

SEIU LOCAL 503, OPEU  
SUBLOCAL 109, Fish and Wildlife Workers  
BYLAWS

ARTICLE I - NAME

The name of this organization shall be Fish and Wildlife Workers Local # 109 of Service Employees International Union Local 503, Oregon Public Employees Union (SEIU Local 503, OPEU).<sup>1</sup>

ARTICLE II - PURPOSE

Local # 109 is a basic membership group of the Union and is established for the purpose of representing the employees of the Oregon Department of Fish and Wildlife (ODFW).

ARTICLE III - MEMBERSHIP

Membership is open to all SEIU Local 503, OPEU bargaining unit members of ODFW.

ARTICLE IV - LOCAL OFFICERS

Section 1. The officers of Local 109 shall be the President, Vice President, the Secretary/Treasurer Chief Steward and General Council Delegate(s).

Section 2. Each officer shall be elected to take office for a 2-year term beginning in May of the even-numbered years.

ARTICLE V— DUTIES OF THE LOCAL

Section 1. The primary duties of the Local shall be to administer collective bargaining agreements for the betterment of the members of the Local, to develop a system of communication for bargaining information, to vote on ratification of the collective bargaining contract, to elect officers and stewards from within and to foster and protect the general goals of the Union.

ARTICLE VI— DUTIES OF OFFICERS

Section 1. President. The President shall preside over all statewide meetings of the Local and the Executive Committee; build agendas for statewide meetings; vote in Executive Committee meetings only in the event of a tie; serve on and make appointments to agency committees that include SEIU Local 503, OPEU member representatives; participate in the political program; attend statewide 503 Union meetings acting as an official representative of Local # 109; appoint the Elections Committee; act as the chief spokesperson for Local # 109; serve as a General Council Delegate; serve as a Bargaining Delegate; and work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material.

Section 2. Vice President. The Vice President shall, in the absence of or upon request of the President, perform the duties of the President. The Vice President shall replace the President for the unexpired term in the event of the death, incapacity, resignation or removal from office. The Vice President shall assist the President as needed; set up and maintain a working communication systems; and is a voting member of the

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<sup>1</sup> Anytime within this document reference is made to the "Union" it is referring to SEIU Local 503, OPEU. Note: (Language in parentheses indicates Rules Committee suggestions or notes.)

Executive Committee. The Vice President will work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material.

Section 3. Secretary-Treasurer. Secretary-Treasurer shall record minutes of Local 109 statewide meetings; keep correct and current records; publish meeting minutes as required; is the custodian of all statewide local records; maintains the financial record for disbursements of funds; ensure that financial matters are in compliance with the Bylaws of Local # 109 and SEIU Local 503, OPEU; and is a voting member of the Executive Committee.

Section 4. Executive Committee. The President, Vice-President, Secretary/Treasurer and Statewide Chief Steward shall constitute the Executive Committee, empowered to transact all Local 109 business between meetings of the Local. A quorum of the Executive Committee shall equal 3.

#### ARTICLE VII — Finance

An account for each Local that participates in the Central Ledger System will be maintained by Union Headquarters. Funds will be disbursed on behalf of the Local by Headquarters when approved by two signatures. The President or the Vice President and the Secretary/Treasurer and the Chief Steward will authorize disbursement so long as the Local account has funds available. (Refer to the Union's Bylaws and AP&P.)

#### ARTICLE VIII — Elections

Section 1. The term of office shall be two (2) years beginning May 1 of even numbered years.

Section 2. The President shall appoint a Nomination/Elections Committee of at least three (3) active members to:

- a) Seek candidates for offices of the Local;
- b) Prepare, distribute, receive and count ballots; and,
- c) Certify election results.

Section 3. Ample notice shall be given to the membership that the Committee is accepting names for nomination.

Section 4. The Chairperson of the Nomination/Election Committee shall cause a ballot to be prepared for the election.

Section 5. Voting shall be by secret ballot and shall be by direct mail.

Section 6. All Local Officers, Bargaining Delegates and General Council Delegates shall be elected in accordance with the Union's Bylaws. Mid-Term vacancies may be filled by appointment by the Executive Committee at their discretion except as indicated otherwise by the Local 109 Bylaws.

#### ARTICLE IX — MEETINGS

Local 109 shall meet at least 2 times a year and at least one of these meetings shall be prior to the General Council to review submitted resolutions.

#### ARTICLE X — QUORUM

A meeting quorum shall equal 10 members of Local 109. The Executive Committee shall constitute a quorum if two weeks' notice of the meeting was given.

#### ARTICLE XI — GENERAL COUNCIL RESOLUTIONS

Resolutions to General Council may be submitted by any member of the Local for presentation at a Local meeting. The Local shall, by majority vote, endorse or reject the resolution. If endorsed, the resolution will be submitted to the Union's Resolution Review Committee at least ninety (90) days prior to General Council. If rejected, the author may, after obtaining the signatures of fifty (50) active members present the resolution to the Resolutions Review Committee at least ninety (90) days prior to General Council. It shall be the duty of the Local Executive Committee to ensure that all resolutions, submitted to the Resolutions Review Committee shall follow standard form. (Refer to the Union's Bylaws.)

## ARTICLE XII — DELEGATES TO GENERAL COUNCIL

Section 1 Delegate Elections. Delegates to General Council shall be elected from the membership of the Local in accordance with the Union's Bylaws. The local shall elect one alternate for every two delegates. By virtue of office, the Local 109 President will serve as a General Council Delegate. The number of delegates elected must comply with the Union's Bylaws. Delegate positions will be named in descending order of votes received from top of the list to bottom. Alternates will be listed likewise and will fill in when a Delegate cannot serve. The General Council Alternates/Alternates shall be elected in conjunction with Local 109 officer elections.

Section 2. Number of Delegates. Every Local in SEIU Local 503, OPEU has the right to a minimum of one delegate. Delegate strength is based on membership, with one delegate for each one hundred (100) members or major fraction thereof. The number of delegates will be determined by the December membership report or by the average annual membership of the previous twelve (12) months, whichever is higher. Alternate delegates are elected for the purpose of filling any delegate vacancies that may arise.

Section 3. Delegate Responsibility. Delegates attend the Union's biannual General Council as voting members; present any resolution which the Local may deem necessary for the good of the Union; and work towards the adoption of said resolution in conjunction with member delegates of other Locals. All members of the General Council have important responsibilities. Attendance at all sessions of the General Council is required, since important decisions are made at these sessions. Also, delegates who are appointed to serve on working committees are expected to attend all scheduled meetings of their committee and to expend their full energies in accomplishing committee objectives. Delegates representing Local 109 resolutions are responsible for actively working for adoption of those resolutions. It is the delegate's responsibility to appear before working committees in support of his/her local resolution(s). In addition, it is his/her obligation to actively work for adoption of the resolution(s) on the floor of the Council as long as he/she believes the resolution(s) is in the best interests of public service. Finally, it is the responsibility of every delegate to the General Council to plan for adequate reporting of Council events and decisions to the local. Every member of the Union deserves and needs to understand all of the actions taken by the General Council and the deliberations, which prompted those actions. After General Council, it is the responsibility of the delegate to bring any new information to the next Statewide Local meeting.

## ARTICLE XIII — COMMITTEES

The President, in conjunction with the Executive Committee, may create such Committees as they deem necessary. All Committee members shall be appointed by the Executive Committee.

## ARTICLE XIV - - STEWARDS

Section 1. Steward Selection. Two Stewards shall be elected or appointed for each of the 10 Watershed Districts. 5 Stewards will be elected or appointed to serve at the Headquarters office. 20 additional stewards shall be elected or appointed as designated by the Executive Committee with input from the Stewards group. Statewide Chief Steward shall be elected by a majority vote of the membership. Other than Chief Steward, Stewards may be removed at the discretion of the Executive Committee by a 2/3 vote. Stewards shall have the duties as described in the SEIU 503, OPEU Bylaws and are responsible for supporting the efforts of the President and Vice-President.

Section 2. Statewide Chief Steward Responsibilities. The Statewide Chief Steward shall maintain a statewide list of Watershed and Headquarters stewards, attend leadership and membership meetings, provide advice and mentoring to stewards and assist with adherence to grievance guidelines. The Statewide Chief Steward shall work on an ongoing basis to enhance skills, knowledge, and abilities by attending trainings, conferences, meetings, and by reading mail, and educational material. He/she is a voting member of the Executive Committee.

Section 3. Steward Responsibilities. Stewards shall participate in steward meetings; handle grievances through the steps within the agency; incorporate worksite support for grievances where possible; work closely with the Union Organizer or Statewide Chief Steward for direction in the handling and investigation of grievances; Stewards serve as a main communication channel between the sublocal Union leaders and staff; and work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material. Stewards are the primary provider of direct services to the Local members and will hold area worksite meetings as needed and practical, and maintain a working communication system.

#### ARTICLE XV — BARGAINING DELEGATES

Section 1. The number of bargaining delegates will be determined by the annual average of bargaining unit employees in the year ending the previous January, as per the Union's Administrative Policies and Procedures. By virtue of office, the President shall serve as a Bargaining Delegate.

Section 2. Bargaining Delegate(s). Bargaining Delegates, as part of the negotiating committee, play the leadership role in developing proposals based on input from members, take part in the actual bargaining with management, provide information for members about the progress of negotiations and act as a team to urge ratification or defeat of a tentative agreement. Elected delegates shall attend all bargaining conferences, shall attend all scheduled bargaining meetings, will create a communication system to communicate bargaining issues within the Local, will represent the Local at coalition bargaining, will help select a coalition chairperson, and shall make every effort to educate and inform local membership of bargaining issues at regular intervals.

#### ARTICLE XVI — AMENDMENTS

The Bylaws can only be amended by a two-thirds (2/3) majority vote at a regular Local meeting following proper notice to the membership. Proper notice means that the Local shall mail to each shop steward and worksite organizer or contact person in the Local, a copy of the proposed amendment(s) for distribution along with the time and date of the meeting where the vote will take place.

#### ARTICLE XVII — PARLIAMENTARY AUTHORITY

Refer to the Union's Bylaws.

END OF BYLAWS

DATE OF RATIFICATION: 11/7/2015

\_\_\_\_\_  
President, SEIU Local 503, OPEU Local # 109

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Date:

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Vice President, SEIU Local 503, OPEU Local # 109

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Date:

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Secretary /Treasurer, SEIU Local 503, OPEU Local # 109

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Date:

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Chief Steward, SEIU Local 503, OPEU Local #109

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Date:

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