

**Oregon State Hospital (OSH)**  
**Service Employees International Union (SEIU) #503**  
**Local #392**

**Bylaws**

**Article 1 - Name**

The name of this organization shall be the Oregon State Hospital Workers Local 392 (the Local) of Service Employees International Union Local 503 (SEIU Local 503).

**Article 2 - Purpose**

The Oregon State Hospital Workers Local 392 of Service Employees International Union Local 503 (SEIU Local 503) is a basic membership group established to represent and organize all collective bargaining members who work for Oregon State Hospital at any of its facilities or campuses and who are represented by the bargaining contract between SEIU Local 503 and the Department of Administrative Services for the State of Oregon.

**Article 3 - Duties of the Local**

The primary duties of the Oregon State Hospital Workers Local 392 shall be to administer the collective bargaining agreement for the betterment of the members at all locations, including the Salem and Junction City campuses; to develop and maintain an effective communication system between all members, and between members and the administration of the Oregon State Hospital; to distribute bargaining information; to vote on the ratification of the contract; to negotiate interim agreements; to elect Local Representatives, bargaining delegates, and stewards from within; and to foster and protect the general goals of the union.

**Article 4 - Membership**

All eligible employees of the Oregon State Hospital bargaining unit shall be members of SEIU Local 503, upon payment of union dues as required by the Bylaws of SEIU Local 503.

**Article 5 – Local Representatives**

**Section 1.** The Local Representatives of the Oregon State Hospital Workers Local 392 shall be: one (1) Statewide President; one (1) Vice President for the Salem campus and one (1) Vice President for the Junction City campus; one (1) Member at Large for the Salem campus and one (1) Member at Large for the Junction City campus; one (1) Secretary Statewide; one (1) Treasurer Statewide; **Section 2.** The Executive Committee of the Oregon State Hospital Workers Local 392 shall be: the Local Representatives, the Chief Steward(s) ~~elected by~~ for the Salem campus (minimum of 1) and the Junction City campus (minimum of 1), stewards, General Council Delegates; Bargaining Delegates; and one (1) Immediate Past President (non-voting). A quorum shall be considered a majority of the Local Representatives.

**Section 3.** Each Local Representative or Elected Committee member shall be elected for a two (2) year term. The term begins on May 1 of even-numbered years.

**Section 4.** Vacancies in office, except for the President, General Council Delegates, and Bargaining Delegates, shall be filled by a new election for the position vacated within ninety (90)

days of the vacancy. If the vacancy, or subsequent election, occurs within nine (9) months of the next regular election the Executive Committee may leave the vacancy unfilled, anticipating the vacancy will be filled in the next election.

- A. In the event of a vacancy in the office of President, the Executive Committee shall elect an interim President from among the two (2) Vice Presidents to fulfill the responsibilities of the President.
- B. Pursuant to Section 4 above an election may be held to elect a new Vice President for the campus where the office of President was filled.

**Section 5.** If a Bargaining delegate cannot or chooses not to serve, the position may be considered vacant. A vacant Bargaining Delegate seat will be offered to the next highest vote getter from the previous election. If after due diligence to offer the Bargaining Delegate seat to the next three (3) highest vote getters are unsuccessful the Local Representatives may appoint a member of the Executive Committee or a Steward to fill the vacant Bargaining Delegate seat.

Section 6. If an elected General Council delegate is unable to serve, an alternate delegate shall serve as the delegate. If no alternate delegate is able to serve, the candidate with the next highest number of votes shall be the replacement delegate to General Council.

**Section 7.** Any Local Representative, Executive Committee Member, or Steward may be removed from office for just cause as provided in these Bylaws.

## **Article 6 - Duties of Local Representatives**

### **Section 1.**

- a. All Local Representatives must be members in good standing.
- b. Local Representatives are expected to fulfill their roles and duties.
- c. Local Representatives are encouraged to attend and participate in all meetings of the local.
- d. Local Representatives may hold only one position; they may not serve in any manner that combines two or more roles as Local Representatives.
- e. Local Representatives will complete a course in Union Ethics, as provided by SEIU Local 503, within their first ~~nine (9) months~~ three (3) months in office or as soon as is practicable.
- f. ~~Local Representatives of the local shall not be able to authorize an expenditure of more than Three Thousand (3,000) dollars for any expenditure other than for an election of the Local.~~
- g. Expenditures of more than ~~Three one Thousand (511,000)~~ dollars require a vote of the Local Representatives for any expenditure other than for an election of the Local.
- h. All expenditures require the signature or equivalent electronic approval of two Local Representatives, one of which must include the Treasurer or the President.

### **Section 2. President**

- a. The President shall preside over all meetings of Local Representatives, the Executive Committee, and the Local.
- b. The President shall attend the Oregon State Hospital Labor & Management meetings.
- c. The President will serve as an automatic delegate to the General Council and is expected to attend the General Council meetings of SEIU Local 503.
- d. The President is an *ex officio* member of all special committees of the Local.
- e. The President is responsible to schedule, prepare an agenda, and conduct a minimum of four (4) membership meetings between May 1 and April 30 each year.

- f. The President shall serve as the chief spokesperson for the Oregon State Hospital Workers Local 392.
- g. The president shall be an automatic bargaining delegate. A President may decline to serve as a bargaining delegate.
- h. The President appoints all Local, special, and standing committee members.
- i. In any meeting where the President is presiding, they only vote to break a tie.

### **Section 3. Vice President(s) in Salem and Junction City**

- a. The Vice President(s) or their designee shall preside over meetings when the President is unable to attend.
- b. The Vice President(s) shall attend the Oregon State Hospital Labor & Management meetings.
- c. The Vice President(s) will serve as an automatic delegate to the General Council and is expected to attend the General Council meetings of SEIU Local 503.
- d. The Vice President(s) shall be an automatic bargaining delegate. A Vice President may decline to serve as a bargaining delegate.
- e. The Vice President(s) shall be responsible for communication with members.

### **Section 4. Secretary**

- a. The Secretary shall record and make available minutes for all meetings of the Local and the Executive Committee.
- b. The Secretary will distribute meeting notices.
- c. The Secretary shall attend the Oregon State Hospital Labor & Management meetings.
- d. The Secretary will serve as an automatic delegate to the General Council and is expected to attend the General Council meetings of SEIU Local 503.

### **Section 5. Treasurer**

- a. The Treasurer shall maintain the financial records of the Local and shall be responsible for monitoring the disbursement of funds on behalf of the Local.
- b. The Treasurer will work cooperatively with SEIU Local 503 to meet the financial obligations of the Local; through the SEIU Local 503 Treasurer and the financial office of SEIU Local 503.
- c. The Treasurer will ensure that all Local Representatives have the proper authority to sign, as one (1) of the two (2) signees needed for an expenditure.
- d. The Treasurer shall attend the Oregon State Hospital Labor & Management meetings.
- e. The Treasurer will serve as an automatic delegate to the General Council and is expected to attend the General Council meetings of SEIU Local 503.

### **Section 6. Member(s) at Large in Salem and Junction City**

- a. A Member at Large may be appointed to a committee by the President.
- b. A Member –At Large may fill in for any vacant Executive Committee position, except President, when requested by the appropriate committee.
- c. A Member –At Large shall attend the Labor and Management meetings.

## **Article 7 - Duties of the Members of the Executive Committee**

### **Section 1.**

- a. All members of the Executive Committee must remain members in good standing.
- b. Executive Committee members are expected to fulfill their roles and duties.
- c. Executive Committee members are encouraged to attend and participate in meetings of the Local.
- d. Executive Committee members are encouraged to complete a course in Union Ethics, as provided by SEIU Local 503.
- e. Members of the Executive Committee are allowed only one vote on any matter brought before the Executive Committee regardless of the number of qualifying positions they hold as Executive Committee members.
- f. The Executive Committee shall be empowered to transact business of the Local.

## **Section 2. Immediate Past President**

The Immediate Past President shall perform the following functions and duties as well as other functions and duties as appropriately assigned:

- ~~a. The Immediate Past President shall in all matters advise the current President if requested by the current President.~~ (a) Advise the President;
- ~~b. The Immediate Past President shall serve on committees to which they are appointed by the current President.~~ (b) Serve as a nonvoting member of the Executive Committee;
- ~~c. Should the Immediate Past President, for any reason, be unable or unwilling to fulfill their functions as an Executive Member of the Local there is no replacement or alternate and the position will remain vacant until such time as the current President becomes the Past President~~ (c) Serve on committees as appointed by the President;
- (d) Provide orientation for General Council delegates.

## **Section 3. Chief-Steward(s)**

- a. Chief-Steward(s) shall be chosen by the elected Stewards of the campus where they work the majority of the time (see elections).
- b. Chief-Steward(s) shall attend the Oregon State Hospital Labor Management meetings.
- c. Chief-Steward(s) maintains a current list of Stewards with relevant contact information. They share this list with the Local and with the Office of Human Resources.
- d. Chief-Steward(s) shall be responsible for scheduling and chairing Steward's meetings.
- e. Chief-Steward(s) ensure that all Stewards have been trained.
- f. Chief-Steward(s) schedule training as necessary for Stewards.
- g. Chief Steward(s) serves from May 1, or whenever the election is held, until the next election for Chief Steward(s) following a general election for the local.

## **Section 4. Bargaining Delegates**

- a. Represent the members of SEIU in contract negotiations from May 1 of the year they are elected until April 30 of the year of the next Local election.
- b. Bargaining team members represent all the members of SEIU on both the Salem and Junction City campuses, not just those who have similar job titles or work locations.
- c. Bargaining team members are expected to attend all bargaining sessions, to participate, and to work toward what is best for our members.
- d. Bargaining team members agree to work with other bargaining team members.

## **Section 5. General Council Delegates**

- a. Delegates to the General Council are expected to attend and participate in all of the General Council meetings of SEIU Local 503 each day that the General Council meets.

## **Article 8 - Duties of Stewards**

- a. Anyone elected as a Steward must either have already completed, or complete within three (3) months of their election, a Steward training approved by SEIU Local 503.
- b. Individuals who do not complete the training within the specified time without just cause will be dropped from the role of Steward and will not be approved to identify themselves as Union Stewards.
- c. Should a Steward vacancy occur the President, with two-thirds (2/3) approval of the Local Representatives may appoint a new steward.
- d. Stewards will process and resolve worksite issues and grievances through all steps of the grievance procedure as outlined in the Collective Bargaining Agreement.
- e. Stewards serve as the main communication channel between Local Leaders and the Local's membership.
- f. Stewards will be asked to attend training related to communication, education, and organizing around bargaining, and worksite issues.
- g. Stewards will communicate, educate, organize, and address worksite issues with members.

## **Article 9 - Elections**

- a. The Oregon State Hospital Workers Local 392 is a representative democracy where all members may vote.
- b. At least two months prior to the opening of nominations for an election, the President shall appoint a Nominations/Elections Committee of at least three (3) members who shall certify and announce election results and perform any other duty required of the Elections Committee. Elections committee members shall not be a candidate for any elected position.
- c. Elections for Local Representatives, Bargaining Delegates, Stewards, and General Council will be held following the guidelines established by the Service Employees International Union (SEIU), Local #503 according to its governing documents.
- d. Elections will be by secret ballot, although members may be asked to submit identification before being allowed to vote.
- e. Elections may be held electronically, through proxy companies, conducted by 503, or conducted by the Local as determined appropriate within the parameters allowed by the governing documents of the SEIU Local 503.
- f. Members may cast one ballot in an election. Members who cast more than one ballot will have all votes they cast disqualified.
- g. Any member in good standing may nominate candidates, be a candidate, and hold office within the rules as described in these bylaws.

## **Section 1. Elections of the Local**

- a. Local elections for Local Representatives, Bargaining Delegates, Stewards, and General Council delegates will be held in even numbered years.
- b. Individuals may only run for one Local Representative position in an election. If an individual self-nominates for more than one position and does not communicate which position they accept by the deadline, only their most recent nomination shall be included on the ballot.
- c. Anyone running for any position other than Steward is encouraged to complete the Steward's training and to serve as a Steward for one election cycle prior to running.

## **Section 2. Chief Steward(s) Elections**

- a. Chief Steward(s) shall be elected in the first Stewards' Meeting following a general election of the Local.
- b. Any elected Steward may nominate, run for, and hold the office of Chief Steward within the rules as described in these bylaws.
- c. Nominations, candidate statements, and voting will all take place in one meeting. All Stewards attending the meeting may vote.
- d. Stewards not in attendance may not nominate, make a statement, or run for the office of Chief Steward.
- e. Any campus with twenty (20) or more Stewards may elect two (2) Chief Stewards to serve for the term of office.
- f. If the position of Chief Steward becomes vacant another election will be held, following these rules, after an announcement by the Local President of the election to all Stewards.

## **Section 3. Special Elections**

- a. Special elections may be held.
- b. The Executive Committee will determine what matters are appropriate for a Special Election.
- c. Special elections will follow the guidelines for Local elections but are not required to follow a specific timeframe.

## **Section 4. Campus specific elections**

- a. Vice President(s) will be nominated, provide candidate statements for, and be elected by members of the campus where they primarily work.
- b. A minimum of one bargaining delegate shall be elected from each campus. The number of bargaining delegates elected from each campus shall be proportionate to the membership at each campus.
- c. Bargaining Delegates will be nominated, provide candidate statements for, and be elected by members of the campus where they primarily work.
- d. Stewards, and subsequently Chief Stewards, will be nominated and be elected by members of the campus where they primarily work.

## **Article 10 - Funding**

The Oregon State Hospital Workers Local 392 shall maintain all funds with the offices of SEIU Local 503. SEIU Local 503 will maintain records of all funds including a current list of the Local Representatives authorized to disburse funds, in accordance with the Bylaws of SEIU Local 503.

## **Article 11 - General Council Resolutions**

Resolutions to the General Council of SEIU Local 503 may be submitted by any member to the Local for consideration. The Local may endorse or not endorse the resolution at a Local meeting in accordance with the provisions of SEIU Local 503's Bylaws. If endorsed the resolution will then be submitted to SEIU Local 503s Resolution Review Committee for their review.

## **Article 12 - Removal from Office**

If a Local Representative, Member of the Executive Committee, or a Steward has grossly neglected their duties or is acting in a manner that is inconsistent with and detrimental to the role and purpose of the Local that person may be removed from office with cause, stripping them of their title and duties.

**Section 1.** A meeting of the Local Executive Committee may consider the petition of any member who believes that a Local Representative, Member of the Executive Committee, or a Steward has not fulfilled their duties or is acting in a manner that is inconsistent with the role and purpose of the Local and should be removed from office. In order for a petition to be considered, the petitioning member must collect the signature of members equivalent to at least 10% of the number of members who voted in the last election for that position.

- a. If such a Petition is brought forward the issue will be placed on the agenda for the next meeting of the Executive Committee.
- b. The accused will be notified of the accusation, their right to be present, and the date of the next Executive Committee meeting with at least ten days' notice.
- c. Any meeting held to consider removal from office will be chaired by the SEIU Organizer or other union staff. The SEIU Organizer/staff will not have a vote in the proceedings.
- d. Each side will be allowed to speak on their own behalf, have another member represent them and speak on their behalf, and to provide evidence (e.g. witness statements, written materials, and other materials) as part of an oral argument to present their viewpoint.
  - e. Each side will be allowed equal time for their presentation, which may be determined beforehand by the Executive Committee.
- f. The Executive Committee will meet after the statements have been made to discuss the matter. This discussion may take place in a private session without the accused, the accuser, guests, or others present. The SEIU Organizer or staff may stay and chair the discussion.
- g. The Executive Committees may decide to proceed with the removal from office or may choose some other course of action. A vote shall be conducted by secret ballot by the Executive Committee. Removal from office requires two-thirds (2/3) majority of those present to vote for removal with a quorum of a majority of the Executive Committee members present. The accused and the accuser shall not be included in calculating the quorum.
- h. The accused and the accuser will be notified of the decision of the Executive Committee as soon as is reasonably possible.

### **Article 13 - Amendments to the Bylaws**

Amendments to the Bylaws must be approved by the SEIU Local 503 Rules Committee in accordance with the SEIU Local 503 Bylaws prior to a vote of the membership. Amendments to the Bylaws of the Oregon State Hospital Workers Local 392 may be made at any regularly scheduled General membership meeting by a two-thirds (2/3) vote of the members present, providing proper notice was given to the membership of both campuses. "Proper Notice" shall include but is not limited to: The President of the Local shall provide each Steward on both campuses with announcements for posting no later than fifteen (15) calendar days prior to the scheduled meeting. Such an announcement shall contain the current language of the Bylaws and the specific language of the Amendments to the Bylaws, and the date, time, and site for the upcoming meeting. Alternatively, amendments may be referred to a vote of the membership through an electronic ballot, provided proper notice is given in advance of the voting deadline.

Amendments to the Bylaws may be made by any member in good standing. The request for a change in the Bylaws will be discussed by the members of the Local Representatives and they may endorse or not endorse the amendment. If endorsed the resolution will then be submitted to the membership of the Local for consideration in the next election or at any sooner time scheduled by the Local Representatives.

If the amendment is not endorsed by the Local Representatives, the petitioner may collect signatures of members requesting an election on the change. If the petitioner collects ten percent (10%) plus one (1) signature(s) of the Local's members, the amendment will be included in the next election, or at any sooner time scheduled by the Local Representatives, if approved by the SEIU Local 503 Rules Committee in accordance with the SEIU Local 503 Bylaws.

Date of Ratification: \_\_\_\_\_

\_\_\_\_\_  
President, Local #392

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Salem Vice-President, Local #392

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Junction City Vice-President, Local #392

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SEIU Organizer 503