

**BYLAWS and Constitution**  
**of the**  
**Eastern Oregon UNISERV COUNCIL**

**ARTICLE I**

**NAME**

- Section 1. The name of this Council shall be the Eastern Oregon UniServ Council, hereafter referred to as EOUC.
- Section 2. The EOUC shall affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA).

**ARTICLE II**

**PURPOSE**

- Section 1. To enhance the prestige and power of the National Education Association, the Oregon Education Association, and its local affiliates
- Section 2. To enhance communication and democratic participation among the locals in the EOUC service area.
- Section 3. To encourage and coordinate the professional growth and activity of each member and local within the service area.
- Section 4. To ensure enactment of legislation favorable to education and to elect candidate who will support education.
- Section 5. To provide a coordinated program of services to school employees on an equitable basis through the EOUC service area.
- Section 6. To provide for and to coordinate regional programs and workshops in cooperation with the UniServ Consultant, local affiliates, and NEA-OEA.

**ARTICLE III**

**MEMBERS**

- Section 1. Each Local is granted one represented designee.
- Section 2. The OEA Director for OEA District Number Eight and the EOUC officers will be voting representatives.
- Section 3. Representatives to OEA Committees will be non-voting representatives.

## **ARTICLE IV**

### **OFFICERS**

- Section 1. The officers shall include President, Vice-President, Secretary, and Treasurer.
- Section 2. All officers shall be elected by majority ballot and shall hold office for two-year term for no more than two consecutive terms in the same office, beginning July 1, 2018.
- Section 3. The President shall:
- A. Prepare the agenda and preside at all meetings of EOUC.
  - B. Preside at the Executive Committee meetings and carry out its directives.
  - C. Have authority to call special meetings of EOUC.
  - D. Serve, with full voting powers, as an ex officio member of all committees and task forces.
- Section 4. The Vice-President shall:
- A. Assume responsibilities of the President when the President is absent or away for extended periods of time.
  - B. Perform such other duties as designated by the President.
- Section 5. The Secretary shall:
- A. Keep minutes of all general and Executive Board meetings.
  - B. Maintain a file of the minutes for all meetings.
  - C. Send a copy of the meeting minutes within two weeks following the meeting to the Pendleton OEA UniServ office.
  - D. Maintain a record of attendance at all meetings.
- Section 6. The Treasurer shall:
- A. Pay all bills authorized by EOUC.
  - B. Make an accurate financial report at each meeting. The records shall be accurate and current at all times.
  - C. Prepare an annual written financial report for distribution to EOUC representatives and OEA CFO.
  - D. Notify the local affiliates of their dues assessment.

## **ARTICLE V**

### **EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall consist of the EOUC Officers and the OEA Board Director for OEA District Number Eight.
- Section 2. The Executive Committee Shall:
- A. Be responsible for the management of the EOUC.
  - B. Carry out policies established by EOUC.
  - C. Report its transactions.
  - D. Suggest policies for consideration by the Council.
  - E. Approve appointments to the charges for committees and task forces.
  - F. Appoints an annual audit committee to review expenditures at the end of each fiscal year.
  - G. Coordinates trainings and events.
  - H. Acts as the Elections Committee.

## **ARTICLE VI**

### **ELECTIONS and VACANCIES**

- Section 1. The Elections Committee shall be responsible for nominating at least two candidates for each elected position. Prior consent must be obtained from all nominees.
- Section 2. The Elections Committee shall report no later than the last scheduled meeting for the year. The report shall include nominees for the positions of President, Vice President, Secretary, and Treasurer.
- Section 3. Any active NEA-OEA member in the EOUC service area shall have the right to make nominations or to be nominated either by the Elections Committee or from the floor of the EOUC meeting.
- Section 4. Voting in all elections shall be by secret ballot. A place will be provided for write-in candidates on the ballot.
- Section 5. Elected officers shall assume office on July 1, unless the election is to fill a vacancy, in which case the elected officer shall assume the office immediately. All new officers are required to attend the planning meeting in June.
- Section 6. If a vacancy occurs in the office of President, the Vice-President shall immediately assume the duties of President. A vacancy occurring in the office of Vice-President, Secretary, or Treasurer shall be filled by an election at the next scheduled EOUC meeting. A secret ballot election shall be conducted to fill the vacancy.
- Section 7. The Executive Committee shall elect an Interim Board Representative if the position becomes vacant, until a regularly scheduled election is held.
- Section 8. If any member of the Executive Committee is absent from more than two regular meetings, the honoraria shall be voided, unless attendance is prevented by illness or other justifiable cause as substantiated in writing to the EOUC President.

## **ARTICLE VII**

### **MEETINGS**

- Section 1. Regular EOUC meetings shall be held at least six times per year.
- Section 2. Executive Committee meetings may be called by either the President, a majority of the Executive Committee, or by a petition signed by 25 percent of the voting representatives of EOUC.
- Section 3. A quorum for EOUC meetings shall consist of a majority of those present.
- Section 4. A quorum for Executive Committee meetings shall consist of four members.

## **ARTICLE VIII**

### **ETHNIC-MINORITY PARTICIPATION**

- Section 1. The EOUC shall make every effort to encourage regular and meaningful ethnic-minority participation in its activities.

## **ARTICLE IX**

### **FUNDING**

- Section 1. It shall be the responsibility of the local association to provide funds for the annual budget of EOUC. Dues for each member of participating locals shall be \$7 for certified and \$5 for ESP.
- Section 2. Local associations shall remit dues to the EOUC Treasurer by January 1.
- Section 3. The fiscal year shall run from September 1 through August 31.

## **ARTICLE X**

### **AUTHORITY**

- Section 1. The EOUC shall comply with all requirements and policies governing the NEA-OEA UniServ Programs.
- Section 2. Any part of these bylaws found to be in conflict with the requirements or policies of either the NEA or the OEA shall be declared null and void.
- Section 3. Robert's Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise provided for in these bylaws.
- Section 4. EOUC shall be the final judge of the qualifications of officers and representatives.
- Section 5. The EOUC guarantees that no member may be censured, suspended or expelled, and that none of its local affiliates may be censured, suspended or disaffiliated without a due process hearing, which shall include an appropriate appellate procedure.

## **ARTICLE XI**

### **AMENDING PROCEDURE**

- Section 1. These Bylaws may be amended by a simple majority, if a quorum of EOUC is present and voting at a regularly scheduled meeting after the proposed amendment has been presented in writing at the previous regularly scheduled meeting of EOUC.