be the Department of Administrative Services Local 125, hereinafter referred to as the “Local” of the Service Employees International Union, Local 503, Oregon Public Employees Union.

ARTICLE 2. PURPOSE

The Local is the authorized and recognized body of the union and is established to represent all its bargaining unit members in accordance with SEIU 503 Bylaws and this document.

ARTICLE 3. MEMBERSHIP

All members of the Local Bargaining Unit are represented by the Union as set forth in Article IV of the SEIU 503 Bylaws - Locals.

ARTICLE 4. OFFICERS

A. The officers of the Local shall be the President/ General Council Delegate, Vice President/General Council Delegate, Secretary-Treasurer or Secretary and Treasurer, and the elected Chief Steward.

B. Officers shall be elected by vote of the Local members by direct mail ballot or other approved methods used by SEIU Local 503 during the regular election cycle.

C. Should an Officer position become vacant during the regular two year cycle, the Local’s Executive Committee The current President and Vice or other Officer appointed by the Executive Committee will select an election committee of no less than three members to oversee the election process. The Local’s Executive Committee and Election Committee must take measures to ensure ballots are secure and voting is confidential and only one vote per member is recorded.

D. The intent to hold mid-term elections shall be set out in the Elections issue of The Voice published and distributed by the Union. Notice of all sub-local elections are published in the Election issue of The Voice which is sent to all members’ home address. This satisfies the notice requirements of the law. Make sure to notify your organizer so that notice is given 15+ days of the election.

E. The term of office for each officer shall be two years beginning May 1 of the even-numbered years in accordance with SEIU 503 Bylaw. Officers elected to fill a vacant position will fill the vacant position up until that biannual cycle is complete in May of even numbered years.

ARTICLE 5. EXECUTIVE COMMITTEE

A. The officers shall constitute the Executive Committee, empowered to transact Local business and shall meet at least every other month.

ARTICLE 6. MEETINGS

A. The Local shall hold worksite membership meetings at least every other month. At least five (5) days notice of the meetings shall be given to the membership by mail, e-mail or through the steward/contact system. Meeting notices are to be placed on appropriate SEIU bulletin boards one week prior to meetings.

B. The local shall hold Leadership meetings at least every other month consisting of the members of the Executive Committee, Stewards and Union Organizer. A majority of the Executive Committee may call

meetings as needed.

ARTICLE 7. AMENDMENTS

A. Proposed amendments to or repeals of this Constitution and Bylaws shall be presented in writing by any active member at any Executive Committee meeting.

B. Prior to submission to the general membership, a proposed amendment or repeal shall first be approved by a majority of the Executive Committee, or approved by submission of petition to the Executive Committee, which has been signed by at least 25 active members of the Local.

C. Upon approval by the Executive Committee, or by submission of a petition, the proposed amendment shall be referred to the general membership of the Local to be adopted or rejected at the next regularly scheduled election or at a special election, at the discretion of the Executive Committee. The proposed amendment must be ratified by two-thirds of the active members voting.

03/2008 (Rev. 5/2015)

DATE OF RATIFICATION: June 8, 2015

President, SEIU Local 503, SEIU Local #125

Date

Vice President, SEIU Local 503, SEIU Local #125

Date

Secretary, SEIU Local 503, SEIU Local #125

Date

BYLAWS

of

Department of Administrative Services Local 125

SEIU 503, SEIU-OPEU

ARTICLE 1 - DUTIES OF THE LOCAL

The primary duties of the Local shall be to administer and enforce the collective bargaining agreements for the betterment of the wages, hours and working conditions of the members of the Local; to develop a system of communication for bargaining information; to vote for ratification of or rejection of the collective bargaining contract; to elect officers and stewards from within, and to foster and protect the general goals of the Union.

ARTICLE 2 - DUTIES OF OFFICERS

All Officers of the Local shall attend and participate in meetings on behalf of the members on a regular basis. Failure to do so Elected officers may only be removed by vote of the membership as set forth in LMRDA and 503's bylaws. The LMRDA states: "removal of an elected officer guilty of serious misconduct, such officer may be removed, for cause shown and after notice and hearing, by the members in good standing voting in a secret ballot conducted by the officers of such labor organization in accordance with its constitution and bylaws insofar as they are not inconsistent with the provisions of this title."

All Officers will comply with Article VII – Responsibilities of Officers and Directors as outlined in the SEIU 503 Bylaws.

A. President/General Council Delegate shall:

Preside over all meetings of the Local and the Executive Committee, and shall use the rules contained in the current edition of Robert's Rules of Order Newly Revised, prepare an agenda for each meeting, and vote in Executive Committee Meetings.

1. Attend General Council as a delegate of the Local. However, a duly elected alternate delegate may serve, as appropriate, in the President's absence.
2. Approve and sign along with at least one other elected officer, all Local expenditures.
3. Provide a copy of the Code of Conduct and Local Constitution and Bylaws to each Steward.
4. Provide a copy of the current SOPs to all stewards.
5. Appoint a three-member Election Committee by February 28 of each even numbered year.
6. Serve on and make appointments to committees and participate in the political program.

B. Vice President/General Council Delegate shall:

1. Be responsible for the Local's communications system.
2. Perform the duties of the President in his/her temporary absence or inability to serve.
3. Approve and Sign for Local 125 expenditures in the absence of the President and at least one other elected officer.
4. Attend General Council as a delegate of the Local. However, a duly elected alternate delegate may serve, as appropriate, in the Vice President's absence.
5. Be a member of the Executive Committee and serve on such other committees as are designated in these Bylaws or to which he/she is appointed by the President.

C. Secretary shall:

1. Record minutes for all Executive Committee meetings of the Local.
2. Be responsible for keeping records of the disbursement of funds as part of the monthly or bi-monthly treasurer's report which shall become part of the minutes.
3. All requests for disbursement of funds shall be made to Union Headquarters in care of the SEIU Accounting Office who shall comply with such requests when they are in compliance with the Constitution / Bylaws of the Union.
4. Keep the official record of all correspondence.
5. Keep the official copy of the Local's Constitution and Bylaws and any amendments.
6. Send out notices of Executive Committee meetings.
7. Be a member of the Executive Committee and serve on such other committees as are designated in these Bylaws or to which he/she is appointed by the President.

D. Treasurer shall:

1. Maintain the financial records of the Local.
2. Keep a spreadsheet or ledger that contains information on income, funds spent, what the funds were spent on, and the name of the person requesting or spending the funds.
3. Supply the Executive Committee a copy of an updated spreadsheet or ledger upon request.
4. Report all income and expenditures, including debt, monthly to the Executive Committee.
5. Be responsible for requests for disbursement of funds on behalf of the Local. All requests for disbursement of funds shall be made to Union Headquarters in care of the SEIU Accounting Office who shall comply with such requests when they are in compliance with the Constitution / Bylaws of the Union.
6. Make recommendations to the Local 125 Executive Committee as needed for control of expenditures within the budget or necessary revision of the budget at mid-term.
7. Create an annual budget with Executive Committee approval and deliver it timely to SEIU Local 503.
8. Be a member of the Executive Committee and serve on such other committees as are designated in these Bylaws or to which he/she is appointed by the President.
9. Should the Treasurer be unavailable for an extended period of time the President shall appoint the Secretary to assume these duties.

E. Secretary-Treasurer shall:

Perform the duties of both the Secretary and Treasurer as outlined above in the event of vacancy of either the Secretary or Treasurer until such time as the vacant position can be filled.

ARTICLE 3 - DUTIES OF STEWARDS AND BARGAINING DELEGATES

A. Chief Steward shall:

1. Be elected by the Steward Counsel.
2. Divide the areas of steward responsibility among its members and shall communicate those areas to the Union, management and the general membership.
3. Counsel and coach Stewards.
4. Preside over steward and Labor/Management meetings. He/She will be responsible for overseeing all steward business.
5. Send out notices of worksite meetings, labor-management meetings and steward meetings.
6. Handle and maintain records of employee grievances.
7. Attend Leadership meetings; labor management, worksite, and employee/personnel action meetings

when requested by the assigned Steward.

8. Serve as a main communication channel between Union leaders, management, and the general membership and as a primary provider of direct services to the Local's membership.
9. Maintain a list of Stewards and notify the Union Organizer of any changes.
10. Make recommendations to the Executive Committee and Stewards Counsel regarding the removal or replacement of stewards.
11. Update the Member Resource Center (MRC) of changes, new grievances, complaints received or other steward related business on a weekly basis.
12. Remain in compliance with SEIU 503, Bylaws.

B. Deputy Chief Steward shall:

1. Be elected by the Steward Council.
2. Perform the duties of the Chief Steward in his/her temporary absence or inability to serve.
3. Perform the duties of any other position by temporary appointment by the President.

C. Stewards shall:

1. Handle employee grievances through the agency, serving as a main communication channel between Union leaders, staff and the general membership and as a primary provider of direct services to the Local's membership.
2. Safeguard the Union's ability to represent employees.
3. Attend labor management meetings, steward meetings, and employee/personnel action meetings when assigned by the President or Chief Steward.
4. Report to the Chief Steward within 3 business days of all grievances and employee action/personnel action meetings attended.
5. Grieve dismissals within three (3) days of the event and report to Chief Steward and MRC contact on the same day.
6. Comply with the duties of Union Stewards as set forth in the SEIU Bylaws at all times.

D. Bargaining Delegates shall:

1. Be elected in accordance with SEIU Local 503 Bylaws. The number of bargaining delegates will be determined by the yearly average of the bargaining unit employees in the year ending the previous September, per the Union's Administrative Policies and Procedures. Bargaining Delegates will be elected during the regular elections.
2. Attend all scheduled bargaining meetings.
3. Educate and inform the Local members of bargaining issues at regular intervals.
4. Represent their Local at coalition bargaining sessions.
5. Select a coalition chairperson.
6. Assist in the creation of a communication system to communicate bargaining issues with the Coalition and Local members.

E. General Council Delegates shall:

1. Be elected from among the membership of the Local in accordance with SEIU Local 503, SEIU bylaws, Article IX, The General Council.
2. Attend all scheduled General Council sessions.
3. Attend all General Council training sessions.
4. Report, review and discuss resolutions with the Local members.

F. Filling Vacancies:

1. Vacancies for any Executive Committee officer position due to termination, transfer, promotion, or any other reason shall result in an election as soon as feasible to fill the remaining portion of the term in accordance with SEIU Local 503, SEIU Bylaws, Article XV, Section 6, Vacancies. The Executive Committee may temporarily reassign duties of a vacant officer position to an existing officer or steward who was elected by the membership during the biannual elections.
2. Vacancies of any other position will be filled by temporary appointment by the Executive Committee.

ARTICLE 4 - FUNDING

- A. An account for each Local that participates will be maintained by Union headquarters. Funds authorized by two (2) officers of the Local, will be disbursed on behalf of the Local by the Union Headquarters, so long as the Local account has funds available.
- B. Pre-authorization is required for any expenditure through the Local Treasurer or President.
- C. Officers requesting a disbursement of funds when the Local is not financially able to reimburse SEIU 503 within 30 days of the request or expenditure must have a unanimous vote of the duly elected Officers to proceed.
- D. Requests for funds that exceed the Local's ability to pay, must be in writing and approved by the Executive Committee either via email vote or at regularly scheduled member meetings.

ARTICLE 5 - GENERAL COUNCIL RESOLUTIONS

- A. Resolutions to General Council:
 1. Resolutions shall be forwarded to the Local President for presentation to the Executive Committee in accordance with SEIU Local 503 Bylaws, Article IX, The General Council.
 2. The Executive Committee shall endorse any resolution signed by 50 members of the Local.
 3. The Executive Committee may endorse any other resolution by majority vote.

ARTICLE 6 - ELECTIONS

- A. Officers, Union Stewards, Delegates to General Council and Bargaining Delegates will be elected on the same ballot every two years in accordance with SEIU Local 503 Bylaws,.
- B. By February 28 of each even numbers year the President shall appoint a three member Election committee comprised of members from more than one worksite or team. The committee will actively seek candidates for all elected positions, count ballots and certify election results. Nominations shall be submitted. Any member may nominate themselves for a position. Ballots will be-mailed-to all members statewide, to be returned and counted on the day of the election

ARTICLE 7- COMMITTEES

- A. The Local may appoint any committee not addressed in this document so long as that committee complies with the Union's Bylaws. Committees shall report regularly to the Local meetings.
- B. Stewards Council & Chief Steward - The Stewards Council shall be a standing committee of the Local. This committee shall meet at least every other month to discuss grievances, work-site organizing, local communications and training. This committee shall divide the areas of steward responsibility among its members and shall communicate those areas to the membership, the Union and management. The stewards will recruit and keep in communication with contact people in individual work sites in their assigned areas. Expenses for Stewards must be approved by the Local's Executive Committee.

The Steward's Council will appoint its own chair who will be recognized as the Chief Steward. Stewards are expected to attend the Local meetings on a regular basis.

C. Stewards who do not participate or attend meetings will be removed after 6 months of documented non-participation in meetings and steward duties as per SEIU 503 Bylaws.

D. The Executive Committee is the governing body of the Local and shall meet at least every other month. The members of the Executive Committee shall include the President, Vice President, Secretary and Treasurer or Secretary-Treasurer.

ARTICLE 8 –Removal of Officers

Removal of officers shall be in accordance with SEIU-503 bylaws.

ARTICLE 9 - ETHICS

A. Officers and Stewards of Local 125 must adhere to the highest ethical standards. Officers and stewards must report any actual or potential conflict of interest when:

1. Using or allocating Local 125 funds
2. Maintaining records or other documentation of the Local
3. Participating in 503 or 125 Local elections

B. No Officers or Stewards may approve or carry out actions on behalf of the Executive Committee without the knowledge of the entire Executive Committee.

C. Officers, upon request, will provide copies of meeting minutes and the treasurer's report to members.

D. Officers are expected to be in compliance with the Local 503 and Sub-Local 125 Constitution / Bylaws at all times.

E. Failure to carry out the duties of SEIU 503 and/or these Bylaws in good faith is grounds for immediate suspension of duties pending an investigation by the Member Representation Committee.

03/2008 - (REV 5/2015)

DATE OF RATIFICATION: June 8, 2015

President, SEIU Local 503, SEIU Local #125

Date

Vice President, SEIU Local 503, SEIU Local #125

Date

Secretary, SEIU Local 503, SEIU Local #125

Date