



**Office and Professional Employees International Union**  
2800 First Avenue, Room 304 · Seattle, WA 98121 · (206) 441-8880 · 1-800-600-2433

---

# CONSTITUTION AND BYLAWS

Revised July 28, 2009

CONSTITUTION AND BYLAWS

TABLE OF CONTENTS

	<u>PAGE</u>
Affiliations and Delegates, Article 13.....	14
Amendments, Article 21 .....	22
Appendix “A” – Dues Schedule .....	24
Discipline and Trials, Article 17 .....	20
Election Offenses, Article 15 .....	19
Executive Board, Article 12 .....	12
Existence, Article 3 .....	1
Finances, Article 6 .....	3
International Constitution, Article 20 .....	21
Jurisdiction, Article 4 .....	1
Meetings, Article 9 .....	6
Membership, Article 5 .....	2
Membership Assemblies, Article 9 .....	6
Name, Article 2 .....	1
New Member Initiation Pledge .....	23
Oath of Office.....	23
Officers and Duties, Article 11.....	8
Orders of the Day.....	23
Policies, Article 22.....	22
Preamble, Article 1.....	1
Protest of an Election, Article 16 .....	19
Regional Chapter Meetings, Article 10.....	7
Reinstatement, Article 7 .....	4
Rules of Order, Article 19.....	21
Strikes, Article 18 .....	20
Terms of Office and Elections, Article 14 .....	15
Withdrawal and Work Permits, Article 8.....	5

# **CONSTITUTION AND BYLAWS**

## **ARTICLE 1**

### **PREAMBLE**

This Local Union declares for its objectives and aspirations the following: To organize all unorganized professional, technical, office, clerical, and health care employees; to secure terms and conditions of employment for its members consonant with ideals of fair wages; to promote and encourage harmonious relations between ourselves and our employer; to render all possible assistance to our fellow members in the American Federation of Labor and Congress of Industrial Organizations and the Canadian Labour Congress; and to have in general, the same aims and purposes of the International Union provided for in its Constitution in the interests of all professional, technical, office, clerical and health care employees.

## **ARTICLE 2**

### **NAME**

This organization, located in the State of Washington, shall be known as the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL NO. 8, and remain a charter Local Union of the Office and Professional Employees International Union of the American Federation of Labor and Congress of Industrial Organizations.

## **ARTICLE 3**

### **EXISTENCE**

This Local Union cannot be dissolved while there are seven (7) dues-paying members therein who desire to continue its existence. Upon the dissolution of the Local Union, all its books and records shall become the property of the International Union in trust for a period of one (1) year, during which time such property shall be returned to this Local Union if it is reconstituted. After such one (1) year period such properties and assets shall become the property of the International Union, and the funds will be placed in the International Union treasury to be used by the International Union for its general purposes.

## **ARTICLE 4**

### **JURISDICTION**

Section 1. This Local Union shall embrace within its membership, employees in any phase of office, clerical, professional, technical, health care and related work in the commonly accepted sense of that term coming within its jurisdiction established under the Constitution of the Office and Professional Employees International Union.

Section 2. This Local Union recognizes the right of the Executive Board of the International

Union to determine jurisdiction between local unions and to settle all controversies respecting jurisdiction between local unions.

## ARTICLE 5

### MEMBERSHIP

Section 1. No person shall be permitted to retain membership in this Union whose actions are proven to be substantially harmful to the principles of democracy, free trade unions and civil rights.

Section 2. No person holding membership in another local union of the International Union shall be admitted to or permitted to retain membership in this Local Union.

Section 3. All officers and full time paid organizers of the International Union shall be ex-officio members of this Local Union with the privileges of participating in this Local Union's meetings but not voting; provided, however, such officers and organizers shall retain and may exercise full rights of participation in this Local Union if they hold membership in this Local Union.

Section 4. Any member of this Local Union who secures employment under the jurisdiction of any other union affiliated with the American Federation of Labor and Congress of Industrial Organizations or the Canadian Labour Congress not under the jurisdiction of this International Union, who is thereby required to become a member of such other union, may retain their membership in this Local Union.

Section 5. All members shall be good standing members and entitled to participate fully as members in the affairs of this Local Union. Good standing shall mean any member who is an employee or officer of this Local Union or who is employed within a collective bargaining unit represented by this Local Union and who is current with dues and initiation fee and who is not more than ninety (90) days in arrears. Only members in good standing shall be eligible to participate in voting on internal Union business, to run for office, to serve on bargaining teams, or to vote on strikes and contracts.

Section 6. When any member is disabled, or reaches retirement age and ceases active employment he or she may apply for status as a retired member. Such member shall be required to pay dues as approved by the International Union President and listed in Appendix "A" of these Bylaws. They shall have the right to attend meetings and participate in deliberations. They shall have the right to vote, including the election of officers, as provided for in Article 14 hereof.

They shall not be eligible to hold office or serve the Local Union in any elected capacity.

Section 7. ASSOCIATE MEMBERSHIP. An associate member shall be defined as (a) a member laid off or, (b) placed outside of a bargaining unit, (c) an individual from a group seeking unionism with this Local Union or, (d) an individual from a union related business or organization which supports and promotes unionism and union work.

Such individual shall make application stating their reason for desiring associate membership. Applications for associate membership shall be reviewed and approved by the Executive Board. If it is deemed that the associate member is using the membership in a manner contrary to the best interests of the Local Union, the membership may be revoked by a vote of the Executive Board.

The associate member shall have a voice but no vote at the Local Union level and cannot assume executive functions in the Local Union. The associate member may be seated as an observer at the OPEIU Triennial Convention but cannot run for office. The associate member shall have no right to union representation because of the associate member status. The associate member is not authorized to use the OPEIU Union Label.

The dues and per capita tax payment shall be as approved by the International Union President and listed in Appendix "A" of these Bylaws.

The associate member shall be entitled to any OPEIU newsletter, workshops in regard to issues that may concern them, and to the various OPEIU Union Privilege Programs, such as the credit card, legal service plan, and any other benefits available to associate members upon request.

**ARTICLE 6**

**FINANCES**

Section 1. The revenue of this Local Union shall be derived from initiation fees, reinstatement fees, work permit fees, dues and such other monies as may be voted or accepted by a majority of the members present at a regular or special meeting after proper notice has been sent to all members.

Section 2. The initiation fees for all applicants for membership to this Local Union shall be as follows:

- Wages of \$2400 and over per month . . . . . Initiation Fee \$150
- Wages of \$1251 to \$2400 per month . . . . . Initiation Fee \$100
- Wages less than \$1251 per month . . . . . Initiation Fee \$ 50
- Special fee . . . . . \$ 20 (per Section 3(d) of this Article)

Upon request, the initiation fee can be paid over a three (3) month period.

(a) For newly organized groups, the initiation fee is waived for employees employed at the time the initial collective bargaining agreement is signed and provided that approval of the International President is obtained in accordance with Article XIX, Section 8 of the International Union Constitution.

Section 3.

- (a) The regular monthly dues of the membership of this Local Union shall be as outlined in Appendix "A".
- (b) Dues of this Local Union are due and payable on the first day of each calendar month.
- (c) Any member of this Local Union who becomes three (3) months delinquent in their dues shall be automatically suspended.
- (d) The Executive Board may, for organizational purposes, reduce the initiation fee to a Special Fee of \$20 with the consent of the International Union and the approval of the membership.

Section 4. GENERAL FUND. Expenditures of this Local Union shall be only for valid purposes and in all cases shall be made by check signed by the Secretary-Treasurer and countersigned by the President or Vice-President. The Business Manager shall serve as a fourth check signer in the event that one of the three primary check signers is not available. Except for obligations due the International Union , regular recurring bills and items in the membership approved budget, all unusual expenditures prior to payment, shall be read and approved by the membership at a regular Membership Assembly in accordance with these Bylaws including, but not limited to, Article 9, Section 1 and Article 12, Section 4.

Section 5. The initiation fees, reinstatement fees and other obligations owed by this Local Union to the International Union shall constitute a preferred claim and must be paid promptly by this Local Union each month prior to the payment of any other obligation of this Local Union.

Section 6. The fiscal year of this Local Union shall be the 12-month period ending with the last day of the month of December of each year.

**ARTICLE 7**

**REINSTATEMENTS**

The reinstatement fees for suspended members in this Local Union shall be \$25.00 the first time in addition to the current month's dues, except that suspended members who have been working under union conditions established by this Local Union shall, in addition, be required to pay all back dues for the period of such employment not to exceed one year. All delinquencies thereafter shall include a reinstatement fee in the same amount as the initiation fee for their current salary, in addition to the current month's dues except that suspended members who have been working under union conditions established by this Local Union shall, in addition, be required to pay all back dues for the period of such employment not to exceed one year.

## ARTICLE 8

### **WITHDRAWAL AND WORK PERMITS**

Section 1. Any member of this Local Union leaving the jurisdiction of this Local Union or the International Union, may apply for and shall be issued a Withdrawal Card. However, no Withdrawal Card can be issued unless the member has paid dues up to and including the last month in which the employee received compensation from the Employer.

Section 2. Whenever any member is not in the employment of any Employer who bargains with any local union or the International Union, the Local Union shall issue a Withdrawal Card to such member, subject to the provisions of this Section. This subsection shall not apply to any member who holds office in, or is employed by, the International Union, any of its local unions or councils, any federation or council of labor organizations with whom the International Union or any of its local unions is affiliated, or any central body with whom any local union is affiliated, or to any member entitled to benefits under any health, welfare, or pension plan whose continued coverage is conditioned upon union membership, or to any member who, in the regular course of employment has become retired, or to any unemployed member seeking dispatch to a union job through the facilities of the Local Union.

Section 3. Any person issued a Withdrawal Card shall not be entitled to participate in the operation of this Local. A person issued a Withdrawal Card, who has complied with the conditions of same, shall, upon resuming and commencing work within the jurisdiction of this Local Union, deposit such card and shall be admitted to membership in this Local Union without the payment of any initiation fee but upon payment of the current month's dues, shall have all the benefits and privileges of membership. Upon deposit of a Withdrawal Card, eligibility to vote or to run for office shall be the same as provided for in Articles 14 and 15 governing the rights and privileges of members.

Section 4. Withdrawal Cards and Work Permits shall be issued by the Secretary-Treasurer of this Local Union, and monthly reports of all such cards issued, deposited or canceled shall be made to the Secretary-Treasurer of the International Union.

Section 5. Members entering the Armed Services of the United States or Canada during emergency periods as determined by the Executive Board of International Union and who are in good standing with all obligations of the International Union and this Local Union paid, including the month in which they entered the Armed Services, shall be issued Military Service Cards which shall continue their membership without the payment of dues or other fees for the period of service required by such emergency periods and for an additional period not to exceed ninety (90) days from date of discharge or until they again resume work within the jurisdiction of this Local Union, whichever occurs first, except that such persons shall only accrue rights to benefits to the extent determined by this Local Union.

Section 6. This Local Union may issue Work Permits to persons employed for a period not exceeding ninety (90) days for work within the jurisdiction of this Local Union, which shall allow such person to work without the payment of initiation fees; provided, however, that any such person may apply at any time during such period for membership in this Local Union. In the

event a person works beyond ninety (90) days, then any extension beyond this period will be subject to approval by the International Union. Such permits shall be issued monthly and the charge shall be the same as this Local Union's regular monthly dues. Permit money paid does not apply on initiation fees.

Section 7. All Withdrawal and Military Service Cards shall be secured by this Local Union from the Secretary-Treasurer of the International Union.

## **ARTICLE 9**

### **MEMBERSHIP ASSEMBLIES**

Section 1. Regular meetings of the membership of this Local Union shall be held at least twice a year. "Regular meeting" or "meeting" in this Article shall refer to the Membership Assembly unless otherwise noted. Meeting notices shall be sent by regular mail or email to all members in good standing by the Local 8 office. The Executive Board shall meet regularly once each month and shall be empowered to conduct all routine business of the Local Union. The Executive Board shall not transact any business that may affect the vital interests of this Local Union until the approval of the body is secured.

Section 2. Membership Assembly Purpose: Official Local Union business shall be conducted at each Assembly. In addition to regular and new business and reports, at the January Assembly the following business shall be conducted and decided upon by the members in attendance: Local 8 budget; annual donations; PAC donations and endorsements; Local 8 priorities; field staff contract; officer nominations (when required); and delegate nominations and elections (when required). In addition to regular business and reports, at the September Assembly the following business shall be conducted and decided upon by the members in attendance: trustee nominations and elections (when required); and PAC donations and endorsements. At each of the Assemblies there will be an education component, committee meetings and regional reports.

Section 3. Membership Assembly Frequency and Location: The regular Membership Assembly shall be held on the fourth Saturday in January and the fourth Saturday in September of each year. The Assembly will be held in each of the four (4) Membership Regions on a rotational basis. The Executive Board shall vote on and approve the schedule for the Assemblies for the upcoming year at its regular November meeting.

Section 4. Membership Assembly Attendance: The Membership Assembly is open to all Local 8 members in good standing. Stipends may be available for members to attend in accordance with Local 8 reimbursement policies. Chapter Chairs and all Local 8 Officers, including Business Manager, Executive Board members, and Trustees shall be expected to attend the Membership Assemblies. All Officers, including Executive Board members and Trustees, and Chapter Chairs (or Chapter Chair Elect when substituting for a Chair) shall be paid for travel expenses to attend the Assembly in accordance with Local 8 reimbursement policies.

Section 5. Membership Assembly Accountability: Minutes of any Membership Assembly shall

be available on the Local Union website for all members to access. Regional Executive Board members will report on actions taken at the Membership Assemblies at the Chapter Meeting in his/her area.

Section 6. The membership in attendance at any regular meeting of this Local Union by a two-thirds (2/3) majority vote can change the time and place of the regular membership meetings. The entire membership of this Local Union must be notified of such change as soon as possible but said notification cannot be later than seventy-two (72) hours before the date set for the next regular meeting.

Section 7. A special meeting of this Local Union may be called by the Executive Board. A special meeting of this Local Union shall be called upon request submitted to the President by not less than ten percent (10%) of the members in good standing. The request must be in writing and shall state clearly the purpose or purposes for which the meeting is requested and no other business shall be transacted at such special meeting.

Section 8. A notice shall be sent of any special meeting, stating the purpose for such meeting, to all members at least seventy-two (72) hours before it convenes. No other business shall be transacted at such special meeting.

Section 9. No action of the membership shall be deemed valid or binding unless such action is taken by the membership at a regular or special meeting held pursuant to the provisions of these Bylaws.

Section 10. A regular or special membership meeting shall not convene, or conduct any business, without the attendance of a quorum. A QUORUM SHALL CONSIST OF FOURTEEN (14) MEMBERS IN GOOD STANDING, ONE OF WHOM MUST BE AN OFFICER OF THIS LOCAL UNION.

Section 11. Meetings of this Local Union shall not be adjourned until the normal and regular business has been completed.

## **ARTICLE 10**

### **REGIONAL CHAPTER MEETINGS**

Section 1. Chapter Meeting Purpose. Chapter meetings shall follow an agenda format voted on and approved by the Executive Board and the membership. Chapters are open to all members in good standing, regardless of regional affiliation. The Chapters shall meet for the purpose of discussing issues specific to the Membership Region, issues unique to the bargaining units in the Chapter, and issues pertinent to the Local Union. Chapters shall be empowered to make recommendations and advisories to the Executive Board and to the Membership Assembly. No official union business will be conducted at the Chapter meetings.

Section 2. Chapter Meeting Structure. A Chapter Chair and a Chair Elect will be elected by a majority of those in attendance at the initial Chapter meeting held. After the initial election, the Chapter Chair Elect will automatically assume the position of Chair the following year. A

new Chair Elect will be elected going forward each year or when there is a vacancy. A Regional Executive Board member or other Officer shall facilitate the meeting. In the absence of a Regional Executive Board member or Officer, an Alternate Regional Executive Board member shall facilitate the meeting. The Chapter Chair shall record the meeting minutes. In the Chapter Chair's absence, the Chair Elect shall assume the duty of recording the minutes. Chapter Chairs are expected to attend any Membership Assembly.

Section 3. Chapter Meeting Frequency and Location. Each of the four (4) Membership Regions shall establish Regional Chapters in areas with a large concentration of members. Once established, each Chapter shall hold at least one Chapter meeting a year. In addition, each Membership Region shall hold at least one leadership education meeting a year. The leadership education meeting shall be rotated among each Chapter location. The Executive Board shall establish the number and location of meetings for the upcoming year at its December meeting. This schedule of meetings shall be voted on and approved at the following January Membership Assembly. The establishment of any new Regional Chapters shall come before the Executive Board and the membership for approval.

Section 4. Chapter Meeting Accountability. Regional Executive Board Member(s) will read the minutes from his/her Chapter meetings at the following monthly Executive Board meeting and notify the Executive Board of any requested official actions to be taken. Minutes of the Chapter meetings shall be available on the Local Union website for all members to access.

## **ARTICLE 11**

### **OFFICERS AND DUTIES**

#### Section 1.

- (a) The Local Union shall have the following elected officers: President, Vice-President, Business Manager, Secretary-Treasurer, Recording Secretary, four (4) Trustees, sixteen (16) Regional Executive Board members including sixteen (16) Alternate Regional Executive Board members. The number of Regional Executive Board members may change in accordance with the formula defined in Article 14 of these Bylaws.
- (b) All officers and employees of this Local shall be bonded under a bond approved by the Secretary-Treasurer of the International Union.
- (c) Every officer and employee of this organization, other than an employee performing exclusively clerical or custodial service, shall file with the Secretary of Labor, U.S. Department of Labor, a signed report, where necessary, conforming in all respects to the requirements of Section 202 of the Labor Management Reporting and Disclosure Act of 1959, as amended, and all pertinent rules and regulations there under.
- (d) In the event any of the officers of this Local Union are sued in relation to fulfilling their duties as an official of this organization, it will be the responsibility of the organization to provide legal fees for any such litigation, except as expressly prohibited by law.

## CONSTITUTION AND BYLAWS

Section 2. PRESIDENT. The President shall preside at all membership Assemblies and Executive Board meetings; shall preserve order during deliberations; be one of four (4) for a requirement of two (2) signatures for signing of checks drawn on the treasury; appoint all committees not otherwise ordered; transact such other business as may of right pertain to the office of President and which may be necessary to the proper functioning of this Local; and shall have such other powers and duties as are provided for in this Constitution and Bylaws.

### Section 3.

- (a) VICE-PRESIDENT. The Vice-President shall perform the duties of the President in the absence of that officer, and, in case a resignation or death of the President, shall perform the duties of the President until such vacancy is filled by the next regular election as provided for in this Constitution and Bylaws. This officer shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge his or her duties. The Vice-President shall also be chair ex-officio of all standing committees and shall have such other powers and duties as are provided for in this Local Union's Constitution and Bylaws.
- (b) The Vice-President shall act as Chair of the Trustees and is required to call the meetings of the Trustees. This officer shall have the right to require the presence of all necessary officers at such meetings, including the Secretary-Treasurer.
- (c) The Vice-President is one of four (4) for a requirement of two (2) signatures for signing of checks.

### Section 4.

- (a) BUSINESS MANAGER. The Business Manager shall be a full-time paid employee of Local 8.
- (b) The Business Manager shall be responsible for the organizational activities of this Local Union including: Negotiating agreements assisted by a negotiating committee elected by those members of the group covered by the agreement involved, if they so desire; signing agreements between the Local 8 and Employers after approval by the members affected by the agreement; enforcement of the Local 8's working agreements and attending to controversies between the members of this Local Union and their Employers; organizing new bargaining units.
- (c) The Business Manager shall make efforts to induce all persons working under the jurisdiction of Local 8 to become members of the Local 8 and see that all members live up to the laws of this Local Union.
- (d) The Business Manager shall attend Executive Board meetings but shall not be a member thereof.

## CONSTITUTION AND BYLAWS

- (e) The Business Manager shall attend and submit a report at each regular membership Assembly and Executive Board meeting.
- (f) The Business Manager shall implement policy decisions established by the Executive Board and membership.
- (g) The Business Manager shall recommend the number of permanent positions for Representatives, Organizers, and clerical staff she/he deems necessary or desirable, subject to ratification by the Executive Board and the membership.

Employees of Local 8 shall work under the direct supervision of the Business Manager. When an Organizer or Representative position opening occurs, the membership is to be notified that applications will be accepted for a period of fifteen (15) days. Outside applications will be solicited and accepted for the same fifteen (15) day time period. If qualifications are equal, preference will be given to member applicants. Timelines will be extended if necessary. The Business Manager shall be assisted in the interviewing process by a committee from the Executive Board. Committee members shall be paid for their actual expenses and lost time at meetings. The Business Manager shall hire said Union Representatives and Organizers. Staffing emergencies shall be relieved on a temporary basis with the approval of the Executive Board at a Special Executive Board meeting.

- (h) The Business Manager shall keep the original signed copy of each agreement entered into by this Local Union on file in the Local 8 office. Copies shall be available for inspection by any employee covered by said contract.
- (i) The Business Manager shall file a copy of all collective bargaining agreements entered into by this Local Union with the President of the International Union.

### Section 5.

- (a) SECRETARY-TREASURER. The Secretary-Treasurer shall be responsible for keeping all financial accounts of the Local Union and maintaining correct and proper accounts of all its members; collecting all initiation and reinstatement fees, dues assessments and fines from members of this Local Union; making all disbursements as provided for in Article 6 of this Constitution and Bylaws; keeping a correct record of all monies received and expended; preparing and submitting financial statements by calendar months to the Secretary-Treasurer of the International Union and to the regular membership Assemblies of the Local Union.
- (b) The Secretary-Treasurer shall sign all checks drawn on the treasury.
- (c) The Secretary-Treasurer shall be responsible for depositing all funds of this Local Union in a bank recommended by the Trustees and monitoring all investments; submitting all books and records to the Trustees for audit and approval whenever called upon to do so.

## CONSTITUTION AND BYLAWS

- (d) The Secretary-Treasurer shall be responsible for transmitting monthly, to the Secretary-Treasurer of the International Union, all financial obligations owing to the International Union, not later than the fifteenth (15th) day of the following month following such accounting and reporting procedures as shall be formulated by the Secretary-Treasurer of the International Union, and for making monthly reports to the Secretary-Treasurer of the International Union of all dues paying members on forms prescribed by same.
- (e) The Secretary-Treasurer shall be responsible for including in each monthly report the social security number, or other numeric identification, name and address of all newly initiated, reactivated and inactive members who have withdrawn, died, or have been suspended, including members automatically suspended after three (3) months delinquency in dues (in no event to exceed three months), or expelled, and names of all persons to whom working permits were issued during the month.
- (f) The Secretary-Treasurer shall, during this officer's term in office, check the requirements of Section 201(a) of the Labor Management Reporting and Disclosure Act of 1959, as amended, to ascertain whether any changes have occurred which will cause the information required to be filed to be reported to the Secretary of Labor, U.S. Department of Labor, at the time of filing annual financial reports as required in subsection (i) of this section and as required by Section 201(b) of the Labor Management Reporting and Disclosure Act of 1959, as amended.
- (g) The Secretary-Treasurer shall make available the information contained in the above-mentioned reports to all the Local Union's members.
- (h) The Secretary-Treasurer shall be responsible for preserving all records in accordance with the provisions of Section 206 of the Labor Management Reporting and Disclosure Act of 1959, as amended, which have been turned over to such officer until these records are at least six (6) years old; and for turning over to his/her successor all such records to be kept until they are at least six (6) years old.
- (i) The Secretary-Treasurer shall meet no later than November 15 of each year with the Trustees and Business Manager to prepare an annual budget. They shall then meet with the Executive Board in January to present the proposed budget for action.
- (j) Upon the expiration of the Secretary-Treasurer's term shall turn over to this officer's successor all properties and assets, including funds, books and records of this Local Union. Before turning over such properties and assets to the successor, the Secretary-Treasurer must see to it that successor is properly bonded. The Secretary-Treasurer shall turn over all properties and assets, including funds, books, and records, to the Secretary-Treasurer of the International Union or his/her duly authorized representative when properly called upon to do so.

Section 6. RECORDING SECRETARY. The Recording Secretary shall keep the minutes of all meetings and proceedings of the Local Union and the Executive Board.

Section 7. SERGEANT-AT-ARMS. The Sergeant-at-Arms shall assist the President in maintaining order. The Sergeant-at-Arms shall examine all persons entering the meeting hall to ascertain that each person who attends is a bona fide member or invited guest of the Local Union. The Sergeant-at-Arms shall be an honorary position, selected by the Executive Board, and shall be open to members, associate members and retired members. The Executive Board shall appoint a Sergeant-at-Arms at the Executive Board meeting before each Assembly.

Section 8.

- (a) TRUSTEES. The Trustees shall examine each check issued by the Local Union. Reasons for failure to concur shall be submitted to the Executive Board by the Chair of the Trustees. The Executive Board will make a determination subject to approval of the membership. The Trustees shall periodically, at least quarterly and at the end of each fiscal year, make an audit of all books and financial records and report to the Local Union and to the Secretary-Treasurer of the International Union, written copies of such reports are to be filed in the Local 8 office. They shall meet with the Vice-President of the Local Union who will act as Chair of the meeting. They shall also have such power and duties as provided for in this Constitution and Bylaws.
- (b) All books and financial records shall be audited annually by a CPA or LPA.
- (c) The Secretary-Treasurer shall meet no later than November 15 of each year with the Trustees and Business Manager to prepare an annual budget. They shall then meet with the Executive Board in January to present the proposed budget for action.
- (d) Any Trustee who fails to attend two (2) successive Trustee meetings shall be deemed to have forfeited his/her office. In the event any vacancy is created by resignation or removal of a Trustee, the unexpired term of office shall be filled immediately by secret ballot vote in accordance with the Election Procedures as set forth in these Bylaws.

**ARTICLE 12**

**EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer, Recording Secretary, sixteen (16) Regional Executive Board members and sixteen (16) Alternate Regional Executive Board members to be elected by a plurality of the voting membership in accordance with Article 14 of these Bylaws. Alternate Executive Board members shall be allowed but not required to attend Executive Board meetings and shall have a voice but no vote until seated officially in a vacant Executive Board position.

Section 2. Each member of the Executive Board shall have one (1) vote except the President. The President shall act as Chairperson and shall have a voice but no vote, except in the event of a tie vote, in which event the President shall have a vote.

Section 3. A majority of the Executive Board members shall constitute a quorum, and such

## CONSTITUTION AND BYLAWS

quorum shall have power to transact all business of the Executive Board. Regular meetings of the Executive Board shall be held monthly. Special meetings of the Executive Board may be called by the President, and must be called by the President upon the request of a majority of the members of the Board. All members of the Board shall be given reasonable notification by the Local 8 office of any special meeting of the Board.

Section 4. The Executive Board shall conduct the affairs of the Local Union in the intervals between membership Assemblies.

Section 5. The Executive Board shall report at the next regular Assembly of the Local Union, for approval or otherwise, on all matters brought properly to its attention. Proper minutes shall be kept by the Recording Secretary of the Executive Board meetings and all recommendations to the Local Union will be received on the floor as motions with a second. No action of the Board shall be valid that is not included in such minutes.

Section 6. The Executive Board may engage legal counsel subject to approval of the membership.

Section 7. The Executive Board shall approve employment of such clerical assistance as it deems necessary for the proper conduct of the Local Union's business. The Executive Board shall have the authority to consummate working agreements covering the clerical employees of the Local Union.

Section 8. The Executive Board shall have the authority to consummate collective bargaining agreements covering Organizers and Union Representatives and appropriate compensation and personnel policies for the Business Manager subject to ratification by the membership.

Section 9. In September of each year a negotiating subcommittee of no less than three (3) Executive Board members, to be appointed by the President, shall recommend to the full Board no later than January of each year the proposed Agreement for Organizers and Union Representatives and compensation/personnel policies for the Business Manager.

Section 10. Any officer or member of the Executive Board as enumerated in Section 1 of this Article who fails to attend three (3) successive regular Executive Board meetings, shall be deemed to have forfeited their office; however, if the office of the President is thus declared vacant, the Vice-President shall perform the duties of the President until such vacancy is filled by the next regular election as provided in Article 14.

- (a) Executive Board members are required to attend all Membership Assemblies. Regional Executive Board members who live outside of the Central Region are required to attend in-person any Executive Board meeting requested by the President and at least two Executive Board meetings of their choice a year. Except when in-person attendance is required, teleconference attendance for Executive Board members in Regional positions outside of the Central Region shall be considered the same as attending a meeting in-person. A Central Region Executive Board member may call in when an out of town commitment or illness prevents in-person attendance. This shall be considered

the same as attending an in-person meeting when approved by the President or another principle officer.

- (b) Executive Board members shall be reimbursed for any expenses in accordance with this Local Union's Executive Board Reimbursement Policy approved by the Executive Board and the General Membership.

## ARTICLE 13

### AFFILIATIONS AND DELEGATES

Section 1. This Local Union shall be affiliated with the educational conference embracing its geographical jurisdiction as designated by the International Executive Board.

Section 2. This Local Union may be affiliated with central labor organizations, councils, departments or federations chartered by or affiliated with the American Federation of Labor and Congress of Industrial Organizations and the Canadian Labour Congress and/or Office and Professional Employees International Union. The Business Manager upon taking office shall be an automatic delegate to the above.

Section 3.

- (a) Delegates, in addition to the Business Manager, to the aforesaid central labor organizations, councils, departments, conferences, federations and International Conventions, shall be selected by a secret ballot vote of the Local Union.
- (b) Delegates to all central labor councils, will be nominated and elected at the January Membership Assembly in odd-numbered years and will serve for two (2) years. Any elected delegate who fails to attend four (4) successive regular central labor council meetings, shall be deemed to have forfeited this position. A special election shall be held to elect a replacement at the next membership Assembly. Notice of such election shall be in accordance with Section 3(f).
- (c) Delegates to the Washington State Labor Council Convention will be elected at the January Membership Assembly in even-numbered years and will serve for two (2) year terms.
- (d) All other delegates shall be elected at a regular or special membership Assembly.
- (e) Delegates shall be paid the Federal Per Diem Rate using the high-low substantiation rate for actual expenses incurred at meetings in which they are delegates, provided they are in attendance at required meetings. Based on budgetary considerations, time loss, transportation, lodging and the number of delegates and/or other members to attend if any shall be determined and approved by a vote of the Executive Board and membership in advance of the event.

- (f) Notice of such meeting shall be given to all members in good standing not less than fifteen (15) days prior to the date of such meeting.

Section 4. Each delegate must have been in continuous good standing in this Local Union for at least six (6) months prior to election, except as provided in Article 6, Section 6 of the International Constitution.

Section 5. Delegates shall attend the meetings of sessions of the body or assembly to which they have been delegates, faithfully represent this Local Union and protect its interest and properly present and support its declared policies and instructions. They shall report to this Local Union the proceedings of the organization to which they were delegates and perform such other duties as pertain to their office.

## **ARTICLE 14**

### **TERMS OF OFFICE AND ELECTIONS**

Section 1.

- (a) The President, Vice-President, Business Manager, Secretary-Treasurer, Recording Secretary and a total of sixteen (16) Regional Executive Board members, based on the formula described in Section 1 (c) below, shall be elected by the membership at the General Election and shall hold office for a term of three (3) years.
- (b) Sixteen (16) Alternate Executive Board members shall be elected by the membership at the General Election and Special Elections if required. The Alternates shall fill vacancies in the Executive Board positions until the next General Election. The Alternate with the higher vote count shall be seated in the first vacancy by Region.
- (c) The sixteen (16) Regional Executive Board members shall be nominated and elected only by those members who reside in the same region as the Regional Executive Board members. The President, Vice-President, Business Manager, Secretary-Treasurer, Recording Secretary and the four (4) Trustees are at large positions and voted on by the entire membership. The number of Regional Executive Board members shall be defined using the formula of one (1) Board position for every three hundred (300) members within a Region. Each Region shall have a minimum of three (3) positions. The formula will be applied to the total membership count at the end of each year to determine if additional Executive Board positions are warranted. If additional position(s) is/are needed, the Alternate Regional Board Member(s) will assume the position(s). If there is no Alternate position available, an election for the position(s) will be held at the next January Membership Assembly. If a position needs to be eliminated based on the formula, the adjustment will be made at the next General Election.

The four (4) Regions are:

NORTH REGION:                      Whatcom, Skagit, Snohomish, San Juan and Island Counties.

CONSTITUTION AND BYLAWS

CENTRAL: Martin Luther King Jr. County

SOUTH/WEST REGION: Clallam, Jefferson, Kitsap, Mason, Gray's Harbor, Thurston, Pierce, Pacific, Lewis, Cowlitz, Wahkiakum, Clark and Skamania Counties.

EAST REGION: All other Washington State Counties.

The North Region shall nominate and elect four (4) Regional Executive Board members. The Central Region shall nominate and elect six (6) Regional Executive Board members. The South/West shall nominate and elect three (3) Regional Executive Board members and the East Regions shall nominate and elect three (3) Regional Executive Board members. The number of Regional Board members shall be in accordance to the formula defined in Section 1(c) of this Article 14.

(d) Members who reside outside of Washington State shall be included in the four (4) Regions as follows: Members who reside in Hood River County, Oregon and all Oregon counties west shall be part of the South/West Region. Members who reside in Oregon counties east of Hood River County; Idaho and all other states shall be part of the East Region.

Section 2. No person shall be elected to an office in this Local Union unless they have been a member of this Local Union, in continuous good standing for at least twelve (12) months prior to election. An applicant for membership shall be considered a member in good standing as of the month that such applicant has completed payment of all dues and initiation fee which have accrued as of the month such complete initiation fee is paid.

Section 3. No member shall accept nomination for, or be elected to, more than one of the elective offices specified in Article 11, Section 1.

Section 4. The President, Vice-President, Business Manager, Secretary-Treasurer, Recording Secretary, sixteen (16) Regional Executive Board members and sixteen (16) Alternate Regional Executive Board members of this Local Union shall be nominated from the floor at the regular Membership Assembly held in the month of January of each General Election year, or may be nominated in writing, to be received prior to the close of nominations. A nomination in writing must possess the signature of a member in good standing.

Nominees must be in attendance at the meeting at which they are nominated or declare in writing their willingness to accept the nomination. Such written declaration must be presented before the close of nominations. It is the responsibility of those making a written nomination to inform the nominee, so that the nominee may arrange to accept the nomination.

Section 5. The General Election shall take place on the fourth Wednesday of February of every third year beginning in February 1995. Trustees shall be nominated and elected at the regular September Assembly for a three (3) year term as each term expires.

Section 6. Officers shall be installed at the regular Executive Board meeting following the

month of their election.

Section 7.

- (a) An Election Board of seven (7) members, including two (2) alternates, who are not candidates, shall be elected at the regular membership Assembly after nominations for regular officers have been closed. The Election Board will remain in effect until the next general election. Failure to attend two (2) consecutive membership meetings where elections are held will result in automatic removal from office.
- (b) The Election Board shall have full charge of all elections and they shall be present at all Assemblies where election of officers and/or delegates will take place.
- (c) Should less than two members of the Election Board be present at an Assembly where an election has been scheduled, the members present at the Assembly shall elect a substitute board of not less than two (2) for that election.
- (d) In the event of Election Board vacancies due to resignation, removal or retirement, nominations and election will be held at the next regularly scheduled membership Assembly to fill the vacancy or vacancies.

Section 8. The Election Board shall have the duty of enforcing the right to vote of the members and shall see that such right of franchise is not interfered with or hindered by anyone.

Section 9. The Election Board shall examine the membership status of all members before permitting them to vote, and shall compare the said status with a roster to be supplied by the Secretary-Treasurer.

Section 10. The Election Board shall conduct all elections in accordance with the current "OPEIU Local 8 Election Policies and Procedures" as adopted by the membership. The Election Board will review "OPEIU Local 8 Election Policies and Procedures" and recommend necessary changes to the Executive Board and the membership, within four (4) months after each election.

Section 11. Notice of nomination and elections shall be sent by the Secretary-Treasurer to members in good standing. Such notice shall be sent by first class mail or electronically to the member's last known address or email address not less than fifteen (15) days in advance of the nomination. Notice in the Local Union's regular newsletter shall be deemed good and sufficient. Such notice shall include the dates, times and locations for the nomination and election, balloting procedures, and nominated candidate(s).

Section 12. The general election shall be conducted by mail ballot in accordance with the "OPEIU Local 8 Election Policies and Procedures". On the day of the election mail ballots must be received at a time designated by the Election Committee in a special restricted access post office box in accordance with the "OPEIU Local 8 Election Policies and Procedures".

Section 13. To be eligible to vote, members must be in good standing. The Election Board shall furnish a mail ballot to members in good standing. All mail ballots shall include:

- (a) Notice of election and instructions for voting;
- (b) One official unmarked ballot;
- (c) One ballot envelope, and
- (d) One return addressed envelope with a voter identification number (or space for such a number) and space for the voter's name and address in the upper left hand corner.

Mail ballots shall be picked up at the specially designated post office box at a time previously designated by the Election Rules and brought to the tally site. The Election Board will verify eligibility of the voter by the outer envelope. To preserve the secrecy of the voter's preference, return envelopes and envelopes containing ballots shall be separated before ballot envelopes are opened and ballots are counted.

Section 14. MID-TERM VACANCIES. The following procedures shall be used to fill mid-term vacancies:

- (a) Vacancies in the office of President shall be filled by the Vice President until the next General Election, in accordance with Article 11, Section 3.
- (b) Vacancies in the office of Vice President, Secretary-Treasurer and Recording Secretary shall be filled by appointment by the Executive Board from one of the sixteen (16) Regional Board members or Alternates, until the next General Election if the term is more than one-half over. If less than half the term is expired when the vacancy occurs, the vacancy shall be filled by appointment by the Executive Board from one of the sixteen (16) Regional Board members or Alternates until the next Membership Assembly when a Special Election shall be held to fill the vacancy(ies).
- (c) Vacancies in the Sixteen (16) Board positions shall be filled by the elected alternates until the next General Election if the term is more than half over, or until a special nomination and election to be held at the next Membership Assembly if less than half term has expired when the vacancy occurs. If more than four (4) Board positions are vacated with no Alternates available, a nomination and election process will be held beginning with the next regular membership Assembly and in accordance with this Article.
- (d) Vacancies in Trustee positions prior to expiration of the term of office shall be filled by nominations and election at the next general membership Assembly.
- (e) In the event a vacancy occurs in the Business Manager position, a special meeting, if no regular membership meeting is scheduled, may be called for the month following the vacancy for the purpose of nominations. Proper notification will be sent to the membership in accordance with Section 11 of this Article.

- (f) Proper notification will be sent to the membership in accordance with Section 11 of this Article. Mail ballots will be provided in accordance with Section 13 of this Article. Ballots shall be counted and tabulated by the Election Board, and the Election Board Chair shall announce the results of the election.

Section 15. All elections, except as otherwise in these laws specified, shall be by secret and unidentified ballot and no proxy voting shall be allowed.

Section 16. The candidate(s) receiving the greatest number of votes for each of the respective offices shall be declared elected as follows: President, Vice-President, Business Manager, Secretary-Treasurer, Recording Secretary, sixteen (16) Regional Executive Board members, sixteen (16) Regional Alternate Executive Board members, and Trustee.

Section 17. No votes for any member who is not duly nominated and listed on the ballot may be counted by the Election Board. (No sticker or write-in candidates.)

Section 18. Obligation of newly elected or appointed officer(s) will be held at the next regular Executive Board meeting following election or appointment. Before entering upon the duties of their respective offices, the newly elected officers shall subscribe to the installation obligation as set forth in these Bylaws.

## **ARTICLE 15**

### **ELECTION OFFENSES**

Any member found guilty by the Trial Board of tampering with ballots, illegal voting, committing fraud, violence, coercion, or other conduct not included in the foregoing, which in any manner interferes with a member's right of franchise, shall be subject to expulsion, suspension, or fine by the Trial Board.

## **ARTICLE 16**

### **PROTEST OF AN ELECTION**

Section 1. A recount may be ordered upon presentation to the Executive Board of a petition signed by twenty-five (25) members of the Local Union in good standing. The petition must be presented to the Executive Board within fourteen (14) days after the election, and this petition shall enumerate the reasons why such twenty-five (25) members believe a recount should be held. If the Executive Board rules that a recount should be held, it shall proceed to appoint a Recount Committee of disinterested members of the Local Union to conduct the recount. If the Executive Board denies the petition, it shall make a report of its ruling to the next regular or special membership Assembly. It shall require a majority vote of those present to reverse the Executive Board's decision. Upon receipt of a recount petition the President shall call a special meeting of the Executive Board to consider such petition.

Section 2. The installation of all newly elected officers, Trustees, and Executive Board

members shall not be held until a final disposition has been made on the petition for a recount and/or in actual recount.

Section 3. If the membership Assembly reverses the Executive Board's decision, the matter shall revert to the Executive Board and it shall appoint a Recount Committee. No candidate elected or defeated shall be eligible for membership on the Recount Committee, but any candidate shall be permitted to attend all meetings of the Recount Committee as an observer. The Committee shall report its findings to the membership at the next regular or special Assembly. If a report of the Committee declares that their tabulation shows that a defeated candidate has actually been the recipient of the greatest number of votes cast for that office, and if the Committee's report is accepted by a plurality of the members present at the meeting, the candidate actually receiving the greatest number of votes shall be declared elected.

## **ARTICLE 17**

### **DISCIPLINE AND TRIALS**

Section 1. Local Unions in the United States may discipline their members or officers only as permitted by Federal law, with only those penalties as authorized by the Labor Management Reporting and Disclosure Act of 1959, for violation of the International Constitution or the Local Union Constitution and Bylaws. Uniform procedures, including rights of appeal, to ensure full compliance with the Labor Management Reporting and Disclosure Act of 1959, will be issued by the International Union and shall be complied with in order to afford the fullest protection for all parties involved.

Section 2. Rules of procedure for Section 1 shall be submitted to any member upon request to the Local Union.

Section 3. All financial obligations imposed by Section 1 shall be a legal obligation of the member upon whom imposed and enforceable in a court of law.

Section 4. None of the foregoing is applicable to any matter involving delinquency or failure to pay dues. Any Local Union may provide its Bylaws for automatic suspension of any member who is delinquent a minimum of one (1) month in his/her dues, but in any event any member of any Local Union who becomes three (3) months delinquent in his/her dues shall be automatically suspended.

## **ARTICLE 18**

### **STRIKES**

Section 1. In the event of a dispute between any members of this Local Union and a particular Employer(s), this Local Union shall not call a strike against such Employer(s), unless the following actions have been taken.

- (a) First, steps outlined in the Local 8 Strike and Defense Policy to prevent, assess, and mediate a potential strike must be taken.

(b) Next, a STRIKE AUTHORIZATION VOTE must be taken with members of the impacted bargaining unit. The vote shall be conducted by secret ballot at a meeting(s) called for such purpose. In order to move to the next step of strike preparation at least 60% of eligible voters in attendance at such meeting must vote to authorize strike preparations.

(c) Before taking a FINAL STRIKE VOTE within the impacted bargaining unit, the strike must be approved by the Local 8 Executive Board, the Local 8 membership and the appropriate central labor council(s). Only after the steps outlined above have been completed can a FINAL STRIKE VOTE be taken. The vote shall be conducted by secret ballot at a meeting(s) called for such purpose. The FINAL STRIKE VOTE must be approved by at least 70% of eligible voters in attendance at such meeting. In rare situations and only with the approval of the Executive Board, proxy, absentee or mail ballot voting may be allowed, otherwise members must be present in order to vote.

(d) If a strike is called by at least 70% of eligible voters, approval of the President of the International Union shall be obtained.

Section 2. Strikes against any Employer(s), may be terminated if a majority of the members of the Local Union employed by such Employer(s) so request by secret ballot.

## **ARTICLE 19**

### **RULES OF ORDER**

Section 1. The rules contained in Robert's Rules of Order Revised shall govern this Local Union in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and Bylaws or the Standing Rules of this Local Union.

Section 2. Each member when speaking shall confine discussion to the question under debate.

Section 3. All questions, unless provided otherwise in Robert's Rules of Order Revised or by this Local Union's laws, shall be decided as a majority vote of the good standing members present may direct.

A majority vote of the good standing members present shall decide all questions, unless otherwise provided in Robert's Rules of Order Revised or the Constitution and Bylaws.

## **ARTICLE 20**

### **INTERNATIONAL CONSTITUTION**

Any provision contained in the Constitution and Bylaws of this Local Union which is contrary to or in conflict with the provisions of the International Union Constitution shall be inoperative and of no effect except as the International President may otherwise specifically approve.

**ARTICLE 21**

**AMENDMENTS**

Section 1. A proposed amendment to this Constitution may be introduced by the Bylaws Committee, or by a petition containing the proposed amendment which has been signed by at least thirty (30) members in good standing. Such petition must be presented to the Bylaws Committee, or if there is no standing Bylaws Committee, the petition shall be presented to the Executive Board before it can be considered by the body. Any amendment(s) or addition(s) submitted shall be read at two (2) successive Assemblies of the general membership.

Section 2. Any proposed amendment(s) or addition(s) shall be included in the Executive Board minutes for first reading at the next membership Assembly. There can be no vote or action following first reading. Second reading shall be held at the next succeeding membership Assembly at which time it will be open for discussion, amendment or other action, and final voting by the membership.

Section 3. Prior to second reading a meeting notice shall be mailed or emailed to each member in good standing and shall contain a statement informing the members of the nature of the proposed amendment(s) or addition(s), and that discussion, amendment and final voting will be taken by the membership at said meeting. A two-thirds vote of the eligible members voting shall be required to constitute adoption of any amendment(s) or addition(s) to this Constitution and Bylaws except as provided in Article 6, Section 1 herein.

Section 4. No amendment to this Constitution and Bylaws shall take effect until the approval of the President of the International Union has been secured.

**ARTICLE 22**

**POLICIES**

All policies vital to the interests of the membership shall be brought before the Executive Board and membership for approval. Any such policy may be adopted, amended, suspended, or rescinded by a two-thirds vote of the membership in attendance at a regular or special General Membership Assembly. Notice shall be given to members prior to any vote on a policy brought before the membership. Notification in the Local Union's newsletter shall be deemed sufficient notice. All such approved policies shall be kept in the Local Union's main office and be made available upon request from any member in good standing.

**ORDERS OF THE DAY**

1. Opening
2. Roll Call of Officers
3. Initiation of New Members
4. Minutes of Previous Assembly
5. Report of Secretary-Treasurer
6. Officer and Staff Reports
7. Regional Reports
8. Committee Reports
9. Special Order of Business
10. Education Component
11. Communications
12. Unfinished Business
13. New Business
14. Good and Welfare
15. Adjourn

**NEW MEMBER INITIATION PLEDGE**

“I, \_\_\_\_\_, pledge my honor before these witnesses to faithfully comply with the Constitution, laws and all amendments thereto of Office and Professional Employees International Union Local No. 8, and of the International Union.”

**OATH OF OFFICE**

“I, \_\_\_\_\_, do solemnly pledge my word and honor before these witnesses that I will, to the best of my abilities, perform the duty of my office. At the close of my official term, I will turn over to my successor all books, records, and all other properties, including funds, of this Local Union, that may be in my possession. I will also deliver all such properties to the International Union upon lawful demand. I will at all times devote my efforts to further the objectives and the best interests of my Union.”

M/S/C by Executive Board June 10, 2009  
M/S/C by General Membership on July 28, 2009

**APPENDIX "A"**

**DUES SCHEDULE**

Effective June 1, 1998, the dues schedule for OPEIU Local 8 will be as follows:

Retiree Dues	-	\$5.00 per month
Associate Member Dues	-	\$8.00 per month

All other dues shall be 1.5% of gross monthly earnings prior to deductions and to the nearest 5 cents. (Gross monthly earnings include all wages earned under your Labor Agreement, including overtime pay received.)

To estimate your monthly dues based on earnings:

1. If you are paid weekly - multiply your weekly wages by 52 (weeks per year) and divide by 12 (months); then multiply that amount by .015.
2. If you are paid bi-monthly (every 15 days), add the two amounts and multiply by .015.
3. Increase the monthly dues estimate by multiplying the amount of anticipated overtime pay by .015 and adding the result to the amount estimated in 1 or 2 above for a more accurate estimate.

If you have any questions, please call (206) 441-8880 or 1-800-600-2433 and ask to speak to Local 8's Billing Department.

