

Oregon State Hospital Local 392 Constitution

Article 1 – Name

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

Article 2 – Purpose

The Oregon State Hospital Workers Local 392 of Service Employees International Union Local 503, Oregon Public Employees Union (SEIU Local 503, OPEU) 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 who are represented by the bargaining contract between SEIU Local 503, OPEU and the Department of Administrative Services for the State of Oregon.

Article 3 – Membership

All eligible employees of the Oregon State Hospital bargaining unit shall be members of the SEIU Local 503, OPEU Local 392 upon payment of Union dues as required by the Constitution and Bylaws of SEIU Local 503, OPEU.

Article 4 – Officers

Section 1. The officers of SEIU Local 503, OPEU shall be: one (1) Statewide President; one (1) Vice President for Salem campus and one (1) Vice President for Portland campus; one (1) Secretary for both campuses; one (1) Treasurer for both campuses; and one (1) Immediate Past President.

Section 2. The Executive Committee of SEIU Local 503, OPEU Local 392 shall consist of all Officers, the Chief Steward, all bargaining delegates and two members-at-large.

Section 3. Bargaining delegates shall be elected to represent the statewide Local. Both the Vice President from the Salem and Portland campus will automatically serve as bargaining delegates, however, both shall retain the right to decline to serve in this capacity.

Section 4. One member-at-large shall be elected to represent the Salem campus and one from the Portland campus. The members-at-large shall be elected by the members from their respective work areas.

Section 5. For purposes of voting within the Local Executive Committee, a vote shall consist of 2/3 of the Executive Committee members.

Ratified 4/6/2012
Oregon State Hospital Workers, Local 392
of the
Service Employees International Union (SEIU), Local 503,

By-Laws

ARTICLE I - Duties of the Local

The primary responsibility of the Oregon State Hospital Workers Local 392, hereafter referred to as Local 392, shall be to administer and negotiate collective bargaining agreements for the betterment of the wages, benefits, hours and working conditions of the members of the Local; to develop a system of communication to ratify the collective bargaining agreement; and, to foster and protect the rights and goals of the membership of the Union.

ARTICLE II - Duties of the Executive Committee

- The Executive Committee shall meet a minimum of four (4) times each year to transact necessary business of the Local that affects the statewide membership of the Local.
- The Executive Committee shall serve as the Labor Representatives of Local 392 at Oregon State Hospital Labor and Management meetings.
- The Executive Committee will develop and advocate for contract bargaining improvements.

ARTICLE III - Duties of the Statewide Officers

Section 1. President

- One President will be elected to represent the SEIU represented employees of the Oregon State Hospital.
- The President shall preside over all meetings of the Local and the Executive Committee.
- The President shall serve on the Oregon State Hospital systems Labor & Management Committee.
- The President shall be an automatic general Council Delegate and attend General Council.

Section 2. Vice Presidents

- One Vice President will be elected to represent the SEIU represented employees of each campus of the Oregon State Hospital.
- The Vice President(s) shall preside over meetings of the Local and Executive Committee when the President is absent.
- The Vice President(s) shall serve on Oregon State Hospital systems Labor & Management Committee.
- The Vice President(s) shall be an automatic General Council delegate and attend General Council.
- The Vice President(s) shall be responsible for the Local's communication with the members.
- The Vice President(s) shall be automatic bargaining delegates.

Section 3. Secretary

- One Secretary will be elected to represent the SEIU represented employees of the Oregon State Hospital.
- The Secretary shall record and distribute minutes for all meetings of the Local and the Executive Committee.
- The Secretary will distribute meeting notices.
- The Secretary shall serve on the Oregon State Hospital systems Labor & Management Committee.
- The Secretary shall be an automatic General Council delegate and attend General Council.

Section 4. Treasurer

- One Treasurer will be elected to represent the SEIU represented employees of the Oregon State Hospital.
- The Treasurer shall maintain the financial records of the Local and shall be responsible for all requests for disbursement of funds on behalf of the Local.
- All requests for disbursement of funds shall be made to Service Employees International Union (SEIU) Local 503, hereafter referred to as SEIU, Headquarters in care of the Union Secretary-Treasurer, who shall comply with such requests when they are in compliance with the Local 392 and SEIU Constitution and By-Laws.
- The Treasurer shall serve on the Oregon State Hospital systems Labor & Management Committee.
- The Treasurer shall be an automatic General Council Delegate and attend General Council.

Article IV – Removal from Office

- In the event a member of the Executive Committee is not carrying out the duties and responsibilities of their elected position that person may be removed from office.
- More than one half of the members of the Executive Committee must agree to meet to consider removing an elected person from office.
- The person who is being considered for removal from office must be given prior notice of the meeting to consider removal and may attend that meeting.
- At any meeting to consider removal the SEIU Organizer will chair the meeting. The SEIU Organizer will not have a vote.
- Those speaking on behalf of removal and the person to be removed, or their representative, will have opportunity to speak during the meeting. Each side will be allowed to present evidence, witnesses, written materials and oral argument that represents their views.
- Any vote for removal will be by secret ballot.
- 2/3 or more of all Executive Committee members must vote in favor of removal for a person to be removed from office.

Article V. Local 392 Stewards

Section 1. Election of Stewards

- Stewards shall be elected by the members of the campus for which they work.
- The Executive Committee will review all nominations for Steward and may disallow any nomination and not include that person on the ballot.
- The Executive Committee will notify any person nominated but not approved before the ballots are mailed.
- Chief Steward(s) will be elected by a majority vote of the Stewards within their campus. Chief Steward(s) may not hold any other office except that of Steward within Local 392.

Section 2. Duties of Stewards

Duties of the Local Stewards shall include, but are not limited to:

- Completing appropriate training in an SEIU Local 503 approved Steward training program before serving as a Steward.
- Processing and resolving worksite issues and grievances through all steps of the grievance procedure as outlined in the Collective Bargaining Agreement.
- Serving as the main communication channel between Union leaders, staff and the general membership.
- Education, communication and organizing around bargaining, politics, and worksite issues and explaining how these issues are inter-related.

Duties of the Chief Steward(s) include but are not limited to:

- The Chief Steward(s) shall direct and coordinate the efforts of Stewards in their Sub-Local area.
- Chief Steward(s) shall recruit, mentor and assist Stewards as necessary through the grievance process.
- The Chief Steward(s) shall monitor grievances filed by stewards for the membership and report to the leadership regarding areas needing bargaining action.
- Chief Steward(s) shall assist staff in organizing Steward training as necessary.
- The Chief Steward(s) shall organize and preside over a monthly meeting, which shall include the stewards on the campus they represent. (If a campus has more than one Chief Steward only one monthly meeting is required.)

Section 3. Removal of Local Stewards.

- A Steward may be removed for cause. Cause may include malfeasance or prolonged absence or inability or unwillingness to fulfill the duties of the position.
- If a majority of the Executive Board or more than one third of the Stewards on a campus agree to remove a Steward than the following procedure will be applied.
 - More than one half of the members of the Stewards of the campus must agree to meet to consider removing a Steward from office. Only Stewards from that campus will

have a vote in a removal proceeding.

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- The person who is being considered for removal must be given prior notice of the meeting to consider removal and may attend that meeting.
- At any meeting to consider removal the SEIU Organizer will chair the meeting. The SEIU Organizer will not have a vote.
- Those speaking on behalf of removal and the person to be removed, or their representative, will have opportunity to speak during the meeting. Each side will be allowed to present evidence, witnesses, written materials and oral argument that represents their views.
- Any vote for removal will be by secret ballot.
- 2/3 or more of all Stewards on the affected campus must vote in favor of removal for a Steward to be removed from office.

ARTICLE VI. General Council Resolutions

Any member may author resolutions to General Council. All resolutions shall be forwarded to the President or Vice President for presentation to the Executive Committee. The Executive Committee shall by a majority vote, decide to endorse or not to endorse the resolution. Endorsement by the Executive Committee is not required for the submission of a resolution to the General Council. Only resolutions endorsed by the Executive Committee will be identified as coming from Local 392, all other resolutions may only reflect their authorship.

ARTICLE VII Amendments to the By-Laws

- Amendments to the By-Laws will be presented in writing to the Executive Committee.
- By 2/3 vote of the members present the Executive Committee can amend the By-Laws.