

**CONSTITUTION
OF THE
COALITION OF GRADUATE EMPLOYEES**

Amended on November 2, 2006

ARTICLE I - NAME

This organization shall be known as Coalition of Graduate Employees, Local 6069, AFT, AFL-CIO, and may be referred to as the union, local, or federation.

ARTICLE II - OBJECTIVES

The objectives of the organization shall be:

Section 1. To provide an effective collective bargaining representative and to promote the general welfare of graduate student employees.

Section 2. To bring the local into relations of mutual assistance with the American Federation of Teachers, its State Federation and locals.

Section 3. To fight all forms of bias in education employment and education delivery due to race, creed, sex, age, sexual orientation, gender identity, social, political or economic status or national origin.

Section 4. To organize all higher education workers in Oregon into one united organization for the benefit of the entire higher education community.

Section 5. To work for passage and retention of just laws which will improve the climate for graduate student and higher education employees.

Section 6. To work for advancement of the public image of higher education, including passage and retention of appropriate laws, which will protect and promote the role of graduate student employees and higher education workers in the delivery of quality education.

ARTICLE III - MEMBERSHIP

Section 1.

(a) Any employee included in any bargaining unit represented by the Local or in a unit that is being organized by the Local shall be eligible for regular membership. Regular members shall be entitled to all rights and privileges in this organization.

(b) Employees who leave the bargaining unit for any reason, except supervisory status, shall be eligible to continue membership as Associate members. Associate membership is also available to graduate assistants who are employed by the same employer, but are excluded from a Bargaining Unit represented by the Local. Associate members have the same rights and privileges as Regular members, except that they may not vote on collective bargaining agreements or on questions of dues.

(c) Membership shall be by application. Membership withdrawal shall be by written communication to the local union Secretary-Treasurer.

Section 2. Supervisory personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor automatically are removed from membership on the effective date of promotion.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or belief, sex, age, sexual orientation, gender identity, lifestyle, economic status, national origin or physical handicap.

Section 4. Any member, who fails to pay dues upon dues expiration or within forty-five (45) days of the due date, shall be dropped from the rolls and their names removed from the records at the National Office. The member may be reinstated upon payment of a fee equal to one-half the monthly dues requirement in addition to all back dues but not exceeding three months back dues. The Executive Council may modify, including waiving completely, the amount of the reinstatement fee and back dues.

ARTICLE IV - OFFICERS AND ELECTION

Section 1. The following officers shall be elected annually: President; Secretary-Treasurer; Vice-President for Collective Bargaining; Vice-President for Communications; Vice-President for Organizing. The term of office shall be one year.

Section 2. Membership in good standing for at least three months is required to hold office.

Section 3. Nominations for office shall be made at a general membership meeting in April of the each year. Notice shall be provided to each member at least fifteen (15) days prior to the meeting that nominations will be in order. Notice of the right to make nominations and of the election may be combined in one notice. Nominations shall be made from the floor. Nominees must have given their consent to be nominated and may be nominated *in absentia*.

Section 4.

(a) Election of officers shall be conducted not more than 60 days after the time of nominations or by the end of May, whichever is earlier. Election shall be conducted by secret ballot vote of members in good standing.

(b) The candidate receiving a plurality of at least forty percent (40%) of the votes cast shall be declared elected. If the plurality of forty percent (40%) is not obtained, a run-off election of the two candidates receiving the most votes shall be held within fifteen days.

Section 5. A committee of three members will oversee the election. This committee will exclude nominees. It is the duty of this committee to set up a polling area, verify membership, guard ballot boxes, and count and tally ballots. The Secretary-Treasurer shall keep the ballots and all other records pertaining to the election for a period not less than one year.

Section 6. Officers shall take office on June 1, following their election.

Section 7. The Executive Council shall have authority to fill vacancies in any officer position for the balance of the term.

Section 8. An officer, who is absent from three consecutive meetings of the Executive Council, without adequate excuse made to the Council, shall be considered to have vacated their office.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the union and shall preside at all meetings of the union and of the Executive Council and of the Stewards Council. The President shall be an ex-officio member of all committees, shall sign all necessary papers and documents, and represent the local when and where necessary. The President shall be the chief delegate to all conventions of the American Federation of Teachers, AFT-Oregon and Oregon AFL-CIO. The President shall make a report to the membership at least once each year summarizing the accomplishments of the union and outlining plans for the next year.

Section 2. The Vice-President of Collective Bargaining shall perform all the duties of President in the absence of that officer. The Vice-President of Collective Bargaining shall be next in line of succession in the case of a vacancy in the office of President. The Vice-President of Collective Bargaining shall perform other duties as delegated by the President or assigned by the Executive Council.

Section 3. The Secretary-Treasurer shall:

Be the custodian of the records of the union. Issue all notices. Report all correspondence at the direction of the President. Be the custodian of the seal and charter of the federation. Record and distribute minutes of Executive Council, Stewards Council and general membership meeting. Receive, record and deposit in the name of the local all monies from dues and other sources. Keep the membership roll, and issue delinquent notices. Forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers, and to other affiliated organizations to keep this local in good standing at all times. Special care shall be taken to see that per capita tax through June 30th is sent to the National Office no later than fifteen (15) days prior to the opening date of the National Convention to make sure delegates from this local may be seated. Present a written report to all members once each year. Keep adequate records available at all times for the Executive Council and other local committees that may have need for such records. Pay all bills authorized by the adopted budget, retaining voucher or invoice for the bills. Expenses not authorized in the budget must be presented to the Executive Council for authorization.

Section 4. The Vice-President for Collective Bargaining shall be responsible for the collective bargaining and contract administration program of the local. The duties shall include: coordinating resources, materials and training for stewards and bargaining committees; coordinating record keeping for grievances; and performing such other duties as may be assigned from time to time by the President or the Executive Council.

Section 5. The Vice-President for Communications shall be responsible for the communications program of the local including regular and periodic publications and public relations activities and be responsible for the political education of the membership in legislative and governmental election matters.

Section 6. Vice-President of Organizing shall: be responsible for membership recruitment and organizing; work with the Vice-President for Collective Bargaining to coordinate organizing during contract campaigns; be responsible for the membership service and benefit programs of the union.

Section 7. All Executive Council members are authorized to sign checks on behalf of CGE.

ARTICLE VI - STEWARDS

Section 1. Stewards shall be apportioned on the basis of one for every fifty (50) eligible members, or a major

fraction thereof, in good standing of each Area provided that no Area shall have less than one steward. Areas shall be informed of the number of stewards to which they are entitled by the President no later than March 31 of the year of an election based on the membership as of January 31. Areas shall be defined in the Bylaws.

Section 2. Stewards shall be elected according to the procedures for election of officers in Article IV and at the same time and for the same term. In order to serve as Steward, a candidate must be a regular member in good standing.

Section 3. All Stewards shall be elected by a plurality of the votes cast. In the event of a tie, a run-off election shall be held immediately.

Section 4. Disputes in such elections shall be referred to the Executive Council for determination, provided that any aggrieved person may appeal to the Stewards Council.

Section 5. Stewards shall take office June 1, upon certification of the results of this election.

Section 6. Stewards shall not concurrently hold any other elective office in the Local except that of delegate to an affiliate.

Section 7. The names of stewards in attendance at all meetings of the Stewards Council shall be published regularly in the Union's regular, periodic publication. Stewards, who are absent from three consecutive meetings of the Council, without adequate excuse made to the Council, shall be considered to have vacated their office.

ARTICLE VII - DUTIES OF STEWARDS

Section 1. Stewards shall attend all regular and special meetings of the Stewards Council and any other meetings they are requested to attend.

Section 2. Stewards must report to and receive information from the members in their Area.

Section 3. Stewards shall convene informal meetings of the union members in their Area to consider union matters and for social purposes.

Section 4. Stewards shall be responsible for the distribution of all information from the Local to members in their Area.

Section 5. Stewards shall be responsible for the union bulletin board in their Area.

Section 6. Stewards shall be responsible for recruitment of new members.

Section 7. Stewards, in coordination with the Vice-President for Collective Bargaining, shall be responsible for assisting members in processing grievances and for representing them if requested in any grievance meetings. They shall forward copies of all grievances and related material to the Local.

ARTICLE VIII - REMOVAL OF OFFICERS AND STEWARDS

Section 1. An elected officer or steward may be removed from office for specific cause, which may include, but not be limited to, failure to perform their duties as provided in the Constitution or Bylaws, misconduct, illegal acts or violation of the Constitution or Bylaws. Removal shall be by the following procedures:

(a) Removal shall be by resolution adopted by a majority roll-call vote of the Executive Council and approved by a two-thirds (2/3) roll-call vote of the Stewards, on charges raised by two or more officers or by a petition presented to the Executive Council signed by at least twenty (20) percent of the membership requesting removal. In the case of a petition, the Executive Council shall verify that the signatures are of members in good standing at the time of their signatures. The petitioners must designate not more than three (3) representatives from among themselves who must attend the Executive Council meeting when the petition is considered to present their charges, otherwise the petition will not be considered.

(b) The specific charges will be presented to the officer or steward before the Executive Council meeting in which they will be considered. Stewards Council consideration of the Resolution for Removal will be at its meeting immediately following the adoption of the resolution by the Executive Council. On adoption of a Resolution for Removal, the Executive Council shall provide the officer or steward an opportunity to submit a written resignation before consideration of its Resolution for Removal by the Stewards Council. Upon resignation, the Stewards Council will not consider the Resolution for Removal.

(c) Removal will be effective upon approval of a Resolution for Removal by the Stewards Council.

(d) Removal may be appealed to the next regular membership meeting or a special meeting called by the President for consideration of the appeal. The officers initially raising the charges will be responsible for presentation of the charges to the membership. Where the action of the Executive Council is based on a petition from the membership, the First Vice-President will be responsible for presentation of the charges to the membership.

(e) A majority vote of the members in good standing voting at such meeting will be required to uphold removal. The Secretary will conduct the election and certify the results unless the Secretary is the subject of the recall. In that instance, the President will have the responsibility. The result of the vote shall be published.

Section 2. The voters eligible to vote for removal will be restricted to those voters normally eligible to vote in an election for that position.

Section 3. The officer or steward subject to removal will be provided an opportunity to be heard before any vote on removal by either the Executive Council, the Stewards Council or the membership; and shall be entitled to representation at any meeting at which the charges will be considered.

ARTICLE IX - COMMITTEES

Section 1. The Executive Council, the Stewards Council or the membership may establish such committees as from time to time may be needed.

Section 2. Creation, composition, and duties and responsibilities of any standing committee shall be through Bylaws adopted by the Union.

ARTICLE X - EXECUTIVE COUNCIL

Section 1. The Executive Council of this local shall consist of the elected officers.

Section 2. The Executive Council shall administer the policy of this local union as set by the Stewards Council or the membership at regular meetings. It shall have the power to act for the good of union between meetings of

the Stewards Council or the membership where the Stewards Council or the membership cannot set the policy.

Section 3. The chairperson of the Executive Council shall be the President of the local.

Section 4. The time and place of Executive Council meetings shall be set by the Executive Council as specified in the Bylaws and announced in advance to the membership.

Section 5. The Executive Council shall have the power to employ personnel on any basis as may be determined by the needs and finances of the union and shall have the authority to set wages and salaries, benefits, expenses and all personnel and employment matters.

Section 6. The Executive Council shall have the power to produce and adopt an annual budget; to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for union purposes at such rates or interest and terms and conditions as they may deem appropriate; to issue notes, bonds, and other obligations; and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 7. The Executive Council shall report its activities at each regular Stewards Council and membership meeting.

Article XI - STEWARDS COUNCIL

Section 1. Subject to the final authority of the membership, the general governing body of the union shall be a Stewards Council, the members of which shall be members of the union in good standing, elected by vote of the members from their area.

Section 2. Duties of the Stewards Council

(a) The Stewards Council shall formulate the policies of the union; it shall consider and act upon any matter that it regards as pertinent to the purposes and activities of the union; and it shall have the power to adopt, amend or rescind actions of the Executive Council and the President.

(b) At each regular meeting of the Stewards Council it shall hear and, at its discretion, act upon reports from officers of the Union, from the Executive Council, from Union committees, except committees of the Executive Council, and from any other sources whose presentation is duly authorized. It shall also hear and may act upon pertinent matters brought before it by any Steward's Council member.

(c) The Stewards Council shall have authority to fill vacancies in the Stewards Council.

(d) The Stewards Council may establish committees, as it deems necessary.

Section 3. Meetings of the Stewards Council

(a) The Stewards Council shall meet at least six times per year at a time and place specified in the Bylaws. A regular meeting of the Stewards Council may be cancelled by the Executive Council when there is no business for consideration by the Stewards Council.

(b) The meetings of the Stewards Council shall be presided over by the President of the Union. The members of the Executive Council shall be ex-officio, voting members of the Stewards Council.

(c) At all meetings of the Stewards Council the agenda shall consist of the following items: Treasurer's report,

report from the Executive Council by the President, other officers' reports, reports of any committees, unfinished business and new business.

(d) Any Steward at any regular meeting of the Stewards Council may bring to the floor any matter that is relevant to the purposes of the Union. If the Stewards Council so desires, it may immediately refer the matter to an appropriate committee, which shall bring a report to the next regular meeting of the Stewards Council.

(e) A quorum for a meeting of the Stewards Council shall be twenty-five percent (25%) of the members of the Stewards Council.

ARTICLE XII - MEMBERSHIP MEETINGS

Section 1. The time and place of meetings shall be fixed by the Bylaws adopted by the local.

Section 2. There shall be at least three membership meetings per year.

Section 3. A quorum shall consist of five (5) members in good standing, including at least one officer.

Section 4. The membership meeting shall be the highest level of governance in the Local.

ARTICLE XIII - FINANCE

Section 1. Regular dues shall be fixed by a majority vote of members present at any regular membership meeting providing notice of the contemplated dues increase has been announced at least one month in advance.

Section 2. The local may obtain additional finances through grants, donations, contributions or other funding activities.

Section 3. A budget shall be produced yearly following officer elections and prior to July 1.

ARTICLE XIV - AFFILIATIONS

Section 1. This local union shall maintain affiliation with and whenever possible send delegates to the following organizations:

(a) The American Federation of Teachers. All delegates and alternates to the national Convention, except those designated as a duty of their office, shall be elected biennially by majority vote according to the same procedures for election of officers described in Article IV. The election will be scheduled after the American Federation of Teachers gives the Call-to-Convention. The President and the Secretary shall certify the election and forward the credentials of all delegates and alternates to the National Office as soon as possible but not later than the time required by the National Office before the convening of the National Convention. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council. The delegates shall confer with the Treasurer to make sure the national percapita through the required month has been sent to the National Office at least fifteen (15) days before the convening of the National Convention.

(b) The AFT-Oregon. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in

Article IV. The election will be scheduled after the Call-to-Convention is given by the AFT-Oregon. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.

(c) The Oregon State AFL-CIO. Delegates and alternates, except those designated as a duty of their office, shall be elected annually by majority vote of those voting according to the same procedures for election of officers described in Article IV. The election will be scheduled after the Oregon State AFL-CIO gives the Call-to-Convention. The number to be sent to the convention, notwithstanding the number to which the Local is entitled, is subject to determination in advance by the Executive Council.

(d) The Central Labor Council. Delegates and alternates, except those designated as a duty of their office shall be elected annually at the same time as the regular election of officers by majority vote of those voting according to the same procedures for election of officers described in Article IV.

Section 2. A written report by the delegates shall be provided to the Executive Council on meetings attended.

Section 3. Every reasonable effort shall be made by this Local to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The Local to the best of its ability shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE XV - RULES OF ORDER

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution or by the Bylaws of this local.

ARTICLE XVI - AMENDMENT

This Constitution may be amended by a three-fourths (3/4s) vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which the vote is scheduled. The same amendment may not be introduced more than once in a six-month period.

ARTICLE XVII - AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this Constitution and any Bylaws, and all future amendments, shall be submitted to the National Office of the American Federation of Teachers. One copy of this Constitution and all future amendments shall be submitted to the State Office of the AFT-Oregon.

Section 2. Copies of this Constitution shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for any member in good standing of this local upon request to the Secretary.

**BYLAWS
OF THE
COALITION OF GRADUATE EMPLOYEES**

Amended November 2, 2006

ARTICLE I - DUES

Section 1. The monthly dues for Regular members shall be two percent (2.0%) of monthly gross income. Monthly dues for Associate members shall be ten (10.00) dollars. These amounts will only be adjusted by any pass through of affiliation fees.

Section 2. The dues year shall be from July 1 through June 30. Dues payment is due on the first of the month for that month. Members may pay dues on a quarterly, semi-annual, or annual basis in advance. Payment shall be to the Treasurer of the local. The local encourages members to use automatic dues deduction provisions whenever they are available.

ARTICLE II - FINANCES

Section 1. The fiscal year shall be July 1 through June 30.

Section 2. Two signatures shall be required on all checks and payments issued by the local.

Section 3. There shall be an annual audit or audit review of the funds of the local at the conclusion of each fiscal year.

ARTICLE III - MEETINGS

Section 1. The regular membership meetings of this local shall be in the months of January, April, and October each year. The Executive Council may schedule other regular meetings at other times as may be needed. Regular meetings will be at a time and place scheduled by the Executive Council. The Executive Council by majority vote of the membership or by petition of twenty-five percent (25%) may call a special meeting with one week notice to the members. The agenda for a special meeting will be limited to the specific subject or purpose for which the meeting was called.

Section 2. The Executive Council shall meet at least once each month, excluding the months of July and August, throughout the year. It shall meet at least once during the three months from June through August. It may also meet at such other times as it may determine.

Section 3. The Stewards Council shall meet every month, except in months when a membership meeting is scheduled. It may also meet in a special meeting called by the President, or by the Executive Council by majority vote; or by Stewards by petition of twenty-five percent (25%), with one-week notice to Stewards and officers. The agenda for a special meeting will be limited to the specific subject for which the meeting was called, and no other business may be transacted except by unanimous consent.

ARTICLE IV - STEWARDS

Section 1. Areas for steward representation shall be: Agricultural and Resource Economics and Rangeland Resources Departments, Animal and Poultry Science, Biochemistry and Biophysics, Bioresource Engineering, Botany and Plant Pathology, Business, Chemical Engineering, Chemistry, Civil Engineering, College of Home Economics (Apparel, Interiors, Housing, and Merchandising Department, Human Development and Family Sciences Department, Family Resource Management Program and Nutrition and Food Management Department), College of Liberal Arts (Anthropology Department, History Department, Music Department, Philosophy Department, Womens' Studies), College of Oceanic and Atmospheric Sciences, College Student Services Administration, Computer Science, Crop and Soil Science, Economics, Education, Electrical and Computer Engineering, English, Entomology, Exercise and Sport Science, Fisheries and Wildlife, Food Science and Technology, Foreign Languages, Forest Engineering, Forest Products, Forest Resources, Forest Science, Geography, Geology, Horticulture, Industrial and Manufacturing Engineering, Mathematics, Mechanical Engineering, Microbiology, Nuclear Engineering, Pharmacy, Physics, Public Health, Science and Math Education, Speech and Communication, Statistics, Toxicology, Zoology, and include all departments and programs in which graduate student assistantships are employed.

Section 2. The Executive Council shall have the authority to designate the number of areas which stewards represent and may increase or decrease the number, according to the needs of the Local.

ARTICLE V - STANDING COMMITTEES

Section 1. Appointments

(a) Standing Committees shall be composed of members of the local and shall be appointed by the Executive Council except as otherwise specified in the Constitution or Bylaws.

(b) Chairpersons of the Standing Committees shall be designated at the time of committee appointments by the Executive Council unless otherwise specified in the Constitution or Bylaws.

(c) Whenever a new committee is added in these Bylaws, initial appointments to the new committee shall be made within thirty (30) days from the effective date of the amendment, even though the description of the committee may say the regular appointments are to be made at another time. The appointees shall serve a term through the end of what otherwise would be a normal term, and the regular appointment cycle will take place.

Section 2. Duties

(a) Standing Committees shall assume duties assigned by the Executive Council.

(b) Standing committees shall annually submit a written report and other reports as directed by the Executive Council.

(c) Standing Committees may form subcommittees as needed.

Section 3. *Finance Committee.* The committee shall have three members, one of whom shall be the Secretary-Treasurer. Duties of the committee shall include but not be limited to recommendation to the Executive Council of annual budget, of auditors for the annual audit, and of other items referred for recommendation.

Section 4. *Constitution and Bylaws Committee.* The committee shall be three officers appointed by the

Executive Council. Duties of the committee shall be to review proposed amendments to the Constitution and Bylaws to assure their conformity with requirements of affiliates or applicable labor laws. The committee may initiate proposed amendments. Its review of proposed amendments will be reported to the Executive Council.

Section 5. *Bargaining Committee.* There shall be a Local Bargaining Committee. The committee shall have up to nine members from among the members covered by the contract. One of the members shall be the Vice-President for Collective Bargaining, who shall be the chair. The duties of the Bargaining committee shall be to represent and to negotiate for the local in all negotiations on collective bargaining matters.

Section 6. *Organizing Committee.* There shall be an Organizing Committee. The committee shall be five (5) members. One of the members shall be the Vice-President for Organizing, who shall be the Chair. Three positions shall be filled by Stewards appointed by the Stewards Council and the fourth by a designated member of the Membership Services Committee with the approval of the Executive Council. The Vice-President of Collective Bargaining will be an ex-officio member of this committee. The committee shall be responsible for organizing and mobilizing members in conjunction with collective bargaining and around other issues of interest to the membership. The committee also shall be co-responsible for planning and coordinating the annual and other membership recruitment program and activities.

Section 7. *Committee on Political Education.* There shall be a Committee on Political Education. The committee shall be three (3) members. One of shall be the Vice-President for Communication, who shall be the Chair, Appointments will be by the President with the approval of the Executive Council. Duties of the committee shall include reviewing and recommending the position of the local with respect to Legislative issues and with respect to candidates and ballot measures. The Committee also will plan and maintain an ongoing voluntary political action contribution program in coordination with the AFT-Oregon.

ARTICLE VI - RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS

Tentative agreements reached between the union and the employer shall be subject to vote for ratification by the membership covered by that agreement. Ratification shall be by secret ballot majority vote of those voting at a special meeting called for consideration of the tentative agreement. Consideration and vote may be taken at a regular meeting whenever a tentative agreement is reached not more than five days before a scheduled, regular meeting.

ARTICLE VII - STRIKES

The membership, on the request and recommendation of the Bargaining Committee or the Executive Council may authorize the union to call a strike. Authorization shall be granted upon vote by three fourths (3/4) of the votes cast by those members voting at a meeting called for such a purpose. The meeting may be scheduled in more than one session to provide maximum opportunity for participation. The vote of each member voting will be recorded.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a majority vote of those voting at a regular membership meeting. The proposed amendment shall be submitted to the members at least one month in advance of the meeting at which

the vote is scheduled. The same amendment may not be introduced more than once in a three-month period.