

**BY-LAWS  
of the  
PORTLAND FEDERATION OF TEACHERS  
AND CLASSIFIED EMPLOYEES**

**ARTICLE I            TERMINOLOGY**

The name of Portland Federation of Teachers shall be retained within the name of PFTCE, reflecting the 1919 founding of the Organization of that name and its historical significance as the oldest teacher organization in Portland.

**ARTICLE II            ORDER OF BUSINESS**

1.            Call to Order
2.            Reading of Minutes
3.            Financial Report
4.            Reading of Communications
5.            Reports of Officers
6.            Reports of Committees
7.            Reports of delegates, conferees, and others traveling on PFTCE business
8.            Recommendations of the Executive Board
9.            Unfinished Business
10.          New Business
11.          Remarks for the Good of the Order

**ARTICLE III            REPRESENTATIVES**

Delegates and alternates to the conventions of the Oregon AFL-CIO, AFT-Oregon, and American Federation of Teachers shall include the President of this organization as ranking delegate. Executive Board members, elected by secret ballot to their Executive Board positions may also be voting delegates to state, national and international conventions. Such other representatives to which it is entitled shall be elected by secret ballot at a meeting preceding such conventions. Votes allocated to PFTCE shall be distributed as evenly as possible among the delegates present at the time of voting at any convention but votes shall not be fractioned. All additional votes shall be assigned by lot with no delegate receiving more than one of the additional votes.

Trustees and Alternates to the Portland Public Schools Health and Welfare Trust shall be appointed at the discretion of the President and approved by the Executive Board. The Trustee(s) shall serve as non-voting member(s) of the Executive Board. Expenses and travel related to Trust meetings shall be covered by the Trust.

## **ARTICLE IV            TRAVEL**

Persons representing this organization attending workshops, conferences, conventions or meetings sponsored by PFTCE or its affiliates or other non-affiliated organizations, for which there is reimbursement shall:

- A)            Have the approval of the President, who shall inform the Executive Board, herein after known as Board, prior to the departure;
- B)            Submit an itemized list of estimated expenses to the President for the Board's approval;
- C)            Give a post-event report and expense summary to the Board at its first meeting following the event; and
- D)            Comply with Article XVI of the Constitution, and these By-Laws.

For non-budgeted travel, the President shall compile a cost estimate of the travel and expense and present it to the Board for approval prior to departure. Items C and D above shall apply to all officers and staff.

### **TRAVEL ON PFTCE RELATED BUSINESS AND OTHER EXPENSES**

The President of this Organization must approve all travel.

- Section 1.            When PFTCE is responsible for funding travel and expenses, a budget and itinerary shall be submitted to the President and, if appropriate, a request for either per diem or expenses, thirty (30) days in advance of departure amount. Exceeding the submitted budget must be approved by the Board. If PFTCE is to be reimbursed by another organization or affiliate, a statement itemizing the reimbursement must accompany the budget and itinerary.
- Section 2.            The traveler is responsible for providing documentation of expenses. Failure to do so will require reimbursement by the traveler. All travel must be included in the Treasurer's monthly report to Board and indicate against which budget item the travel and expense has been charged.
- Section 3.            Any trip or portion of a trip not related to Union business shall be reimbursed by the traveler if Union funds have been used.
- Section 4.            Reimbursement request to affiliates or other organizations shall be submitted by the Treasurer to the appropriate organization not more than thirty (30) days following the completion of the travel.
- Section 5.            Travelers shall provide the PFTCE office Secretary with an itinerary so that they may be contacted for instructions or information related to union business.

Section 6. At the Board meeting following completion of the travel, the traveler shall give the Board a brief summary of the travel.

Section 7. If travel has not been approved by the President or if the travel expense has been denied by the Executive Board, the traveler may appeal the decision by requesting a hearing within thirty (30) days of notification that an expense is denied. If a hearing request is made, the hearing will be placed on the agenda of the following Executive Board meeting and the traveler shall appear and present his/her arguments and documentation. A vote will be taken immediately after the hearing and the decision will be final. The vote shall be majority of all the Council members.

## **ARTICLE V      DUTIES OF OFFICERS**

### **Section 1 - President:**

This position shall be a full-time elected contractual position which includes all benefits accorded to the employees of Portland Public Schools. This contract will be negotiated by a Contract Committee representing the Board and will be ratified by a majority vote of all members of the Board. A job description shall be a part of the negotiated contract which shall include the position requirements as stated in the Constitution and Guidelines for PFTCE Executive Board Members.

### **Section 2 - Officers:**

The duties of all officers of this organization shall appear in the Guidelines for PFTCE Executive Board Members.

## **ARTICLE VI      SALARIED STAFF**

The Board shall have the power to authorize the employment by contract of other salaried officers within the provisions of Article XIV of the Constitution.

- A) as financially able and in accord with specific needs of the Organization;
- B) for a period of time as designated by the Board and subject to contractually negotiated terms; and
- C) the Contract Committee, representing the Board, shall negotiate the contract. With a majority vote of the Board, it shall be approved.

## **ARTICLE VII      BUILDING REPRESENTATIVES**

Section 1. Building Representatives and an alternate shall be elected by October 30 of each school year, or when a vacancy occurs, by secret ballot in each

worksite by the members at that location. In order to serve as Building Representative, a person must be an active member in good standing of the PFTCE.

Section 2. All Building Representatives shall be elected by plurality of the votes cast. The person receiving the second highest number of votes shall serve as the alternate for that worksite. In the event of a tie, a run-off election shall be held.

Section 3. Disputes in such elections shall be referred to the Election Committee for determination, provided that any aggrieved person may appeal to the Building Representative Council.

Section 4. A Building Representative shall take office upon certification of the results of the election.

Section 5. Each worksite is also entitled to one alternate. One Building Representative may be added for every additional ten unit members in excess of 15. The Field Rep shall inform worksites of the number of Building Representatives to which they are entitled no later than October 31 of each school year based on the membership as of October 15

Section 6. Building Representatives:

- A) shall attend or send alternates to all regular and special meetings of PFTCE and any other meetings they are required to attend;
- B) must hold a minimum of one (1) meeting every two (2) months during the school year at their worksite to report union matters and receive instructions from the members who elected them, and for social purposes; these meetings shall also be for the purpose of conducting union elections and referenda among the members of their school or work locations;
- C) shall be responsible for the distribution of all information from the local office to members in their school or work location;
- D) shall be responsible for the union bulletin board in their school or work location;
- E) shall be responsible for recruitment of new members in their school and for maintaining old members in good standing; they shall transmit to the union office by the end of the first month of each grading period a duplicate list of all eligible non-members and of all members who are no longer employed or have been transferred to another school; and
- F) shall assist members in enforcing the contract by reporting any violations to the PFTCE staff.

## **ARTICLE VIII**            **FAIR SHARE CONTRIBUTORS**

Section 1.            Persons contributing on a fair-share basis are not eligible to vote in elections, including contract ratification, and may not hold office.

Section 2.            Fair-share contributions shall be consistent with the dues members pay to the local and include per capita to affiliates.

Section 3.            The President shall be responsible for prompt and fair hearing of complaints and problems regarding fair share contributions and shall inform the Board of the complaint, negotiation and resolution. An appeal process will be on file in accordance with the most recent laws.

## **ARTICLE IX**            **COMMITTEES**

Committees shall be formed and guided as prescribed by these By-Laws and Article XV of the Constitution. Committees may make rules governing the committee provided these rules do not conflict with the Constitution and By-Laws. If appropriate, committee chairpersons must submit a budget to the Treasurer in March for inclusion in the next fiscal year budget. Short term committee fund requests shall be presented to the Board by the committee chairperson. Committee Chairperson will summarize the activities of their committee periodically before the Board. Chairpersons will submit minutes of all committee meetings and a list of committee members to the PFTCE Secretary. Correspondence to AFT and AFT-Oregon shall be copied to the President.

## **ARTICLE X**            **STANDING COMMITTEES**

Standing committees shall be chaired by the members of the Board with whom the activity of the committee is related and committee members shall serve terms coinciding with the term of the chairperson on the Board which is two (2) years.

Section 1. Activities: The Chair of this Committee shall be appointed by the Board. The Committee shall be for the purpose of assisting in the promotion of the union concept of support for the members.

- A)            Arrange social functions and assist the President with workshops, conferences and other special events.
- B)            Maintain a file of persons, places and other information for reference in planning social and informational events.
- C)            Coordinate funding and awarding of scholarships.

Section 2. Committee for Political Education: The Political Education Vice President shall chair this committee.

- A) Assist in establishing endorsement procedures for candidates.
- B) Develop a yearly plan for COPE activities and act as liaison for this organization with our affiliates and other political bodies.

Section 3. Training Committee: The Chair of this Committee shall be appointed by the Board.

Section 4. The Budget and Contract Committee: The Treasurer shall chair this committee. Also serving on this committee of not less than 3 and not more than 5 persons shall be the President and at least one person from the membership. The Committee shall meet in March and meet thereafter at least monthly; shall report the budget status at each Board Meeting, concluding with a report of the proposed budget at the August Executive Board meeting for recommendation to Council for adoption at the September Membership meeting.

- A) Periodically monitor the budget to determine if expenditures have exceeded the prescribed limits.
- B) If expenditures exceed the amount of monies budgeted for items, the committee may recommend one of the following:
  1. Close the account showing the deficit, permitting no further cash flow.
  2. Request the permission of the Board to transfer funds within the budget lines.
  3. Request permission of the Council to transfer funds outside of budget lines.
- C) At the request of the Board, conduct a full review of the budget and inform the Board of the result.
- D) The Finance Committee shall instruct the President to hire an independent auditor yearly to conduct an audit of the financial records of the Organization.

**ARTICLE XI            SPECIAL COMMITTEES**

Special committees may be appointed by the President, Executive Board, or the Council as needed and are subject to all the rules which apply to committees as prescribed in the Constitution and elsewhere in these By-Laws.

Section 1.            Chairpersons shall submit a budget when applicable, committee member list, purpose, goals, and termination date to the Board.

Section 2.            Those Committees excepted from Presidential and Board review are those appointed by the membership.

Section 3.            Negotiating Committee: The President shall serve as chairperson of this committee which is for the purpose of collective bargaining. The

committee shall include a Vice President appointed by the Board, and one person representing each job classification unit as is necessary to complete the committee.

Section 4.        Election Committee: For the purpose of conducting elections, this committee will assist the President and consist of not more than five (5) members who are not holding office or are not a candidate for office. The chairperson shall be elected by a majority vote of the members of the committee. All of the provisions in Article VII of the Constitution and of committees as set forth in the Constitution and these By-Laws shall apply.

1.        Committee members shall be elected at the November meeting by the membership to serve a term of one year beginning immediately following their election.
2.        It is the duty of this committee to verify membership and issue ballots, tally votes and report the results to the membership, seal the ballots in an envelope with the date and purpose of the election. The participating members shall sign the envelope and give it to the secretary.

## **ARTICLE XII        THE BUDGET**

The Budget and Contract Committee shall be subjected to the rules prescribed in Article X, Section 4 of these By-Laws.

Section 1.        The officers of this Organization shall have the power to spend money within the limits of the budget, however, expenditures that cannot be made within the budget must be approved by the Council.

Section 2.        Fund Raising as prescribed in the Constitution and these By-Laws must be for a purpose and must be approved by the Board and the President. Any funds raised shall be included in the appropriate budget account and shall be administered for the intended purpose.

Section 3.        Budget deficits shall be reported immediately to the President and Board who may make recommendations for reduction or elimination of activities related to the deficit or that additional funds be raised or a transfer of funds be made.

Section 4.        Budget and financial records shall be kept in accordance with AFT standards and as specified in the AFT Financial Manual for Local Unions dated February 1986 or any later revised editions. The President or the Board may request AFT to conduct an audit of the local's financial records.

Section 5. The issuing of checks shall require two signatures and a signature stamp may not be used. Disbursement of funds shall require documentation in the form of invoices, receipts, or verified statements of expenditures.

Section 6. Release time shall be charged to the budget line account for which the release time has been granted and shall be considered as an expense of the activity toward which it is charged.

### **ARTICLE XIII**      **ANNUAL PLANS AND OBJECTIVES**

The President shall submit the Annual Plans and Objectives as proposed by the Board to the Membership at the September PFTCE meeting. The Annual Plans and Objectives must be in harmony with the goals of the Organization and within the limitations of the Budget and must include a calendar of events for the fiscal year. The goals of the Organization are considered as part of the Annual Plans. The Plans and Objectives may be revised at the request of the President or a member of the Board and approved by a majority vote of all of the members of the Board.

### **ARTICLE XIV**      **BONDING OF OFFICERS**

All officers of the AFT local who handle money should be bonded through a Fidelity Bond sponsored by AFT as stated in the AFT Financial Manual.

### **ARTICLE XV**      **INITIATIVE AND REFERANDUM**

#### Section 1.

Ten percent (10%) of the active members may initiate a proposition or may demand a referendum on any action of the Council. The Board shall submit same to the entire membership within thirty (30) days following certification thereof. The Board shall take no more than two (2) weeks to certify signatures.

### **ARTICLE XVI**      **UNIT RULE**

Delegates to all conventions of organizations with which PFTCE is affiliated shall vote by unit rules as directed by the membership, except on those issues for which the delegation has no instruction from the membership, a majority vote of the delegates shall determine the unit vote of the entire delegation.

### **ARTICLE XVII**      **FISCAL YEAR**

The fiscal year of this Organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

**ARTICLE XVIII**      **AMENDMENT OF THE BY-LAWS**

These By-Laws may be amended at any regular meeting by a two thirds vote of Building Representatives present. The membership shall be notified in writing that discussion is scheduled at two regular meetings prior to the vote. The vote may be taken following discussion at the second meeting.

**ARTICLE XIX**      **GOVERNANCE**

These By-Laws shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution.